

BOND OVERSIGHT COMMITTEE CHARTER  
GOVERNING BOARD APPROVED 07/15/2024

A. MISSION

The Governing Board of Tucson Unified School District (TUSD), in collaboration with the district's finance leadership, established a Bond Oversight Committee (BOC). The purpose is to advise and support the Board and district leadership in achieving the goals of the Bond Program, all while providing transparency and accountability to the District community, and effectively implement the Bond Program.

B. SCOPE

The Committee's responsibilities and goals are:

1. Promote transparency, advise the Governing Board, and monitor the Bond program.
2. Approve or otherwise propose recommendations of project proposals recommended by District staff.
3. Approve or otherwise propose recommendations of staff-recommended project scopes of work to develop Requests for Proposals (RFP).
4. Review bond financial information and monitor expenditures.
5. Monitor process, timelines, and progress for Bond projects.

C. GOVERNANCE AND OPERATING PRINCIPLES

1. Membership

- a. The BOC consists of 13 members appointed by the Governing Board, including one representative from the Board to serve as a non-voting liaison. The 13 community members are appointed for terms not exceeding three (3), two-year terms. The Board liaison will have term of one year. All committee members may be reappointed up to three (3) terms. All committee members are uncompensated. The Committee shall annually elect a Chair and Vice Chair. The Vice Chair presides in the Chair's absence.
- b. The eligibility requirements for BOC membership are:
  - i. Must be at least 18 years of age, and
  - ii. Limited to the following TUSD-affiliated individuals: TUSD parents/guardians

of TUSD students; TUSD employees; representatives of the Tohono O’odham Nation; representatives of the Pascua Yaqui Tribe; owners of a business within TUSD’s boundaries and/or community members residing within TUSD.

2. Ineligible Members

The following individuals cannot serve on the BOC:

- a. Anyone who, within the last two years, has sold goods or services to TUSD.
- b. Anyone who owns or whose relative has a pecuniary interest in a company, or who holds leadership position in an entity, which provides substantial goods or services to TUSD.
- c. Anyone who otherwise has a conflict of interest as defined in ARS 15-501 to -511.
- d. Anyone who has participated in litigation or other legal action against TUSD, unless such litigation has been disclosed in writing to the Governing Board and a determination is made by the Governing Board that the applicant’s role in the matter does not present an actual or apparent conflict of interest.

3. Conflicts of Interest

- a. An individual who would otherwise be excluded may serve if, after full disclosure to the Governing Board, the potential conflict of interest is not a “substantial interest” as that is defined in ARS 38-501 to -511 and does not appear so from the public perspective.
- b. An individual who develops a conflict of interest while on the BOC must disclose such conflict. The individual must recuse themselves from voting or participating in any manner on any item that is disclosed as a conflict.

4. Application to Serve

- a. Individuals shall submit complete applications to join the BOC and should be forwarded, along with a Conflict of Interest Disclosure form (See TUSD Policy BCB-E or substantially similar) directly to the Chair and Vice Chair of the committee. The Committee may or may not, at its discretion, make recommendations to the Board concerning applications received. The Board may appoint Committee members at its discretion.

5. Removal of Member

- a. The BOC may request that the TUSD Governing Board dismiss a Committee member who has had two (2) unexcused absences in a year. Requests to the Governing Board to dismiss require a majority vote of a committee where a quorum is present. Dismissal of the Board’s Liaison from the Committee may be initiated only by the Governing Board.

D. MEETING STANDARDS AND SCHEDULING

1. Meeting Requirements

- a. The Committee shall meet at least one time per month during the school year, but the meeting calendar may be adjusted to accommodate for district holidays, breaks or by a majority vote of the Committee. Meetings in the summer months are optional. The Committee may schedule additional meetings.
- b. The Committee shall meet in public and shall adhere to Arizona's Open Meeting Law. Minutes shall be taken and will be published and filed.
- c. The Committee agenda is set by the Chair, in collaboration with district leadership. Any member who wishes to place an item on the agenda may do so by notifying the Chair at least 48 hours in advance of a scheduled meeting.
- d. Meetings will be conducted using *Roberts Rules of Order*.

2. Quorum and Voting

- a. A quorum is defined as a majority of the voting Committee members. A quorum is required to meet and conduct all business. If there are one or more vacancies on the Committee, then a majority of the remaining voting members of the Committee will constitute a quorum, except that a single member of the committee does not constitute a quorum. A simple majority vote of the quorum is required for making all decisions of the Committee.
- b. Members who are physically absent from a meeting may participate through audio or video conferencing.
- c. Proxy voting is prohibited.

3. Subcommittees and Ad Hoc Working Groups

As necessary, subcommittees and ad hoc working groups may be established with the oversight of the BOC, for special tasks to be performed on a short-term basis. Function and duration of these subcommittee and working groups will be task specific. If the task appears to be a standing item, a standing committee should be formed. The subcommittee membership may include Committee members, internal staff and external, uncompensated consultants. The participating Committee members must be less than a majority of the current Committee so as not to meet the quorum requirements. The advice or recommendations of a subcommittee or working group will be submitted to the Chair to be included in the next agenda and be delineated by the whole Committee. Subcommittees and ad hoc working groups shall also comply with Arizona's Open Meeting Laws.

4. Reports to the Governing Board

The Committee shall provide the Governing Board with a report of activities and recommendations at a designated Board meeting at least once per year.

## E. DISTRICT SUPPORT

### 1. Access to District Information

- a. The Committee, in consultation with District staff and the Governing Board, may have access to all pertinent information it deems necessary to carry out its charge. Access to information shall be consistent with Arizona law and District policy.
- b. The Committee may ask member of management or others to attend its meetings and provide pertinent information, as necessary.

### 2. Process for Requesting District Information

- a. The Committee may request information from the District that the Committee deems necessary to carry out its duties and responsibilities. These requests for information will only be made by the Committee Chair, or in their absence the Vice Chair.
- b. Any member wishing to request information may do so by submitting their request, in writing or via email, for approval by the Committee Chair, or in their absence, the Vice Chair. If the request is approved, the Chair or Vice Chair will send the request to the Governing Board Office staff or their designee for processing. If the Chair does not approve the request, the Committee may vote to override the Chair or Vice Chair and authorize the request. If the Committee overrides the Chair or Vice Chair, the request will be submitted and placed on the next meeting agenda.

## F. SELF-ASSESSMENT

The Committee will review its charter at least annually, reassess the adequacy of the charter and recommend any changes to the Governing Board. Adoptions and amendments to the charter shall be by an affirmative, majority vote of the committee, a quorum being present, and by approval of the Governing Board. Only the Governing Board may determine if the Committee's charge is complete and should be dissolved.