

Boulder Valley School District Capital Improvement Planning Committee Membership Guidelines

A. Name

The name of this committee shall be the Capital Improvement Planning Committee (CIPC). It is an advisory committee of the Board of Education. *Findings and recommendations of an advisory committee are not binding on the BOE which has final decision-making authority and responsibility.*

B. Purpose

The purpose of the CIPC is to advise the Board of Education regarding the long term facility needs of the District. The Board may request the CIPC evaluate and update District's Facilities Master Plan and make recommendations as to the make-up of future bond programs that may be presented to the voters. Such recommendations may include, but are not limited to:

- Proposals in facility upgrades and equity issues for both existing and planned facilities.
- Promote cost effective planning, design and construction of public schools in order to achieve reduced maintenance and operational costs.
- Collect and analyze data on the physical condition of existing school assets.
- Collect and analyze data on the educational adequacy of district schools.
- Identify and evaluate opportunities for better utilization of existing and future assets.
- Establish priorities amongst the various facility improvements called for in the Facilities Master Plan.
- Facilitate integration of other improvement efforts such as educational technology into the Facility Master Plan process.
- Develop with the District's Communication Office a plan to engage all stake holders in the process, and to keep them informed of progress, recommendations and decisions.
- Report recommendations to the Superintendent and the Board of Education.

C. Membership

The membership of the CIPC will be representative of all characteristics of the Boulder Valley School District and its patrons. Such characteristics will include without limitation social, economic, ethnic, geographic, age and race and patrons with and without school-aged children. All membership shall be approved by the Board of Education.

1. Membership Voting

The CIPC shall consist of ten (10) community members appointed by the Board of Education to represent seven (7) Director Districts with three (3) members appointed at-large. There shall also be one (1) voting member representing the

developer/real estate community, one (1) elementary principal, one (1) middle level principal, one (1) high school principal and one (1) central office administrator.

2. Ex-Officio

In addition to the fifteen (15) voting members there shall be three (3) ex-officio (non-voting) members. These members shall consist of the Director of Planning, Engineering and Construction, District Project Manager, and a representative from the Operations staff.

3. Resource

In addition to the voting members and the ex-officio members, there are numerous resource members. The resource members do not regularly attend meetings but are available as needed. Resource members include district administrative support staff and representatives from planning staffs of all jurisdictions serviced by the District.

4. Appointment Process

Sources of Appointment

- a. The Board of Education shall appoint all voting members of the CIPC.
- b. The Superintendent shall appoint representatives from the Operations Department to support this committee.

Upon a vacancy in any committee position appointed by the Board, the specific opening will be published on the District website and in appropriate local newspapers.

At the end of a successfully completed two (2) year term, an existing committee member may submit an application to be reappointed to the committee, if so desired.

5. Terms of Membership

This committee is intended to make recommendations concerning a future capital improvement bond. As such the committee will exist for approximately two to three years. Voting members of the committee shall be appointed for terms of two (2) years.

D. Officers - Chair

The chair will be elected annually. The chair will conduct meetings, appoint subcommittees, call special meetings and perform other duties. The chair, in concert with the Planning, Engineering and Construction Director, will establish the agenda for each meeting.

E. Meetings

1. Time and Place

The time and place of meetings will be determined by the chair.

2. Number of Meetings

The intent of the committee is to meet not more than monthly nor less than quarterly throughout the year.

3. Quorum

A quorum shall consist of a majority of the *voting* membership on the committee.

4. Recommendations

Recommendation to the Board will be by motion and will require the affirmative votes of a majority of voting members present. Such vote may include votes tabulated by telephone poll or other process by the chair or their appointee.

5. Special Meetings

Special meetings may be called by the chair or by the written request of four *voting* members. Advance notice of at least seven (7) days must be given before a special meeting is held. Notice of special meetings may be given in writing or by telephone.