

COMMUNITY BOND
ACCOUNTABILITY
COMMITTEE (CBAC)

After each bond election is approved by the voters, the district Board of Trustees will create a Community Bond Accountability Committee (CBAC) for the bond program. The committee will be chaired by a community member. CBAC meetings will be open to the public and held outside of the seven hour regular school day for students.

The Superintendent or designee shall be the Board's representative and an *ex officio member* of the CBAC. Members of the CBAC, under the direction of the Superintendent or designee, shall elect a chairperson and a secretary as well as alternates for each. CBAC members will advise the Board of Trustees in the planning and implementation of the projects funded by a bond issue. The CBAC will assist the Executive Director for Facilities and Transportation in formative and summative evaluation of the bond program. The CBAC will evaluate the effectiveness of the committee at the next to last meeting held in order to recommend any revisions in the procedures and process at the final meeting. Additional CBAC responsibilities are described below.

SELECTION OF CBAC
MEMBERS

The following procedures for the selection of CBAC members are to be followed:

1. Principals will inform all parents about the duties of the CBAC and the opportunity for parents to serve.
2. The Public Information Officer (PIO) shall assist the principals in publicizing the opportunity for parents and community members to serve on the CBAC. The PIO will serve as the primary clearinghouse to provide information to community members interested in serving.
3. The PIO will provide a list of interested parents and community members to the Superintendent. The Superintendent shall select parents and community members to serve on the CBAC. The Superintendent may request that representatives of other groups, such as students, be selected for membership in the CBAC. The Superintendent will specify the process to be used for their selection.
4. Each member of the Board of Trustees may select a person to serve on the CBAC.
5. All persons selected will attend an orientation and may excuse themselves from service after the orientation.
6. In the event that a parent, community, or other member cannot attend a meeting, he/she will inform the chairperson.
7. The membership of the committee shall not exceed 14.

VACANCY

In the event that a parent, community, or other member cannot continue to be a member, he/she will inform the chairperson. Because full participation and representation is vital for the committee's work to proceed, the chairperson may recommend to the superintendent that a member who has been absent from three or more meetings (cumulative), be replaced. If the member was selected by a trustee, the superintendent will consult with the trustee before taking action. The chairperson will provide each new member with an orientation.

RESPONSIBILITIES OF
THE SUPERINTENDENT

The Superintendent is responsible for assuring that this regulation is followed. The Superintendent also is responsible for assuring that the CBAC meets quarterly and reports to the Board of Trustees at least twice each year. The Superintendent or designee shall assist the committee chair by securing information, providing resources and communication avenues to inform the public about the committee's work, inviting guests, etc. The Superintendent or designee will assist the committee to develop recommendations, which the Board of Trustees will subsequently review and approve or disapprove.

RESPONSIBILITIES OF
THE EXECUTIVE
DIRECTOR FOR
FACILITIES AND
TRANSPORTATION

The Executive Director for Facilities and Transportation will report quarterly to the CBAC on the progress of bond funded projects, provide information, and consult as requested.

RESPONSIBILITIES OF
THE PUBLIC
INFORMATION OFFICER

The Public Information Officer (PIO) will assist the Superintendent in developing and implementing systematic communication measures to obtain input from and provide information to the public regarding the CBAC. At a minimum:
All meeting agendas and minutes, including attendance records, will be available to staff members via the district website or printed copies distributed individually.

Printed copies of all meeting agendas and minutes, including attendance records, will be available from the Public Information Office.

CONSTRUCTION PROCESS: COMMUNITY BOND
ACCOUNTABILITY COMMITTEE (CBAC)

CV
(REGULATION)

RESPONSIBILITIES OF
THE CBAC AS A WHOLE

The purpose of the CBAC is to ensure timely progress and intended implementation of the construction projects financed by an individual bond election. The committee reviews progress, considers, and may forward recommendations for changes to the administration and Board of Trustees. The committee reports at least twice a year to the Board of Trustees. Committee responsibilities include review and discussion of the bond program to help ensure that:

- the bond program is implemented as per the respective timelines and costs of each project,
- changes to the bond program are validated by information analysis and recommended to the Board of Trustees, as appropriate, through various media resources, stakeholders:
- receive periodic updates regarding the status and progress of each project, including changes approved by the Board of Trustees,
- know how to propose changes to a bond project,
- proposals for future bond proposals are supported by information analysis, and recommended to the Board of Trustees, as appropriate.

RESPONSIBILITIES OF
INDIVIDUAL CBAC
MEMBERS

The responsibilities of individual members include the following:

- attend an orientation with the committee chairperson and district staff to understand the bond program projects and committee roles, responsibilities, and procedures,
- attend and actively participate in regularly scheduled quarterly meetings and other special meetings that may be needed in order to guarantee that a quorum of members develop recommendations,
- contact the CBAC chairperson if they have items they want to place on the agenda,
- read the minutes of the previous meeting and, if any changes appear to be needed, communicate them to the CBAC chairperson before or at the next meeting,
- follow the agenda and meeting procedures so that proper discussion and action are accomplished,
- request information from district employees through the committee chairperson,
- participate in activities that promote public awareness of the bond program.

TERMS

CBAC members will serve for the duration of the bond program.

CONSTRUCTION PROCESS: COMMUNITY BOND
ACCOUNTABILITY COMMITTEE (CBAC)

CV
(REGULATION)

RESPONSIBILITIES OF THE
CBAC CHAIRPERSON

The responsibilities of CBAC chairperson include the following:

- Call and set the agenda for each CBAC meeting using the district meeting format,
- Report to the district Board of Trustees at least twice a year or as often as needed,
- Communicate with district staff, as needed to gather information or to provide information,
- Communicate administrative procedures to individuals who wish to propose changes or otherwise participate in the process,
- Act as a spokesperson for the committee and represent its views and decisions when official comments are requested.

RESPONSIBILITIES OF
THE CBAC SECRETARY

The CBAC secretary will record Decisions/Action Items and Next Steps as each meeting progresses. The secretary will ask for approval of these two items at the end of each meeting. The secretary will prepare formal minutes, using the district meeting format and including a record of attendance, and distribute them to members with the agenda for the next meeting. The CBAC secretary will keep an archive file of all agendas, minutes, handouts, and other materials used or referred to in the meetings.

RECOMMENDATIONS
FOR CHANGES IN A
BOND PROGRAM

The trust between the Canutillo Independent School District and the community is of utmost importance. This trust must be safeguarded while district staff and the CBAC work with the Board of Trustees to provide excellent facilities for teachers to teach, students to learn, and district staff to support the educational program.

The district public information officer (PIO) ensures that projects that comprise each proposed bond program are described to voters and other stakeholders before a bond election is held. After a bond program is approved by the voters, all projects in the program must be accomplished. The CBAC is essential in this process. First and foremost, the CBAC is to assure that the projects move forward as described and planned. However, unforeseen factors such as changes to the educational program, grant funded activities, and significant increases in construction costs may necessitate changes in construction projects. Changes must be based on what is best for students, staff, and community. The CBAC will consider proposals for changes and may recommend changes to the Board of Trustees. The PIO, the Executive Director for Facilities and Transportation, and school principal or other executive director, as appropriate, are jointly responsible for ensuring that staff and community members are aware of the plans for each proposed project. For school based projects, at a minimum, at least one Campus Improvement

Committee (CIC) and Parent Advisory Council (PAC) meeting will inform the staff and community, respectively, of the proposed project, timelines, etc.

The Executive Director for Facilities and Transportation, project architect, or construction manager may propose changes to a project, in particular, to keep it within the budget. The Executive Director for Facilities and Transportation will meet with the appropriate principal and/or other executive director to explain the proposed change. The principal or executive director or designee will meet with or otherwise inform appropriate staff who will be affected by the change.

Principals, executive directors, other program managers, and community members may also propose changes on behalf of schools and programs. The CBAC chairperson will refer community and district staff members who would like to propose changes to the appropriate staff member. Community and district staff members who wish to propose changes in school projects will meet with the appropriate school principal. Community and district staff members who wish to propose changes in other projects (not school-based) will meet with the appropriate executive director. If the program has an advisory committee, that committee may review the proposed changes.

If through the review process, the principal or executive director wishes to recommend a change, he or she will work with the Executive Director for Facilities and Transportation to prepare an information packet which explains the rationale, feasibility and cost of the change. The Superintendent's Cabinet will review and comment on the packet before it is submitted to the CBAC chairperson. The CBAC will recommend the change to the Board of Trustees, as appropriate.