



A Great Place to Learn.

1202 Wood Avenue
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2024 Bond Projects - Bond Oversight Committee

Charter

Foundational Information

Convener: Sumner-Bonney Lake School District (District)

Committee Name: Bond Oversight Committee

Introduction: In 2024, the voters in the Sumner-Bonney Lake School District approved Proposition 1, Expanded student capacity, school improvements and safety upgrades. The proposition, based on the community advisory committee's FUTURE READY recommendations to address K-12 student overcrowding districtwide, makes needed basic improvements to address aged and deteriorating schools, and makes safety upgrades. The community advisory group also recommended that the district should convene a community-based oversight committee to ensure transparency and accountability throughout the life of the 2024 Bond Projects included in Proposition 1.

Purpose: The BOC will represent a broad cross-section of community members to provide, in coordination with the Superintendent and the District Project Team, transparency and accountability through quarterly review of delivery of the 2024 Bond Projects.

Charge: The District desires an ongoing, independent review of the major projects approved by the voters on the November 5, 2024 ballot. The BOC will meet at least quarterly and will provide an annual progress report to the community and the District Board of Directors. Reports will be published on the District website for public viewing.

Duration of Charge: The BOC will sunset following the substantial completion of all major Bond Projects, but no earlier than the expensing of 95 percent of all Bond proceeds.

Authority: The BOC is not a decision-making body and will have no independent authority to obligate District funds or otherwise contractually obligate the District. The BOC's recommendations will be used to inform program decisions made by the Superintendent and/or District Board of Directors.

Scope:

- Review the process to solicit, qualify and select general contractors, architects, consultants, and vendors for major projects



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- Review financial statements, project scope, construction documents, and bid solicitations
- Periodically inspect school facilities and sites to assist the BOC's project review
- Make recommendations to the Superintendent on procedures, as may be appropriate, to assist in enhancing accountability for use of Bond dollars
- Assist the District in communications with the public to ensure the goals of transparency and accountability in the implementation of the Bond Projects are delivered.

Participation

Participation: In order to ensure continuity for this multi-year assignment, and also to respect the Committee's volunteer members, terms ranging from one-to-two years will be designated for the original Committee members. However, members may choose to maintain membership through the completion of the Bond program if their schedule permits. Appointments to the Committee will be made through the BOC application process used by the District and approved by the Superintendent.

Attendance: Members should attend all meetings. Alternates are not allowed. Members who miss more than two consecutive meetings may be required to forfeit their seat.

Participant interests: BOC members represent a broad diversity of interests and perspectives. Members are strongly encouraged to provide ongoing communications and exchanges throughout the process with individuals/groups outside the BOC and bring those communications to the group for consideration.

Roles and Responsibilities

Committee Members: All members bring their unique perspectives to the table and are encouraged to work collaboratively with other interests in reviewing and developing recommendations for the 2024 Bond Project as described in the Scope. It is hoped that members will become informed about the processes being used and the issues, contribute useful information to the deliberations, and serve as an accurate and objective information conduit with others outside the BOC process. The BOC will work directly with the Superintendent and the District Project Team and will be granted access to reports, construction sites and documents pertinent to its charge. Specifically, all members will:

- Serve as a liaison to the public and/or their organizations (as appropriate) by networking effectively outside the BOC process with individuals or groups to provide broad input to the discussions.



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- Bring a valuable and informed perspective and contribute useful information to the process.
- Work collaboratively, constructively and creatively to review the 2024 Bond Projects and help develop recommendations as needed.
- Attend meetings consistently.
- Be prepared for meetings (do the homework).
- Be willing and able to commit time and energy to the review of the 2024 Bond Projects.
- Abide by established meetings guidelines.
- Prepare an annual report to the community on the work of the BOC, progress on the 2024 Bond Projects and any recommendations for improvements.

Sumner-Bonney Lake School District: The District will provide material support to the BOC. In addition, the District is responsible for providing background information and educational materials, identifying project and funding constraints, and providing technical input and support throughout the process. Specifically, the District will:

- Provide available and newly developed information including individual project construction documents, bid solicitations, financial statements and other documentation to support review of projects and their costs.
- Make district staff members and service providers available to the committee upon request.
- Support the BOC in their decision-making regarding recommendations.
- Provide a work plan, schedule and budget for the 2024 Bond Projects.
- Support the BOC's responsibilities as liaison to the public and/or their organizations by providing information in a timely fashion to allow for BOC and constituent consultation.
- Provide information to inform BOC members about topics on the agenda no less than ten (10) calendar days before each meeting.

Technical Consultant: The District has included Falcon & Fern, a program management consulting firm, to provide technical support for the 2024 Bond Projects. Falcon & Fern staff will be part of the District Project Team and will support the BOC by providing information and education about the 2024 Bond Projects' scope, schedule, and budget; contractor solicitation processes; and other technical information.

Facilitator: The District has contracted the services of a third-party neutral facilitator, Penny Mabie, from Definitely Mabie Consulting LLC (<https://www.definitely-mabie.com/>) to support the BOC. The facilitator will support the District and the Bond Oversight Committee members and maintain the integrity of the BOC oversight processes. Specifically, the facilitator will:

- Remain neutral.



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- Not contribute substantive ideas.
- Help the BOC accomplish their tasks.
- Suggest and implement process ideas.
- Help the BOC abide by their adopted meeting agreements.
- Solicit and field input and observations on the BOC processes and consider modifications to improve the processes.

BOC Function

Consensus Process: “Areas of agreement” on recommendations to the District from the BOC will be developed by seeking consensus. Consensus has been reached after every effort has been made to meet the interests of all members and when everyone agrees they can accept moving forward with the recommendation and will support the recommendation as the design and construction process advances. In the event consensus cannot be reached, the group will discuss whether to move the recommendation forward while reflecting dissenting perspectives. For those instances where agreement cannot be reached, but the group agrees to move the recommendation forward, the reasons for the disagreement will be noted in the BOC record, and the dissenting perspectives will be presented to the District.

Conflict of Interest: Members will identify any potential conflicts of interest regarding procurement and contracting to the District. If conflicts of interest are identified, conflicted members will recuse themselves from associated discussions.

Work Plan: An initial annual work plan will be developed and updated each spring to identify what projects will be the focus of the BOC, anticipated outcomes, and meetings dates.

Oversight: The BOC provides accountability for the district and uses measures to account for that. These include reviewing procurement processes to ensure alignment with established District values, policies and procedures; reviewing project activities, including scope, schedule and budget to identify and provide feedback on any divergences; and review District public communications to ensure transparency and accountability is consistently reported.

General Operating Procedures

Meetings: BOC meetings will generally be two hours in duration with a brief break midway through the meeting. BOC meetings will be held at the District’s administration building unless arrangements are made to hold a meeting in conjunction with a facility tour.

Meeting Agreements: The facilitator will help the BOC members abide by a mutually agreed upon set of meeting agreements.

Functional agreements will include:



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- Be on time
- Silence cell phones
- Come to meetings prepared

Meeting behavioral agreements will include:

- State views and ask genuine questions
- Share all relevant information
- Use specific examples and agree on what important words mean
- Explain reasoning and intent
- Focus on interests, not positions
- Test assumptions and inferences
- Jointly design next steps
- Discuss undiscussable issues
- Explicitly agree on the meeting agreements and what each one means

External Communications: Members are encouraged to share accurate and objective information about the process with other people. Specifically:

- Members will avoid characterizing the views or opinions of other BOC members outside of their respective meetings.
- BOC meetings will be announced on the project website.
- BOC meeting products, such as agendas, reports, recommendations, minority reports and summaries, will be posted on the project website.
- The District will endeavor to size e-files so as to facilitate easy downloading and review by BOC and community members.
- Meeting summaries and other interim products will be available to members as communication aids. Members are also encouraged to share the District website address to enable people to locate information related to the 2024 Bond Projects and the BOC process.

Annual Report to the Community and the SBLSD Board of Directors: The BOC will prepare, with assistance from the facilitator, an annual report to be shared with the District Board of Directors and community. The report will include a summary of the BOC's work, findings and recommendations over the previous year. Much of the content of the report will be drawn from the subject year's meeting summaries and other documentation. The report will also include a forecast of the coming year and any proposed changes to previously published schedules, project sequences, or finances. The District and the Technical Consultant will support the development of the report by producing requested information, graphics and charts. The District will provide technical accuracy review. The facilitator will support development of the content and word-processing of the report. The report will be featured on the District website and the



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District will promote the availability of the report to the community using regular District communications channels.

Communications:

- *Email:* Email and the District website will serve as the primary communication mechanism with the BOC between meetings.
- *Requests for information:* Requests for information or access to the technical consultant will be channeled through the District point of contact, Marina Tanay.
- *Website:* A webpage on the District's website will provide links to important documents, resource materials, and contact information, and will serve other appropriate uses identified throughout the BOC processes.
- *Contact list:* A current contact list, including email and phone numbers of BOC members will be maintained by the District. A contact roster for the BOC will be developed. Contact information will not be released to other members without the consent of members.