

BOND ADVISORY COMMITTEE

OPERATING PROCEDURES & POLICIES

BOARD AUTHORIZATION OF THE BOND ADVISORY COMMITTEE

The Dripping Springs Independent School District (“DSISD” or “the District”) Board of Trustees (the “Board”) authorizes a Bond Advisory Committee (“BAC”) in connection to the bond proposition that was approved by DSISD voters on May 5, 2018 (the “2018 Bond”). The BAC is a Board-appointed 9-member committee responsible for monitoring the progress of the 2018 Bond projects. The BAC’s duties include:

1. Reviewing bond expenditures and timelines
2. Reviewing possible scope changes and making recommendations to the Board, and
3. Making public reports to the Board twice a year

The Board will accept applications for committee membership from DSISD residents and select members based in part on geographic representation and professional expertise. The Board will appoint a convening Chair of the committee. Two members of the Board of Trustees will attend the initial BAC meeting. The BAC Chair will direct requests for information through the District Liaison.

TYPE OF COMMITTEE

1. The purpose of the BAC is to monitor the progress of the 2018 Bond. The BAC is established to provide transparency and enhance public confidence in the use of proceeds from the sale of the 2018 Bond.
2. The BAC shall report to the Board and serve in an advisory capacity to the Board and shall not assume the responsibilities or duties of the Board or the District Administration.
3. The BAC shall operate strictly within the Charge defined by the Board (see below).
4. The BAC shall operate within applicable DSISD policies and regulations and applicable law.
5. The BAC is not an elected board and therefore is not subject to the Texas Open Meetings Act.

CHARGE (DUTIES & RESPONSIBILITIES)

1. Review reports on the current status and planned implementation of the 2018 Bond program to determine whether such status and implementation are consistent with the bond program approved by the voters.
2. Review bond program reports that track budgets, encumbrances, expenditures, estimated costs, and estimated timelines for completion of each bond project. Note budgeted versus

actual cost of bond projects and note projected versus actual completion dates on all completed projects.

3. Conduct on-site campus and facility visitations related to bond projects, as necessary, and in compliance with stated procedures for school and site visitations.
4. Review proposed scope changes of bond projects (including use of unspent bond funds) and make recommendations to the Board. A scope change is defined as:
 - a. A change to a project as specified on the document 2018 Bond Program Projects that would increase or decrease costs to that project by greater than 15% and costing \$50,000 or more (in accordance with Board Policy CH(Local)); or
 - b. A material and substantive change (irrespective of cost) in the original description of a bond project as specified on the 2018 Bond Program Projects, as determined by administrative recommendation and in collaboration with the Board President; or
 - c. Any new project not listed on the 2018 Bond Program Projects that would require Board approval; this would be an activity costing \$50,000 or more (in accordance with Board Policy CH(Local)).
6. Agree by majority vote upon all findings and recommendations to be presented to the Board.
7. Make two presentations to the Board each year and produce an annual report to the Board and public. Such materials should reflect the outcomes of the committee's charge as listed in these Operating Procedures and Policies.
8. Coordinate with the District Liaison or a designee to maintain a presence on the DSISD website to provide the public with timely information regarding the committee's activities, including meeting agendas, minutes, presentations, reports, and a schedule of future meetings.

BAC MEMBERSHIP AND STRUCTURE

1. Number of Members
 - a. The BAC will be comprised of 9 Members. Two alternates will also be appointed. A majority of the Members of the BAC constitutes a quorum.
2. Appointments
 - a. The Board shall appoint all Members and Alternates. If a vacancy occurs on the BAC, the Board shall select the Alternate to be elevated to Member.
 - b. Applicants shall complete a formal application determined by the Board.
 - c. Every application received by the Board shall be given careful consideration.
 - d. The Board will consider expertise as a criterion for selection that may include, but is not limited to: engineer, architect, construction professional (specifically K-12 educational construction), accountant/banker, educator, parent, community member (who does not have children in the district), attorney, and previous service on district LRFPC or 2018 BSC.
3. Member Restrictions

- a. Members may not be employed by the District or related to a Board Member within the first degree (e.g., spouse, parent, child, father-in-law, mother-in-law, daughter-in-law, or son-in-law).
 - b. Members must reside within the District.
 - c. Members must sign a conflict of interest statement (DSISD Volunteer Agreement for Members of District-Wide Committees).
4. Representation
 - a. BAC Members are considered "at-large" – representing the interests of all DSISD citizens, students, campuses and taxpayers.
5. Officers
 - a. The BAC shall have the following officers: Chair, Vice-Chair, and Secretary. The Vice-Chair will assume the role of the Chair during the absence of the Chair. The Secretary will record attendance of members, coordinate communications with the Chair, and audio record BAC meetings.
 - b. The BAC Chair will be appointed by the Board prior to the initial meeting and will serve as Chair for one calendar year. Subsequent Chairs will be nominated and elected by a majority vote of the BAC annually.
 - c. The Vice-Chair and Secretary will be nominated and elected by majority vote annually. The first election will occur during the first BAC meeting.
 - d. The officers will prepare the reports to the Board in coordination with the District Liaison.
6. District Liaison
 - a. The Assistant Superintendent for Finance and Operations, or other designee appointed by the Board, will serve as the District Liaison to the BAC.
7. Vacancies
 - a. The Board shall select an Alternate to fill a Member's vacancy.
 - b. The BAC shall select a Member to fill an Officer vacancy at the next regularly scheduled BAC meeting after the vacancy occurs. If the vacancy is the Chair, then the Vice-Chair shall assume the duties of the Chair until a new Chair is elected.
8. Attendance Requirement
 - a. Members and Alternates are expected to attend all BAC meetings.
 - b. Members and Alternates shall miss no more than 50 percent of BAC meetings in any calendar year.
9. Resignations/ Eligibility to Serve
 - a. A Member or Alternate becomes ineligible to serve if: (a) elected or appointed as a DSISD Board Trustee, (b) moves out of the District, or (c) misses more than 50 percent of BAC meetings in a calendar year.
 - b. The Secretary shall send notice of ineligibility to any Member or Alternate to whom the provision immediately above applies. Resignation notices shall be sent to the Chair, District Liaison, and Board President.
10. Role of Alternates

- a. Alternates shall attend BAC meetings, and participate in all discussions, but do not have a vote and are not counted toward a quorum.
 - b. If the number of alternates drops to one alternate, the Board will appoint an additional alternate.
11. BAC and Member Term
- a. The BAC shall remain in place and functioning until 90% of the 2018 Bond funds have been spent, and the Board has designated the remaining unspent funds (approximately three years).
 - b. BAC Members shall serve until the BAC ceases to exist or the Member otherwise resigns from the BAC.

BAC MEETINGS

1. Number of Meetings
 - a. The BAC shall have quarterly meetings. Special meetings may be called between regular meetings (e.g., to address time-critical business) which count towards attendance requirements.
 - b. The Chair shall call all regular and special meetings of the BAC and determine the schedule of BAC activities.
2. Should the BAC fail to meet or to respond to time-critical business which causes a delay in District business, the Chair or District Liaison should immediately inform the Board President. The Chair, District Liaison and Board President shall discuss options to complete such business. As a fall-back measure, the Board reserves the right to take up such time-critical business in lieu of or prior to consideration of the business by the BAC so as not to delay District business. The Board President will provide an explanation to the BAC in such a situation.
3. BAC Calendar
 - a. The Chair and the District Liaison will develop a BAC Calendar annually that will include regular meetings and scheduled presentations to the Board.
 - b. The BAC calendar and meeting agendas will be made available to the BAC and the public via the DSISD website (or appropriate communication methods).
 - c. Members of the public may attend and observe the meetings of the BAC but cannot participate or disrupt the work of the committee.
 - d. Efforts will be made to coordinate the BAC meeting schedule with the Board meeting dates to facilitate action items in both bodies. Ideally, BAC meetings will be scheduled midway between board meetings.
 - e. Special meetings of the BAC should be kept to a minimum.
 - f. Following consultation with the District liaison and the Board President, the BAC Chair may call for an electronic vote on a time-critical decision through the use of technology. The BAC Secretary shall keep a record of such electronic votes,

including all information provided electronically regarding the issue to BAC Members and all votes made by BAC Members.

4. Agenda

- a. Agendas for regular and special BAC meetings will be prepared by the Chair in coordination with the District Liaison.
- b. It is recommended, but not required, that all new projects presented to the BAC or Board for action should have two readings by both entities, the first for introduction and the second for possible action.

5. Timely Notification and Information

- a. BAC Members will receive supporting information as soon as possible prior to a regular or special BAC meeting.
- b. Questions regarding supporting documents should be directed to the Chair, who may refer questions to the District Liaison, prior to the meeting.

6. Conduct of Meetings; Quorum

- a. Unless a quorum is established, no binding vote can take place.
- b. The BAC Chair will act as the Presiding Officer during all meetings of the BAC. In the event that the BAC Chair is absent, the BAC Vice-Chair will act in this capacity.
- c. The District Liaison or a designee shall attend all regular and special meetings of the BAC, including any meeting held for the purpose of an electronic vote.
- d. Meeting Protocol
 - i. The BAC shall be guided by BAC policies and parliamentary procedures as detailed in Robert's Rules of Order.
 - ii. The Presiding Officer has the responsibility to keep the discussion focused on the agenda items or motion before the BAC and shall limit any discussion that does not apply to such items or motions.
 - iii. In the event of a conflict of interest as defined by law or ethical conflict of interest, BAC Members shall abstain from voting on that action item.
- e. Transacting Business
 - i. All decisions of the BAC shall be made by majority vote of those present at the meeting.
 - ii. When an agenda item is presented, a discussion shall be held and a decision reached through voting in accordance with the above prescribed procedures.
 - iii. Although there may be dissenting votes, which are a matter of record, each BAC decision shall be an action by the whole BAC, binding upon each Member.

7. Access to Information

- a. Member requests for information will be made to the Chair.
- b. The Chair will make requests for information on behalf of the BAC to the District Liaison and share the rationale for the need for the information.
- c. District liaison and Chair will jointly agree on information provided.
- d. The Chair will distribute information to all Members.

- e. Individual Members shall not direct or require District employees to prepare reports.
- 8. Meetings with District Employees
 - a. Meeting requests with District employees should be made solely by the BAC Chair to the District Liaison.
 - b. BAC Members shall respect the District Liaison's daily schedule.
 - c. Meetings with the District Liaison shall be scheduled to allow for an adequate discussion of the topic or topics, but with due regard being given to the District Liaison's other time commitments.
 - d. BAC Members have the same rights as all parents to communicate with and meet with District employees regarding issues involving their own children.
- 9. BAC Member Visits to Campus Sites
 - a. BAC Member requests to visit campus sites, related to BAC business, will be made by the BAC Chair to the District Liaison, who will coordinate a visit for Members.
 - b. Members shall not visit a campus on BAC business without prior coordination.

COMMUNICATIONS

- 1. Communication with the Media
 - a. The BAC Chair serves as the official spokesperson for the BAC on issues of interest to the media. Only the BAC Chair or a designee is to comment to the media regarding the BAC's position on an item of interest to the media while the item is under consideration.
 - b. Calls to BAC Members from the media should be directed to the BAC Chair or District Liaison. The DSISD Communications Department should be informed of all media requests.
- 2. BAC Webpage
 - a. The District Liaison will arrange for Administration support to take minutes and post such public information related to the BAC operations and meetings as specified in the Charge.
- 3. Public Issues Expressed to BAC Members
 - a. BAC Members shall notify the BAC Chair of complaints, comments or feedback from the community.
 - b. As necessary, the District Liaison, or designee, shall guide the complainant to the appropriate Administration member.
 - c. Issues brought forward through calls or letters will be addressed as appropriate.
- 4. Among BAC Members
 - a. BAC Members are not regulated under the Texas Open Meetings Act and are not restricted in communications with each other.

ANNUAL REVIEW OF OPERATING PROCEDURES

1. BAC Operating Procedures will be reviewed annually and updated, if necessary by the BAC and recommendations for revisions be submitted to the Board of Trustees for consideration.