



## **HSD Bond Advisory Committee Purpose and Roles**

### ***Committee Purpose***

The Hillsboro School District is facing challenges related to modernizing current facilities and providing sufficient school / classroom capacity to accommodate anticipated increases in student enrollment over the next 20 years. In light of this, the District believes that a new school construction bond program is necessary to provide funding for new school facilities and modernization of existing school facilities. The District will work with a committee of community representatives to consider projects that address the identified school capacity needs and funding opportunities related to the bond program. The Bond Advisory Committee (BAC) Purpose is described as:

*To assist the School District in developing a Capital Bond Program to present to District voters. Committee members will provide advice and share their interests and perspectives to provide a broad representation of the community's values regarding a bond program. The program will address a variety of capital needs that could include new facilities, capacity increases and modernization at existing facilities, and technology and safety improvements. The Committee will also recommend when the bond program should be presented for a vote by District residents. Committee recommendations will be provided to the Superintendent.*

District staff will work with the Committee to:

- Provide an understanding of current conditions at existing school facilities and how that translates into the need for modernizing school facilities for operational, capacity, and security purposes.
- Provide an understanding of future student enrollment trends and how that translates into the need for new school facilities and capacity.
- Present funding scenarios that demonstrate how future projects can be provided in a cost-efficient manner.
- Develop construction bond packages / alternatives that address project needs in the following program areas:
  - Capital Facilities (new construction / new school capacity)
  - Modernization Projects (improvements to existing facilities)
  - Technology (technology and learning environment enhancements)
  - School Safety enhancements (security, seismic upgrades)
- Develop a Preferred Bond Program to be presented to the Superintendent in February 2017.

### ***Committee Protocols***

The following provides suggested protocols for the HSD Bond Committee:



### Meeting protocols

- Meetings will be facilitated by District staff representatives.
- Co-Chairs of the Committee will lead each meeting.
- Meeting materials will be provided to Committee members as much in advance of the meeting as possible – distribution of materials one week in advance of the meeting will be the target. Meeting materials will be posted on the Hillsboro School District website.
- Agendas will identify items on which the Committee will be asked to make recommendations.

### Accessibility to the public:

- It is the primary purpose of the Bond Advisory Committee meetings to provide a forum for the deliberation of the Committee. Meetings will be open to the public for observation.
- As needed, up to a total of ten minutes during each meeting will be reserved for public comment. This amount may be extended by the Chair, in consultation with the Committee, if needed and if time allows. The length of individual comments will be limited based on the number of individuals who wish to address the Committee, but should be normally be no more than three minutes per speaker.
- Interested members of the public are encouraged to provide more thorough comments in writing. All written comments will be provided to all members of the Committee.

### External communications:

- Outside of Committee meetings, members will support the group process in communications with others and with each other, being careful to discuss issues in ways that are respectful of each other and of the interests of the group as a whole.
- Call or email District Staff with information that the other members and the project team need to be aware of.
- Please notify District Staff about any communications with the news media.

Adam Stewart  
Chief Financial Officer  
Hillsboro School District  
503.844.1525  
[stewart@hsd.k12.or.us](mailto:stewart@hsd.k12.or.us)

- Communicate with our respective constituents and their decision-making bodies to ensure that they are well-informed of the group's discussions and progress and to ensure that issues are identified that need to be communicated to the Committee.



- The Committee may establish workgroups to more fully address specific issues on behalf of the overall Committee, to develop proposed recommendations for the full group to consider, or to assist District on a draft document or position paper.
- The Committee will be encouraged to attend Community Open Houses / Events held by the District to discuss the Bond Program process and recommendations.

Bond Advisory Committee Decision-making Process:

- The Committee will make recommendations to the Superintendent.
- Recommendations will be made by consensus. Consensus is the point at which all members can support a decision as the most viable choice for the group as a whole, although it may not be everyone's individual favorite.
- If the group cannot reach consensus, at least two thirds of the Committee must agree in order for that agreement to be characterized as a recommendation of the Committee. Otherwise, majority and minority opinions will be sought and communicated to the School Board.
- Individually, each member is free to provide further comments to the School Board and other officials in ways that are respectful of the work of the Committee as a whole and the interests of other members.
- Once made, recommendations will be final unless a majority of the Committee feels that a decision needs to be revisited, or unless the Committee has identified the action as tentative until further issues are resolved at the time of the original decision.