

HOUSTON INDEPENDENT SCHOOL DISTRICT
BOND PROGRAM OVERSIGHT COMMITTEE CHARTER

Committee's Charge

The HISD Board, in response to community interest in the effective and efficient use of bond proceeds, has established a mechanism to encourage greater accountability by creating the Bond Program Oversight Committee. The Committee's charge is to monitor Bond funded construction projects and help interested Houstonians to stay informed about new construction and renovation projects in the District.

The Committee is an independent citizens Committee that is responsible to the Superintendent of Schools and to the general public. Its purpose is to monitor performance in order to confirm that HISD implements Bond Program work in general conformance with the program approved by the voters. The Committee counsels and provides input to the administration, but it does not have management or policy-setting responsibilities.

Committee Structure and Membership:

- a) The Committee has nine voting members, including a Chairperson and Vice Chairperson who are appointed by the Superintendent. The Superintendent shall solicit written applications on nominations prior to making any appointment to the Committee. Appointments will be for a one year term. Terms may be extended for additional one year terms upon approval by the Superintendent.
- b) Membership on the Committee shall consist of interested persons from the following groups:
 - 1. Members active in a business organization representing the business community located in the District.
 - 2. Members who are parents or guardians of a child enrolled in the District and also active in a parent-teacher organization.
 - 3. Members of the community at-large.
 - 4. At least one member with building design and/or construction experience.
- c) The Committee members receive no direct or indirect compensation from the District for their services as members of the Committee.
- d) The Committee members may not have an active or pending contract with the District.

- e) The Committee may not include any employee or official of the District, or any vendor, contractor or consultant of the District.
- f) A Committee member serves at the pleasure of the Superintendent. If a Committee member moves outside the District's geographic boundaries, resigns, violates the Ethics Policy contained herein, fails to attend two consecutive Committee meetings without reasonable excuse, or otherwise becomes unable to serve on the Committee, the Superintendent may declare the position on the Committee to be vacant and appoint another qualified person to the Committee.
- g) Committee members who are currently on the Committee at the time this Charter is adopted and who have no personal or professional conflicts as described in this Charter may continue to be on the Committee for the remainder of their term (not to exceed one year). Future appointments will follow the process as outlined in this Charter.

Duties and Responsibilities:

- a) The Committee shall be available to inform the public concerning the District's expenditure of bond proceeds.
- b) The Committee will review quarterly reports produced by the District to verify general compliance with the purposes set forth in the Bond Program as approved by the voters.
- c) The Committee may coordinate with the Superintendent's designee to visit District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any necessary access procedures.
- d) The Committee may review copies of other bond reports published by the District.
- e) The Committee may recommend improvements or make other suggestions regarding the effective and efficient use of bond proceeds to the Superintendent's designee.
- f) The Committee may periodically give status reports to the Board, when deemed to be appropriate by the Superintendent or when recommended by the Chairman of the Committee and approved by the Superintendent.
- g) The Committee will perform other reasonable duties requested by the Superintendent.
- h) The Committee is not responsible for:
 - (1) approval of construction contracts;
 - (2) approval of construction change orders;
 - (3) appropriation of construction funds;
 - (4) handling of legal matters;
 - (5) approval of construction plans and schedules;
 - (6) approval of the District's maintenance plan;
 - (7) approval of the sale of bonds;
 - (8) the establishment of priorities and order of construction for the bond projects;

- (9) the selection of architects, engineers, construction managers, project managers, and such other professional service firms;
- (10) the approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction means or methods;
- (11) the selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the performance of the Bond Program;
- (12) Setting or approving schedules of design and construction activities;
- (13) Directing the activities of staff or consultants; or
- (14) Activities, roles or responsibilities that have been designated by the Superintendent or his designee to staff or consultants, or any policy-making responsibilities.

Committee Meetings:

- a) The Committee shall meet quarterly to review the District's Bond Program status and related information, and to perform other duties as provided herein. The Superintendent may convene additional meetings, if necessary.
- b) All Committee meetings shall be held within the District's geographic boundaries.

District Support:

- a) The Chief Operating Officer shall act as the Superintendent's designee to the Bond Oversight Committee.
- b) The District shall provide to the Committee necessary technical and administrative assistance as follows:
 - (1) provision of a meeting room, including any necessary audio/visual equipment;
 - (2) preparation and copies of any documentary meeting materials, such as agendas and reports; and distribution of those materials to the committee in a timely manner.
 - (3) provision of a quarterly summary report covering the School Bond Program.
 - (4) retention of Committee meeting records, and providing public access to such records on an Internet website maintained by the District.
- c) District staff and/or District consultants shall attend Committee proceedings in order to report on the status of bond projects . (Neither the Committee nor any individual Committee member has the authority to direct the work of District staff or consultants.)

Ethics Policy:

This Ethics Policy provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Policy. However, this Policy captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Policy were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

Policy:

CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds; or (2) any construction project which will benefit the Committee member's outside employment, business, or provide a financial benefit to a family member, such as a spouse, child, parent or sibling.

OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds; or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of one (1) year after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of one (1) year after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding or proposing to provide services on projects funded by the bond proceeds; and/or (2) any construction project funded by the District.

COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and Texas Constitutions, the laws and regulations of the United States and the State of Texas, and the policies, procedures, rules and regulations of the Houston Independent School District.

COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.