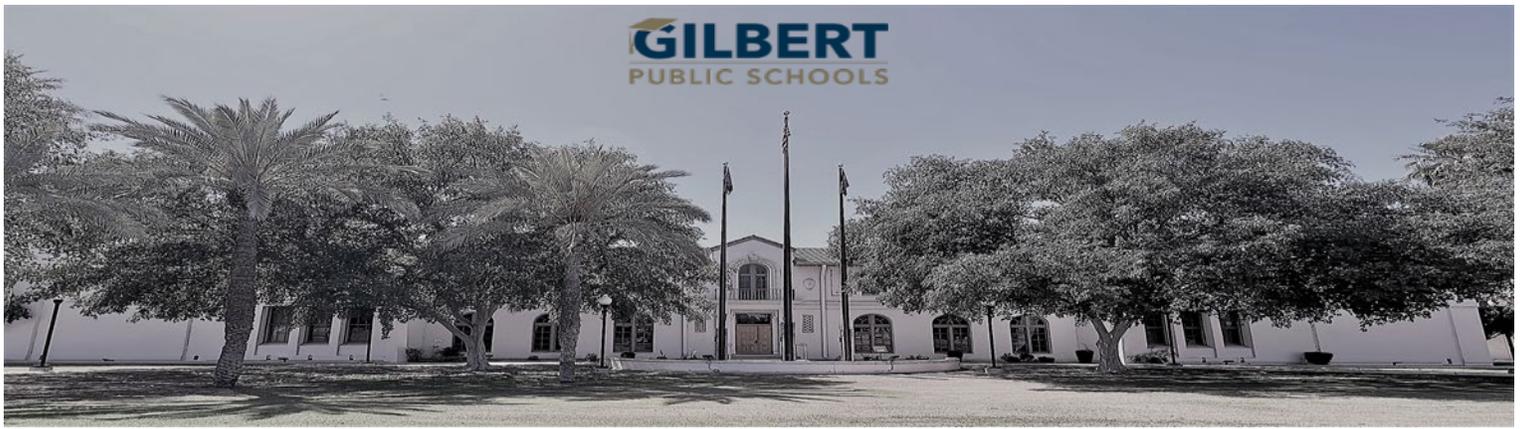




Master Capital Planning Committee

Operating Guidelines

Effective: January 29, 2024



Gilbert Public Schools
Master Capital Planning Committee
Operating Guidelines

COMMITTEE NAME AND AUTHORIZATION

This committee, authorized by the GPS Superintendent, shall be known as the "Master Capital Planning Committee", hereinafter referred to in these bylaws as the "Committee" or "MCPC".

MISSION

The mission of the MCPC, in collaboration with the Superintendent and the GPS leadership team, is to establish and regularly update an ongoing long range master capital plan guiding the District facility and equipment reinvestment processes and priorities each year.

SCOPE

The MCPC shall:

1. Assist Gilbert Public Schools (GPS) leadership in the processes of developing and implementing a comprehensive Master Capital Plan by recommending:
 - a. Facility and equipment standards
 - b. Facility and equipment condition values in relation to the standards
 - c. Prioritization metrics to determine the biannual reinvestment priorities
 - d. The MCPC formal document format and organization
2. Assess the Master Capital Plan priorities bi-annually, at a minimum, to consider and include any necessary changes to standards or to facility/equipment condition values.
3. Serve as an open forum for discussion to review the District capital needs and priorities.

4. Consider and recommend to the leadership team any new facility standard or request to add new facilities or enhance existing programmatic areas based on local school needs.
5. Work within the committee and with the Superintendent's leadership team to ensure input and collaboration in the process of prioritizing the allocation of capital resources annually.
6. Recommend strategies to resource ongoing facility reinvestment needs which may include requesting a future bond or capital override election ensuring community input and dialogue from all stakeholder groups.

MEETING STANDARDS AND SCHEDULING

A. Meeting Requirements

- The Committee will meet at least bimonthly between September and June of each fiscal year on Monday evenings starting at 6:00 PM during the last Monday of the month unless changed formally at the prior meeting or if meeting date occurs on a holiday.
- Special Meetings may be called as needed.
- The Committee will meet at GPS District offices.
- Agendas will be created, and minutes shall be taken and posted to the MCPC website.
- The Committee may be asked to attend designated Governing Board meetings to report findings and recommendations.

B. Meeting Norms

It is expected that:

- Meetings will start and end on time.
- Each member will be respected and encouraged to participate.
- Off-topic items will be documented in a "parking lot" with an agreement to agendize them later at a designated time.
- Agendas and meeting materials will be sent to members a minimum of three days prior to a meeting.
- Members are encouraged to ask questions for clarification and to ensure the subject is well understood.

C. Decision Making

The Committee shall make decisions by consensus using a Thumbs Up/Thumbs Down decision making process.

1. Thumb up = I agree with this decision.
2. Thumb sideways = I have concerns regarding this decision but do not have an appropriate alternative.

3. Thumb down = I disagree with this decision and will provide alternatives.

MEMBERSHIP

A. The MCPC will consist of up to 20 members representing all stakeholder groups and all geographic areas of Gilbert Public Schools as defined below: NOTE: All members of the Committee must reside in the GPS boundaries, operate a business within GPS boundaries, or work at a GPS school or facility.

1. Stakeholder groups: students, parents, staff/teachers, administrators and community members at large.
2. Geographic regions: each high school feeder area will constitute a separate geographical area. The high school areas are Highland High, Desert Ridge High, Gilbert High, Campo Verde High and Mesquite High.

B. Application to Serve

Individuals shall submit complete applications to join the Committee, and applications shall be considered by Operations leadership, ensuring that all stakeholder groups and geographic areas are represented. Alternates may be appointed.

C. The MCPC will have non-decision-making members as follows:

1. Facilitators: Assistant Superintendent of Business Services and the Director of Operations
2. One GPS Governing Board member
3. Subject matter experts attending as needed to provide data and analysis to the Committee to assist in developing the Committee recommendations.

D. The MCPC members will be appointed for terms not exceeding three (3) years and may be re-appointed for up to two additional terms.

E. The Committee shall select a Chair and Vice Chair annually.

- a. The Chair shall work with the facilitators to create the agenda for each meeting with will preside over the meetings.
- b. The Vice Chair will preside in the Chair's absence.

F. MCPC members shall be required to complete a Conflict-of-Interest Disclosure form annually or in the event that a conflict arises while serving on the MCPC.

G. MCPC Membership shall **exclude**:

1. Anyone who, within the last two years, has sold goods or services to GPS.
2. Anyone who owns or has a direct and material interest in a company, or who holds a leadership position in a company, which provides substantial goods or services to GPS.
3. Anyone who has participated in litigation or other legal action against GPS.

H. Member Recommendation for Removal

The MCPC membership may request the removal of a Committee member who has had numerous consecutive absences. Requests to dismiss a member require a majority consensus of the Committee members.

COMMITTEE ANNUAL EVALUATION

The Master Capital Planning Committee shall review these guidelines and their scope annually, shall reassess the adequacy of the guidelines and shall recommend any changes to the other members, the Superintendent and Operations Leadership. Adoptions and amendments to the committee Operating Guidelines shall be by an affirmative vote of the committee.

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