

Lake Oswego School District District and Board Appointed Advisory Committees

LOSD Mission: To be an inclusive and safe learning community with challenging opportunities that develop lifelong learners and contributing world citizens.

Name of Committee: Bond Accountability Committee (BAC)

Board Appointed Advisory Committee Purpose: Board Policy [KC/BCF](#) states, “As part of its continuous efforts to increase communication with the public and to provide for citizen involvement, the Board may appoint advisory committees including members of the community to consider matters of district-wide importance. Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters. The Board may only be represented on selected committees that serve the Board when appointed by the Board Chair.”

BAC Alignment with LOSD Strategic Plan: All four strategic priorities.

Charge of BAC: In response to the need for public transparency and accountability regarding the District’s effective use of capital construction bond funds, the LOSD School Board will appoint a Bond Accountability Committee (“Committee”) whose charge will be to monitor the planning and progress of the bond program relative to voter-approved work scope, schedule and budget objectives. The Superintendent has overall responsibility for performance of staff engaged in the implementation of the bond program.

Purpose of the BAC: The Committee will actively review the bond program, and provide advice to the Board on:

- Whether the school district bond revenues are expended only for the purposes for which the bond was approved, and that bond revenues are not used for any purpose prohibited by law;
- Alignment with the strategic plan and the recommendations of the Long Range Facilities Plan;
- District practices for achieving lower maintenance and construction costs while improving operating efficiency and increasing building longevity;
- Implementation of appropriate ways to address seismic issues; and
- Communicating key information related to the bond to the Superintendent, School Board, public groups, organizations and stakeholders.
- The Committee will receive and review copies of annual Bond Program financial audits, and has the option to inspect school facilities and grounds to ensure Bond revenues are expended in compliance with state law and the ballot measure language.

- The Committee will review monthly reports produced by the District each year the bond proceeds are being spent in order to verify general compliance with the purposes set forth in the capital improvement program as approved by the voters.

Scope of Work for BAC:

1. Alignment with District Strategic Plan for Educational and Facility Priorities
2. Committee shall prepare and deliver quarterly reports to the LOSD Board of Directors regarding project progress including an overall assessment of the projects, schedules, spending trends, cost projections and recommendations for budget changes for specific projects to ensure the purpose and promise of the LOSD Bond Measures are fully realized. Quarterly reports will specifically address the following:
 - a. Program Level Management
 - b. Project Level Management
 - c. Public Contracting Management
 - d. Public Engagement Processes
 - e. Compliance with voter approved Bond Measures
3. The Committee Chair may request to make ad hoc reports to any regularly scheduled board meeting.
4. The Committee shall comply with the Oregon Public Meetings and Public Records Laws.
5. The Committee will perform other reasonable duties requested by the School Board

Length of Committee BAC Work: Advisory Committees (except as specifically provided by the Board), will cease to function when their reports have been received or when the purposes for which they were established have been accomplished or cease to be relevant.

Committee Members and Terms: The composition of advisory committees will be broadly representative and will take into consideration the specific tasks assigned to the committee. Appointment of community members to an advisory committee will be made by the Board; appointment of staff members, when appropriate, will be made by the superintendent.

Committee Membership: The Committee Member composition will utilize the district's equity lens in order to ensure a broad representation of members. The district will seek to involve students, staff, families, and community members that reflect district demographics to inform decisions regarding the narrowing of the achievement and opportunity gaps. To the degree possible, committees will include geographic representation (schools and level of schools) and demographics in relation to (but not limited to): race, color, religion, gender, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, and veteran's status. Each committee will be made up of membership numbers that are appropriate to the task of the committee. Membership will include Superintendent appointed Ex-Officio, Board Liaison, Board appointed members

Application: Application deadline will be February 28 each year. Committee member selections will be announced by April 1 each year.

Terms: Members will be appointed to a two-year term and a member can serve up to three two-year terms, with the aim of staggered terms. Members must reapply at the end of each two-year term. Interim members may be appointed when a committee member is unable to fulfill their term. Interim members will be appointed by a majority vote of committee members and will serve until the position has been filled through the normal application process; not to exceed one calendar year. Recognizing that each stakeholder brings their own unique perspective to the committee, it is recommended that individuals serve on no more than two advisory committees at a time.

Application: Application deadline will be February 28 each year. Committee member selections will be announced by April 1 each year.

Committee Governance: A chair or co-chairs will be selected by the committee at the first business meeting of the year. The chair or co-chairs will serve a one-year term and serve a maximum of two consecutive years in the position. When possible, the co-chair will move into the chair role after the chair serves their two years.

In addition, the LOSD School Board may appoint an Ex-Officio member to serve on the Advisory Committee. The term of service will be up to two-years. Duties of the LOSD School Board member will be to provide quarterly reports to the full LOSD Board. The following table depicts the committee reports schedule.

Committee Membership Calendar:

January 1-31	Promote Committees openings via multiple mediums
February 1-28	Applications open; application deadline Feb 28
March 1-31	Selection process; announcement of member selection by March 31
April 1	New members announced
April/May	Onboarding of new members

*In the event of unforeseen circumstances that create limited membership, the board may agree to open membership application outside of the membership calendar above.

Duties and Responsibilities of Committee Members: Committee members are expected to attend every business meeting. If two consecutive absences, or three out of the previous five meetings occurs, the Chair will discuss with the committee member whether they need to resign from the committee.

- All committee members will enter into the work with a learning stance and focus on what is best for all students, and in particular, those students who have historically been marginalized.
- Fully participate in committee training provided by the district prior to beginning committee work, including learning such as the use of “Robert’s Rules of Order.”
- Using the district’s equity lens as a filter for all decisions made.

Meeting Schedule: All meetings of advisory committees will be considered open meetings. Monthly meetings will be scheduled September through May with June being optional. A calendar of committee meetings will be set by January each year for the following school year. A quorum of the committee is required to take an official vote on issues. The press may attend and report proceedings. The work of a board appointed committee is to hear from committee members. Visitors are welcome to attend and observe, and similar to board meetings, observers may provide public comment. Consistent with board policy, committee members will actively listen to public comments, but will not engage in dialogue or respond to comments. Guidelines for public input emphasizes respect and consideration of others. Individuals will not be permitted to engage in conduct that interferes with the ability of other members of the public to offer comment to the committee or that interferes with the ability of the committee to conduct its business.

Reports to the Board: Committees will be expected to report to the board twice annually, or as needed for bond related items.

Committee Member	Term Expiration	Term #	Representation
<i>Jane Smith</i>	<i>June 2024</i>	<i>2nd Term</i>	<i>Student</i>