Beaverton School District
Facilities Planning Committee Charter

BSD Superintendent Dr. Gustavo Balderas established a new advisory committee entitled the Facilities Planning Committee (FPC) in September 2023. The FPC serves as a permanent community-based advisory body to the superintendent on facilities and facility-related matters.

1. Committee Charge:

The FPC's charge is to study, consider and advise the superintendent on district facility matters. FPC topics of inquiry may include:

- The capacity, condition and utilization of district facilities
- Planning for future facilities
- Enrollment trends and the evolution of demographics in the district and their impact on facilities

The FPC shall serve as the community advisory body for district facilities plans and studies, including but not limited to:

- Long-range facilities plans
- Future bond planning
- District education specifications
- District facility condition assessments
- Other facility studies and plans as needed

An annual workplan and schedule will be prepared by the superintendent.

The FPC functions in an advisory capacity and is not delegated any decision-making authority by the superintendent. While it may study topics such as bond projects and building investments, the Facilities Planning Committee is separate and distinct from the Bond Accountability Committee and exercises no oversight of the district bond program.

2. Committee Membership:

The committee shall consist of seven to ten members appointed by the superintendent. Committee members will be individuals with a reputation in the community for fairness and transparency. Committee membership should reflect a diversity of experiences within eastern Washington County at large and the Beaverton School District specifically. An effort will be made to select members from across the district. Committee members must be able to share their advice and discussions for the betterment of the entire district and not a specific school or neighborhood.

District staff will advise and present information to the committee. District staff will not be members of the committee nor take part in any votes of the committee.

- The committee members will receive no direct or indirect compensation from the district for their services as members of the committee.
- Neither the committee members, their business associates nor immediate family members may have an active or pending contract with the district, nor enter into a contract during their term on the committee. Should a conflict arise, it is the responsibility of the member to publicly announce such a conflict. The superintendent will determine if the member should step down from the committee.
- A committee member serves to advise the superintendent. If a committee member resigns, violates the ethics policy contained herein, fails to attend two consecutive committee meetings without reasonable excuse, or otherwise becomes unable to serve on the committee, the superintendent may declare the position on the committee to be vacant and appoint another qualified person to the committee.
- Initially, members will be appointed to either two-year or three-year terms. After the first two years of the committee, new members will be appointed to three-year terms.
- The superintendent may remove any committee member at his discretion.

3. Committee Meetings:

- The committee will meet beginning in January 2024.
- The committee will meet at least once a quarter, and more often as dictated by the annual workplan.
- Agendas will be established in consultation with the committee chair and/or vice chair.

- Meeting materials will be published in advance of each meeting. These materials may be provided by posting them on the district web site.
- Committee meetings are advisory and do not constitute decision-making by the superintendent.
- A quorum of at least five members is required to conduct a meeting. Members may attend virtually if approved by the chair.
- District staff will provide necessary technical and administrative assistance including:
    - A meeting room, including any necessary audio/visual equipment;
    - Preparation and copies of any documentary meeting materials, such as agendas and reports, and distribution of those materials to the committee before the scheduled meeting;
    - District staff will attend committee meetings in order to present information on issues, including but not limited to enrollment, facilities and long-range planning.

4. Ethics Considerations

An ethics policy provides general guidelines for committee members to follow in carrying out their duties. Not all ethical issues that committee members face are covered in this policy. However, this policy captures some of the critical areas that help define ethical and professional conduct for committee members. Committee members are expected to strictly adhere to the provisions of this ethics policy.

- CONFLICT OF INTEREST. A committee member shall not attempt to influence a district decision related to any contract funded by capital bond proceeds or the general fund.
- COMMITMENT TO UPHOLD LAW. A committee member shall uphold the United States and Oregon Constitutions, the laws and regulations of the United States and the State of Oregon, and the policies, procedures, rules and regulations of the Beaverton School District.
- COMMITMENT TO THE PUBLIC. A committee member shall represent the interests of the public and not the personal or business interests of the member.