

Portland Public Schools Capital Construction  
Bond Accountability Committee Charter  
Update : October 15 , 2019

Background

Portland Public Schools (the District) has successfully referred Capital Construction Bond Measures for voter approval in November 2012 and May 2017. The District has established a citizen Bond Accountability Committee to assist in monitoring the planning and progress of the bond programs.

Committee Charge

shall also monitor future bond planning efforts. The  
responsibility for performance of staff engaged in the  
programs.

oversee the bond programs and provide advice to the Board

that revenues are expended only for the purposes for which  
the bond revenues are not used for any purpose

and principles of the Long Range Facilities Plan;  
the Business Equity Policy;  
innovative practices for achieving lower maintenance and  
improving operating efficiency, sustainability, and  
safety;  
school renovation opportunities compatible with the  
Portland neighborhoods;  
options for joint and shared use of PPS facilities;  
practical ways to address seismic issues;

information related to the bonds to the School Board, public  
stakeholders.

ensure bond planning processes and materials and provide  
information, to the Board on:

issues related to proposed modernization efforts, new  
and other potential scopes of work.

x Bond development

- x The Committee members shall receive no direct or indirect compensation from the District for their services as members of the Committee.
- x The Committee members may not have an active or pending contract with the District, nor enter into a contract during their term on the Committee.
- x The Committee may not include any employee or official of the District, or any vendor, contractor or consultant of the District.
- x A Committee member serves to advise the Board. If a Committee member resigns, violates the Committee Code of Ethics contained herein (see attachment), fails to attend two consecutive Committee meetings without reasonable excuse, or otherwise becomes unable to serve on the Committee, the Board may declare the position on the Committee to be vacant and appoint another qualified person to the Committee.
- x Members are appointed to staggered 2-, 3- and 4-year terms and may reapply for consideration to serve additional terms. Effective July 1, 2019, a Committee member shall not hold the title of chairperson for more than 3 years. A Committee member may serve for a total of no more than eight years.

## Committee Operations

The charge to the Committee does not include:

- x Approval of construction contracts;
- x Approval of construction change orders;
- x Appropriation of construction funds;
- x Handling of legal matters;
- x Approval of construction plans and schedules;
- x Approval of the sale of bonds;
- x Priorities and order of construction for the bond projects;
- x Selection of architects, engineers, construction managers, project managers, and such other professional service firms;
- x The approval of the design for any project;
- x The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the performance of the Bond Program;
- x Setting or approving schedules of design and construction activities;
- x Activities, roles or responsibilities that have been designated by the Superintendent or her designee to staff or consultants, or any policy-making responsibilities;
- x Approval of future bond scopes of work; or
- x Approval of current or future project cost estimates.

## Committee Meetings

- x The Committee will meet quarterly or as requested by the Board.

- x Committee meetings are advisory and not related to formal decision-making by the Board. Committee meetings shall include opportunity for public comments.
- x The Superintendent will assign and delegate the appropriate level of staff to support the Committee's work.
- x District staff will provide necessary technical and administrative assistance as follows:
  - o A meeting room, including any necessary audio/visual equipment;
  - o Preparation and copies of any documentary meeting materials, such as agendas and reports; and distribution of those materials to the committee in a timely manner.
  - o Provision of reports covering the School Bond Programs.
  - o Preparation of Committee meeting minutes and posting for public viewing and use on the PPS web site.
  - o District staff will attend Committee meetings in order to report on the status of capital improvement projects, to respond to questions, and to receive advice and counsel on the overall bond programs or any of their component parts. District project consultants may attend Committee meetings at the discretion of District staff.

Attachment

Portland Public Schools Capital Construction  
Bond Citizen Accountability Committee:  
Code of Ethics

A Code of Ethics provides general guidelines for Committee members to follow in carrying out their roles. Not Tc 0 Tp8e25(al)6 ( un)-10