

Cabrillo Unified School District
Ad-Hoc Advisory Committee 2006

Charter

During the January 2006 Governing Board Meeting the Board requested that the Superintendent develop and plan for an Ad-Hoc Advisory Committee regarding the District's capital assets and construction projects. The main purposes of the committee will be to: 1) provide input and advice on behalf of the public to the Superintendent; 2) help provide accountability with the objective of facilitating the construction projects and the district's capital assets. The establishment of the Ad-Hoc committee will be similar to the provisions related to the legislation that followed voter approval of Proposition 39. The related legislations required that a citizen's advisory committee be established. The Ad-Hoc Advisory Committee will be accountable to the Board of Education and the Superintendent.

The Ad-Hoc committee will not be the responsible for the day-to-day administration /operation of the construction projects but will provide advice and assistances regarding policy/vision of the construction projects and to ensure fiscal accountability. The main purpose and goal of the Ad-Hoc committee will be to assist the Superintendent with the implementation and construction of the middle school and other capital projects/assets.

1. Priorities:

- **Educational Specifications/ Designs:** The committee will ensure that the design meets the vision for the middle school, the educational needs of students and staff, and the future needs of the community.
- **Costs Effectiveness:** The charge of the committee will be to review the cost associated with the construction and analyze design decisions for cost effectiveness, ensuring that the project is in the best interests of the school district and community. The committee will need to be aware of legal constraints and requirements regarding school construction issues. The committee will need to analyze the cost effective of design decisions.
- **Timelines/ Schedule:** To ensure that the middle school project and other capital projects proceed in a timely manner without delay.
- **Impacts:** The committee will assess the effects of the impacts that are related to the cost effectiveness, student's needs, future vision, safety and timely construction.
- **Review/ Update:** The committee will be accountable to the Community, Governing Board, Staff and Students and will provide reports and updates on the project/s.

2. Composition of the Committee

- The committee should be comprised of no more than 7 members with staff being adjunct members. At least two Governing Board members should serve on the committee. Other positions should be filled with individuals who have an interest in the projects. It is not necessary for an

individual to have knowledge of construction and fiscal management as school district projects are quite different than projects in the private sector. It is more important to have individuals who have the desire and clear understanding of policy, rather than administration, concerning the construction projects and asset development.

- No Conflict of Interest- There should be no real or perceived personal benefit of interest with any vendor/contractor used by the district in the construction projects.
- Positions to be filled are representatives that are accountable to the Governing Board of Education.
- The Ad-Hoc committee will not be a standing committee and according to Board Policy and California law does not have to comply with all of the issues surrounding the Brown Act. This will give the committee the ability to respond quickly to the needs of the Superintendent, the school district regarding the project.
- The committee will also make recommendations to the Governing Board regarding procurement of materials and the use of contractors and vendors. The process of bidding and hiring contractors is highly regulated by the State of California. The district has regulations as a public institution that are not placed on private construction projects and the community and committee need to be aware of this fact.
- The ultimate approval of contractors is the Governing Board's responsibility and district administration will submit the bids after the committee reviews the documents to the Board for approval. This process is in place and will continue to be used as it has been in the past.
- The Ad-Hoc committee will also advise the Board on related information as necessary with regards to the projects and the timelines.
- This committee will meet at varying times depending on need and individual schedules of the Chair and the Superintendent.

The committee is advisory and the administration of day to day operation and decisions are the responsibility of the Superintendent. The goals of the committee in general are to assist the Superintendent in getting the projects completed on time and within budget along with providing accountability for the Governing Board.

3. Reporting Structure of the Committee

- The Ad-Hoc committee will provide regular reports to the Governing Board.
- A website will be created focusing on the construction project for the public to review.

Revised: Governing Board Meeting 2/16/06