

The School Board of Broward County, Florida

Bond Oversight Committee

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Objectives

1. Composition
2. Responsibilities
3. Meetings
4. Reports
5. Timeline



Composition: National Research

- Looked at Los Angeles Unified District, Miami-Dade, Palm Beach, Denver Public Schools, Houston Independent School District, Charlotte-Mecklenburg and various other small districts from around the country
- Number of committee members ranged from 9 to 23
- All districts had members that represented professional organizations relating to engineering or construction
- Most had parents that had current students and/or PTA representation
- All districts had members serve at least two year terms, with some on the committee serving three year terms to stagger representation
- Most districts did not allow a member to serve more than two consecutive terms on the oversight committee
- No district allowed representation by vendors, contractors, or consultants to the district
- Committee members were all volunteer and did not receive any direct or indirect compensation

Composition: National Research continued

Selection Process

- All of the committee members that came from professional organizations for Palm Beach County, Miami-Dade County, Charlotte-Mecklenburg, and Los Angeles Unified School districts were appointed by those professional organizations
- Denver Public schools accepted applications from professional organizations, had half selected by the School Board and half by the Superintendent
- Palm Beach County, Miami-Dade County, and Los Angeles Unified School districts had some non-professional organization members selected by the School Board (parents and PTA members)
- Charlotte-Mecklenburg, Denver, and Miami-Dade have committees where at least two members were selected by the Superintendent
- All of the areas researched allowed the committees to select the Chair and Vice-Chair

Composition: Recommendations

- A. 17 member Bond Oversight Committee
- B. The following identified organizations will select their representative to serve on the Committee:
- One member from the Florida Bar Association
 - One member from the Urban League of Broward County
 - One member from Florida Institute of Certified Public Accountants
 - One member from the Broward Workshop
 - One member from the Broward County Parent Teachers Association
 - One member from the Broward Teachers Union
 - One member from Associated Builders and Contractors
 - One member from Broward County Minority Builders Association
 - One member from Disability Rights Florida or the Special Needs Advisory Coalition (SNAC)
 - One member from the Florida Consortium of Charter School
 - One member from AFL-CIO
 - One member from the Broward League of Cities
 - One member from the National Association for the Advancement of Colored People (NAACP)
 - One member from the law enforcement community, Broward Sheriff's Office
 - One member from fire safety community, Fire Chief's Association of Broward County
 - Two members from the faith based community

Composition: Recommendations

continued

- C. Appointments of members for two year terms
- D. May not have an active or be seeking a contract with the district or with any contractor or sub-contractor associated with the Bond Programs
- E. May not include any employee or official of the District, or any vendor, contractor or consultant of the District
- F. No direct or indirect compensation
- G. Chairperson and Vice Chairperson selected by the Committee
- H. If a committee member moves outside the geographic boundaries, resigns, violates the Ethics Policy of the school district, 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 request another qualified person to be appointed to the Committee from that organization.
- I. Non-voting management support by an independent organization, Florida Tax Watch

Responsibilities: National Research

- All committees in the districts researched, served in advisory roles only
- All committees met to review expenditures of bond proceeds and district processes and procedures related to the bond projects.
- All committees were responsible for ensuring that funds from bond proceeds were being spent on bond projects
- All committees reported back to their School Board, Superintendent, and communities on a quarterly basis (at minimum)

Responsibilities: Recommendations

The Committee shall inform the Superintendent, Board, and general public (in that order) concerning the district's overall project management of all Bond Programs including but not limited to:

- A. Review quarterly reports produced to verify effective and efficient use of bond proceeds and compliance with the purposes set forth in the Bond Programs as approved by the Board.
- B. Ensure that bond revenues are expended for the purpose set forth in the Bond Programs as approved by the Board, and that any deferred proposals or changes of plans were considered necessary and are appropriate.
- C. Validate that no bond funds are used for any teacher or administrative salaries or other school operating expense, other than administrative salaries whose primary purpose is to manage the District's Bond Programs.
- D. Review efforts by the District to maximize bond revenues by balancing quality, best value, and efficiency in meeting the District's goals and priorities.

Responsibilities: Recommendations

continued

- E. Coordinates with the designated department to visit District facilities and grounds for which bond proceeds have been or will be expended.
- F. Provide quarterly reports and an annual report regarding the results of Bond Committee activities, in addition to any Committee findings, recommendations, and management action plans, to the Superintendent and Board.
- G. Presentation of quarterly reports in a public forum by the Committee and designated staff at three generally located publicly advertised meetings in the south, central and north areas of the district.
- H. Disclose and sign an annual conflict of interest statement for existing conflicts and re-submit if any conflicts arise during a Committee member's tenure.
- I. Any perceived allegation of wrongdoing, potential waste, fraud, misuse or abuse, non-compliance with local, State, Federal laws/regulations, or District policies that becomes known to the Committee shall be communicated to the Superintendent, who shall refer such matters to the Board, General Counsel and Florida Tax Watch.

Meetings: National Research

- All committees held quarterly meetings (at minimum)
- Most committees utilized Robert's Rules of Order when running their meetings
- All committees and members in Florida also had to abide by Sunshine Law
- Most of the districts had dedicated web pages for the committees where presentations, meeting schedules, and minutes were posted
- Miami-Dade and Los Angeles were assisted by appointed district staff
- District staff aided in meeting notifications, minutes, member communications, and data gathering

Meetings: Recommendations

- A. Initial orientation meeting to be chaired by the Superintendent.
- B. Committee selects its own Chair and Vice-Chair
- C. The Committee shall meet at least quarterly to review the District's Bond Program's status and related information, and to perform other duties as provided in the tenants. The Superintendent, Chairperson, or Vice Chairperson may convene additional meetings, if necessary.
- D. Develop, approve, and execute Committee by-laws
- E. All Committee meetings shall be held within the District's geographic boundaries.
- F. Minutes will be prepared and distributed to the Committee within 15 business days. The minutes will be voted upon for the record at the next scheduled Committee meeting.
- G. Meetings will utilize Robert's Rules of Order and abide by Sunshine Law

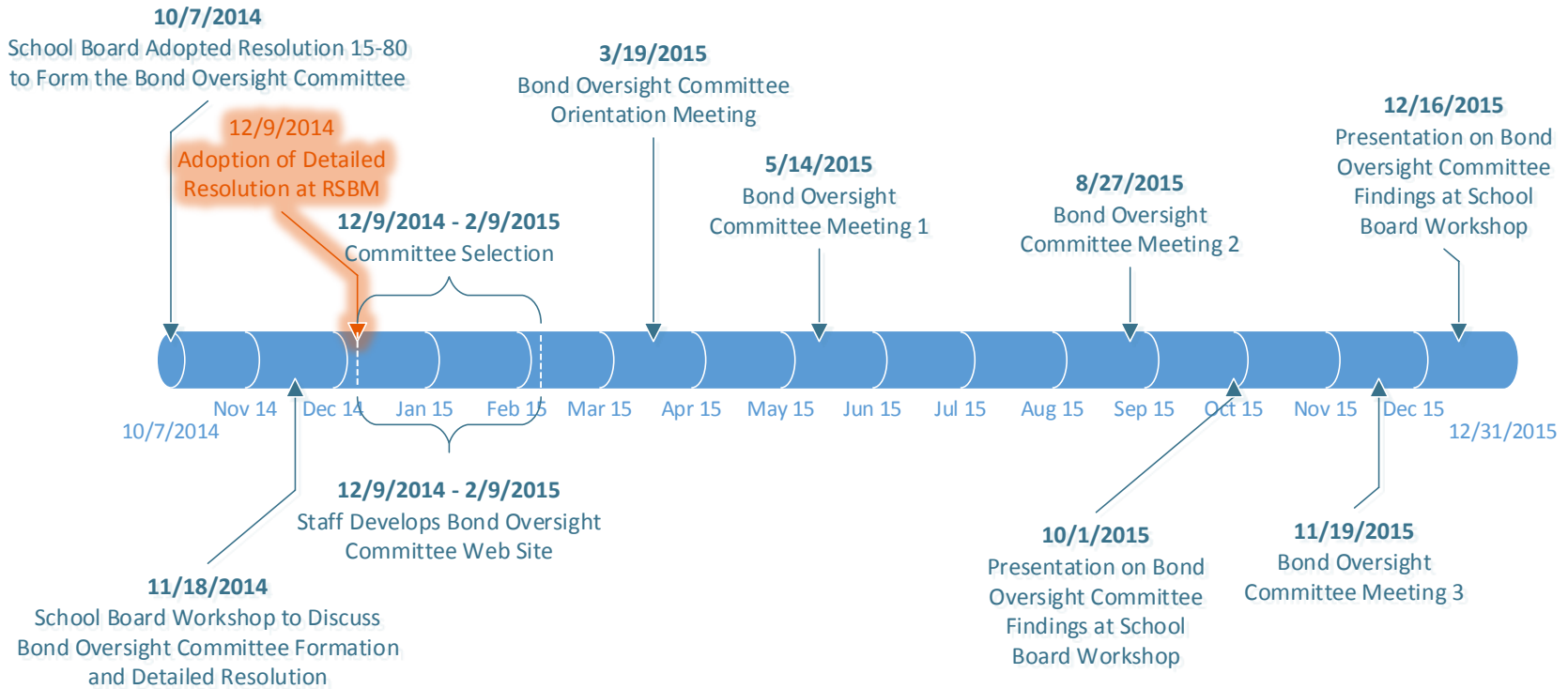


Reports

Summary progress reports will communicate and provide an explanation in a clear and concise manner. The Committee will finalize the list of expected report items. Recommended reports may include:

- A. Project schedules with anticipated completion dates and current status.
- B. Project scope
- C. Contingency report (change allowance, encumbrances, and available budget)
- D. Expenditure reports
- E. Status of Minority/or Woman Owned Business Enterprise (MWBE)
- F. The appropriate District staff, District consultants, and/or designees shall attend all Committee proceedings in order to provide a status update for their area of responsibility as it relates to the Bond Programs and answer any questions from Committee members.

Draft Timeline



Web Site/Communications

- A. A Web site will be developed to post the schedule of meetings, meeting minutes, and Committee reports. This site will include a secure Committee page requiring a login to download documents prior to meetings.
- B. The public will be notified via the District's Web site, through newspaper postings, and electronic media.
- C. Create function for Committee members to email staff questions in the sunshine.
- D. Elected officials will be emailed invitations to scheduled meetings.

Next Steps

- School Board to adopt the detailed Bond Oversight Committee Resolution at the December 9th regularly scheduled School Board Meeting
- Professional organization outreach requesting volunteers to sit on the Committee



Questions?