

**Fort Worth Independent School District
2013 Capital Improvement Program**

Citizens Oversight Committee

Executive Summary

On December 17, 2013, the Board of Education approved the establishment of a Citizens' Oversight Committee (COC), as well as adopted the Guiding Principles for the committee. The purpose is to assist the District in maintaining accountability and integrity of the 2013 Capital Improvement Program that was approved by voters on November 5, 2013.

The COC is composed of fifteen (15) members, recommended by the Superintendent and approved by the Board, with expertise in areas such as construction, financial management, land development, public agencies coordination, or parent leadership. COC members were instated at various board sessions from January 14, 2014 to February 25, 2014. This version of the **Citizens' Oversight Committee - Guiding Principles** dated February 25, 2014 has been revised accordingly and constitutes its final version.

The COC will be responsible for providing quarterly reports to the Board with its recommendations regarding such issues as program management, compliance with policies and procedures, use of historically underutilized businesses, environmental stewardship and stakeholder satisfaction.

Members of the COC will serve either a two-year or three-year term, with members drawing lots for one of the two terms. The COC Chairperson will be elected by the members at the first meeting.

The District appreciates the dedication, commitment and service of the COC members.

2013 Citizens' Oversight Committee

COC Member	Referred By	Area of Expertise
Benda, Bob*	Fort Worth Chamber	Construction
Briscoe, Edward J.***	T. A. Sims	Business Community Leader
Brown, Jason D.*	Matthew Avila	Financial Management
Cauthen, Tammi*	Walter Dansby	Banking
Frank, Jennifer*	Ann Sutherland	Parent Leader
Hyry, Molly*	Judy Needham	Parent Leader
Manning, Isaac*	Walter Dansby	Land Development
Martinez, Rosalinda**	Jacinto Ramos	Community Leader PTA
McKinney, Tim*	Walter Dansby	Public Agency Coordinator
Morrison, Jonathan*	Christene Moss	Community Leader
Parmer, Travis Q.**	Ashley Paz	Marketing Consultant
Poole, Steven*	Walter Dansby	UEA Representative
Schroeder, Mike**	Norm Robbins	Construction
Villegas, Veronica**	Walter Dansby	Community Leader PTA
Williams, Bert**	Tobi Jackson	Community Leader

* Effective as of January 14, 2014 • ** Effective as of February 11, 2014 • *** Effective as of February 25, 2014

Mission

The COC's mission is to monitor the District's 2013 Capital Improvement Program (CIP) and advise the Superintendent and Board Members of any program issues.

Functions

The charge of the COC includes:

- Review and evaluate on a quarterly basis the status of all projects and expenditures of bond funds based on the schedule of the 2013 CIP
- Confer with CIP staff about general levels of satisfaction with the work
- Report to the Superintendent and the Board on the 2013 CIP regarding topics that may include but are not limited to:
 - Overall finance, schedule and budget status;
 - Individual projects: scope, schedule, quality and budget;
 - Stakeholder satisfaction;
 - Program management and construction issues;
 - Environmental stewardship;
 - Historically Underutilized Businesses status;
 - General issues and risk assessment;
 - Communication strategies and methods;
 - Compliance with procedures articulated in Board Policy and District's Mission
- The Committee will provide a quarterly written report to the Superintendent and the Board of Education and attend formal presentations, if requested. The quarterly reports will be posted on the District web site.

Composition

The COC is composed of fifteen (15) individuals who are recommended by the Superintendent and approved by the Board from existing community and professional organizations, such as PTA, District Advisory Committee, Facilities Advisory Committee, Audit Advisory Committee and Chambers of Commerce. Members will be selected to lend expertise in architecture and engineering, construction, financial management, land development, public agencies coordination, labor and construction law, work force and economic development.

Members of the COC are volunteers and are appointed for two-year or three-year, staggered terms. To ensure the continuity of membership, initial members of the committee shall draw lots of seven (7) two-year terms and eight (8) three-year terms. The Chairperson will be elected by the COC members.

Members of the committee shall not be employed or currently under contract with the Fort Worth ISD. In the event an individual develops a conflict of interest during the term of their office, he/she will excuse himself/herself from any and all decisions creating the conflict of interest.

Meetings

Meetings are held in accordance with the Texas Open Meeting Act; the public is welcome and encouraged to attend. Meeting agendas are publicly posted as required by law and on the Fort Worth ISD Web site at <http://fwisd.org/cip>.

**Fort Worth Independent School District
2013 Capital Improvement Program**

**Citizens Oversight Committee
Guiding Principles**

SECTION I - COMMITTEE ESTABLISHED

The Fort Worth ISD (District) was successful at the election conducted in November 2013, to obtain authorization from the District's voters to issue up to \$489,860,000 in aggregate general obligation bonds, pursuant to a greater than 72% approval rate. The District established the Citizens Oversight Committee (COC) in order to satisfy accountability requirements of its policy. The Board of Education of the Fort Worth ISD (Board) adopted the Citizens' Oversight Committee Guiding Principles setting forth the duties and rights of the COC.

SECTION 2 - PURPOSE

The purpose of the COC is to monitor the District's 2013 Capital Improvement Program (CIP), advise the Superintendent and Board of any CIP issues, and carry forth the duties of the COC bylaws. Meetings shall be open to the public. The District shall provide necessary administrative support to the Committee. The proceeds of general obligation bonds issued pursuant to the election are hereinafter referred to as "CIP funds."

SECTION 3 - DUTIES

In order to carry out its stated purpose, the COC shall perform the following duties:

3.1 Review Expenditures

The COC shall review quarterly expenditure reports produced by the District and Program Manager to ensure the Board and the Superintendent that (a) CIP funds are expended only for the purposes set forth in the ballot measure; (b) no CIP funds are used for any District employee compensation or any form of remuneration or other operating expenses; and that (c) CIP funds are maximized for the benefit of the District.

3.2 Quarterly and Annual Report

The COC will provide the Board, in public session, a copy of the minutes of the meeting(s) and findings of the Committee in a form to be provided by the District.

SECTION 4 - AUTHORIZED ACTIVITIES

- 4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the following authorized activities:
- a) Receive and review copies of the District's annual external financial audit report.
 - b) Suggest improvements in the District's efforts to maximize CIP funds in ways designed to:
 - 1) Incorporate efficiencies in school design, procurement and construction;
 - 2) Encourage inter-agency coordination;
 - 3) Encourage participation by historically underutilized businesses;
 - 4) Monitor compliance with overall CIP schedules, quality and cost.
- 4.2 Make requests for copies of District records in writing to the District's CIP Office.

SECTION 5 - MEMBERSHIP

5.1 Number

The COC is composed of fifteen (15) individuals who are recommended by the Superintendent and approved by the Board from existing community and professional organizations as described under Composition

5.2 Qualification Standards

- a) To be a qualified COC member, he or she must be at least 18 years of age and in good legal and ethical standing in the community.
- b) The COC may not include any employee of the District or any current vendor, contractor or consultant of the District.

5.3 Ethics and Conflicts of Interest

By accepting appointment to the COC, each member agrees to comply with the Committee Ethics Policy attached as Exhibit A to these bylaws.

5.4 Term

Except as otherwise provided herein, each member shall serve a term of two (2) years or three (3) years, beginning January 1, 2014. Ordinarily no member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots to select seven (7) members for an initial two-year (2) year term and the remaining eight (8) members for an initial three (3) year term.

5.5 Removal: Vacancy

The Board may remove any COC member for cause, including failure to attend three (3) consecutive COC meetings, failure to comply with the COC Ethics Policy, or for being so disruptive as to render the Committee dysfunctional. Upon a member's removal, his or her seat shall be declared vacant. The Superintendent shall recommend a replacement member to the Board for approval.

5.6 Compensation

The COC members shall not be compensated for their services.

SECTION 6 - MEETINGS OF THE COC

6.1 Regular Meetings

The COC shall establish a schedule for the date and time of regular meetings to be held at least quarterly to include an annual organizational meeting to be held in July.

6.2 Location

All meetings shall be held at noon unless otherwise publicized under the Texas Open Meetings Act.

6.3 Procedures

All meetings shall follow these bylaws, as indicated below, or amended from time to time by the Board as referenced in Section 10.

- a) All meetings must be held in accordance with the Texas Open Meeting Act.
- b) Meeting agendas, times and dates shall be posted on the Fort Worth ISD web site.
- c) Roberts Rules of Order must be followed.
- d) Minutes of the meetings shall be prepared by the District and submitted to the Board at an appropriate Board Meeting date within 30 days of each COC meeting.
- e) A majority of the number of members shall constitute a quorum.

SECTION 7 - DISTRICT SUPPORT

7.1 The District shall provide to the COC the necessary technical and administrative assistance as follows:

- a) Preparation of and posting of public notices, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the Board,
- b) Provision of a meeting room, including any necessary audiovisual equipment,
- c) Preparation and copies of any documentary meeting materials, such as agendas and reports,
- d) Retention of all COC records, and providing public access to such records on an internet web site maintained by the Board, and
- e) Provision of District personnel to prepare and distribute meeting minutes after each COC meeting.

7.2 Selected CIP and District staff shall attend COC proceedings as required to report on the status of projects and the expenditures of CIP funds.

SECTION 8 - OFFICERS

The COC shall elect a chair and a vice-chair who shall act as chair only when the chair is absent. No person shall serve as chair or vice-chair for more than two consecutive terms.

SECTION 9 - AMENDMENT OF GUIDING PRINCIPLES

Any change to these Guiding Principles shall be approved by a two-thirds vote of the entire Fort Worth ISD Board.

SECTION 10 - TERMINATION

The COC shall automatically terminate and disband at the earlier date when (a) all CIP funds are spent, or (b) all projects funded by CIP funds are completed.

**Fort Worth Independent School District
2013 Capital Improvement Program**

**Citizens' Oversight Committee (COC)
Ethics Policy Statement**

EXHIBIT A

This Ethics Policy Statement provides general guidelines for COC members to follow while carrying out their roles. Not all ethical issues that COC members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for COC members. The provisions of this Statement were developed 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 COC member shall not make or influence a District decision related to: (1) any contract funded by CIP funds or (2) any project which will benefit the Committee member's employment or business, personal finances or any family member, such as a spouse, child, parent, sibling or family member by marriage.

OUTSIDE EMPLOYMENT

A COC member shall not use his or her position to negotiate future employment with any person or organization that relates to: (1) any contract funded by CIP funds, or (2) any CIP project. A COC member shall not make or influence a District decision related to any CIP 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 COC, a former member may not represent any person or organization for compensation in connection with any CIP matter pending before the District. Specifically, for a period of one (1) year after leaving the COC, a former member and the companies and businesses with which the former member is associated shall be prohibited from contracting with the District for projects funded by the CIP funds.

TO UPHOLD LAW

A COC member shall uphold the Federal and Texas Constitutions, the laws and regulations of the United States and the State of Texas (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Fort Worth Independent School District.

COMMITMENT TO DISTRICT

A COC member shall place the interests of the District above any personal or business interest of the member.