



2021–2022 CAPITAL PLANNING STEERING COMMITTEE GUIDELINES

BACKGROUND

The Houston Independent School District Mission, Vision, Beliefs, Constraints, and Goals reinforce HISD's commitment to equity, closing the achievement gap, meeting the needs of the whole child, personalizing learning for each individual child, creating safe, joyful learning spaces, retaining qualified and effective personnel, operating with transparency across all departments, and engaging meaningfully with the community in all major decision-making.

The district aims to equitably educate the whole child so that every student graduates with the tools to reach their full potential.

The 2021-2022 Capital Planning Steering Committee will play a critical, strategic role in helping the district accomplish its goals by developing a plan to ensure all students have equitable access to modern, innovative, and safe learning spaces that help them grow and thrive.

PURPOSE OF GUIDELINES

The HISD 2021-2022 Capital Planning Steering Committee Guidelines explain the committee mission, structure, membership, duties, responsibilities, and expectations.

COMMITTEE MISSION

The HISD 2021-2022 Capital Planning Steering Committee is charged with providing strategic direction, feedback, and guidance to the district as it prepares to address capital needs identified in the 2021 facilities assessment.

COMMITTEE STRUCTURE & MEMBERSHIP

The 2021-2022 Capital Planning Steering Committee is an independent citizens committee responsible to the HISD Superintendent, HISD Board of Education, HISD stakeholders, and general public — in that order.

- A.** The committee has up to 25 members, including a chairperson and vice-chairperson, who are appointed by the Superintendent and tasked with serving as committee leaders, meeting facilitators, and district liaisons.
 - a.** The committee will review, assess, and provide feedback on reports and other information provided by the district and its designees.
 - b.** Any formal action from the committee requires a majority vote of the quorum present. Individual committee members shall not exercise authority for the committee as a whole and shall not act independently of the committee.
- B.** All membership applications will be reviewed for experiences and qualifications by a panel consisting of members of the district's senior leadership team. The panel will submit recommendations to the Superintendent for approval and appointment to the committee.
- C.** Appointments will last for one year — or the duration of the 2021-2022 Capital Planning Steering Process. Terms may be extended for an additional one or two years upon approval by the Superintendent.

- D.** Membership on the committee shall consist of interested persons who can remain objective and independent and provide guidance and feedback that is in keeping with the best interest of the district and its students. Special preference will be given to:
- a.** Candidates with expertise or specialized knowledge in the areas of building design/engineering, construction, construction project management, safety and security, and/or finance.
 - b.** Candidates who are active in a business organization that represents the business community in the district.
 - c.** Candidates who are active in a community organization that represents the community in the district.
 - d.** Candidates who are parents or guardians of a child enrolled in the district and active in a parent-teacher organization.
- E.** Committee members must:
- a.** Serve the general interest of the public as opposed to any personal interest or special interest group.
 - b.** Live within the district's geographic boundaries.
 - c.** Register with HISD's Volunteers in Public Schools (VIPS).
 - d.** Receive no direct or indirect compensation from the district for their service as committee members.
 - e.** Disclose and sign a conflict of interest statement for any existing conflicts and re-submit if any conflicts arise during the committee member's tenure.
 - f.** Not have an active contract or be seeking a contract with the district or with any contractors or sub-contractors associated with the capital planning process.
 - g.** Not be an employee or official of the district or any vendor, contractor, or consultant of the district.
- F.** If a committee member moves outside the district's geographic boundaries, resigns, violates any district ethics or conflict of interest policy, 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 vacant and appoint another qualified person to the committee.

COMMITTEE MEETINGS

- A.** The committee shall meet at least once a month for the duration of the capital planning steering committee process. The Superintendent or his designee, Chairperson, or Vice Chairperson may convene additional meetings, if necessary.
- B.** All committee meetings shall be held within the district's geographic boundaries.
- C.** Minutes will be prepared by a district representative and distributed to the committee within 10 business days.

COMMITTEE DUTIES & RESPONSIBILITIES

The 2021-2022 Capital Planning Steering Committee is tasked with:

- A.** Reviewing and providing input on comprehensive reports and assessments of district facilities and needs, student population trends, and district demographics.
- B.** Assisting in the development of capital planning project recommendations that align with the district's mission, vision, beliefs, constraints, goals, and strategic priorities.
- C.** Serving as community ambassadors and presenting their recommendation to and communicating with various stakeholder groups throughout the steering committee process.
- D.** Performing other reasonable duties, as requested by the superintendent.

Note: The committee provides counsel and input to the administration, but it does not have management or policy-setting responsibilities. Also, it does not have a fiduciary responsibility to the district, nor are its members personally liable to the district.

DISTRICT DUTIES & RESPONSIBILITIES

- A.** The Deputy Superintendent and Chief Business Officer, who oversees Construction Services, will serve as the superintendent's designees to the committee.
- B.** The General Manager for Construction and General Manager for Communications will serve as the superintendent's designated committee liasons.
- C.** The district shall have a commitment to the committee, provide open communication, and provide necessary technical and administrative assistance in a timely fashion, including:
 - a.** Provision of a meeting room (virtual or physical), including any necessary audio/visual equipment.
 - b.** 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.
 - c.** Retention of committee meeting records, which will be made accessible to the public on the district's website.
 - d.** Attendance of the appropriate district staff, consultants, and/or designees at 2021-2022 Capital Planning Steering Committee meetings.
 - e.** Coordination of any site visits for district facilities requested by the committee chairperson or vice chairperson.

Note: The district acknowledges that the committee may request certain information that is sensitive or legally privileged. The district will use the counsel of its legal advisor to comply with such requests within the limits of Texas law and the best interest of the district.