

**Birdville ISD  
Responsibilities of the  
Bond Oversight Committee**

**PURPOSE:** On November 7, 2006, the voters of Birdville Independent School District (“BISD”) voted to approve a bond package (the “2006 Bond Package”). It is the desire of the Trustees of the BISD to establish a Bond Oversight Committee (the “Committee”). The Committee will be an advisory group to the Trustees of the BISD. The Committee will be formed to monitor the progress of, review information about, report on, and analyze and study information and data concerning the 2006 Bond Package. This Committee is established to increase the trust and credibility within our community relating to how the 2006 Bond Package funds are spent. The Committee will accomplish this goal by helping to ensure that all 2006 Bond Package dollars are spent on the projects identified in the election and within the budget established for each project, by making sure relevant information is open to public scrutiny, and reviewing and analyzing the data related to the 2006 Bond Package.

**MAKE UP/TERM OF THE COMMITTEE**

- ❖ Each trustee will nominate one person to serve on the seven-member Committee, each of whom will reside within the area served by BISD. Members of the Committee will be approved by a majority vote of the Trustees of the BISD before serving on the Committee. The members of the Committee serve at the discretion of the Trustee who appointed him/her, and may be removed by the Trustee who appointed him/her without a vote of the Trustees of BISD. The term of each appointee will be for one year or until the Trustees vote to make annual appointments to the Committee, whichever occurs later. Appointees can be appointed for more than one term. In the event a trustee leaves office, then the corresponding Committee member will also leave the Committee, and the new Trustee will nominate a new member (the Trustee can nominate the former member of the Committee). The Committee may operate with less than seven members. Committee members serve at the will and pleasure of the Board member that nominated them.
  
- ❖ The Committee will commence on January 1, 2007, and terminate upon resolution of the Trustees of the BISD or upon completion of the 2006 Bond Package projects, whichever occurs first.

**RESPONSIBILITIES OF COMMITTEE**

- ❖ Attend monthly meetings with Director of Finance, Director of Buildings and Grounds, and Representatives of HKS Architects, Inc.
  
- ❖ Regularly attend the Committee meetings in order to be adequately informed. Poor attendance may require that the appointee be removed from the Committee.
  
- ❖ Review financial reports that track budgets, monies spent, and amounts remaining in each project.

- ❖ Review project schedule reports.
- ❖ Report quarterly to Trustees, or more often as required, on the progress of the 2006 Bond Package. The Committee is also instructed to work to ensure that relevant information is made available to the public. The Committee, including its other tasks, is expected to report to the Trustees on any aspect of the progress that the Committee feels is not consistent with intent of the 2006 Bond Package. The Committee is also invited to make recommendations to the BISD Trustees that the Committee feels will enhance the success of the 2006 Bond Package projects.
- ❖ The Committee is advisory in nature and will have no authority to direct Staff of BISD to expend any funds or make requests that require excessive Staff time without approval of the Board.
- ❖ Information sufficient to inform the public on the progress of the 2006 Bond Package will be published on the BISD web site and in any other form the Committee believes is needed to make the information readily available to the public.

#### **RESPONSIBILITIES OF STAFF**

- ❖ Facilitate meeting place and time that is convenient for all attendees.
- ❖ Provide monthly financial reports tracking each bond project.
- ❖ Provide monthly project schedule reports for each project.
- ❖ Assist Committee in preparing quarterly report to Trustees.
- ❖ Provide information to the Committee as reasonably needed or requested by the Committee to ensure that the Committee can fulfill its purpose.
- ❖ Provide clerical assistance to the Committee.
- ❖ Issue all Press releases and handle communications with the Press.