



## **Capital Improvement Planning Committee Guidelines**

### **A. Name**

The name of this committee shall be the Capital Improvement Planning Committee (CIPC). It is an advisory committee to the Board of Education. *Findings and recommendations of an advisory committee are not binding on the board which has final decision-making authority and responsibility.*

### **B. Purpose**

The purpose of CIPC is to advise the Board of Education regarding the long term facility needs of the District. CIPC will work with district staff to identify and prioritize capital improvement needs and update the Educational Facilities Master Plan. Responsibilities of the committee may include, but are not limited to:

- Collect and analyze data on the physical condition and educational adequacy of existing school assets.
- Facilitate integration of district-wide improvement efforts and needs such as information technology, enrollment growth, a central kitchen, etc. into the Educational Facility Master Plan.
- Identify and evaluate opportunities for better utilization of existing and future assets.
- Establish priorities among the various facility improvements called for in the Educational Facilities Master Plan.
- Make proposals for capital improvements to address facility deficiencies, district-wide needs and equity issues for both existing and planned facilities.
- Act as liaison between the district and the community to engage all stakeholders in the process by sharing with the community information about the capital improvement needs of the district and progress of the process and by providing stakeholder input and perspectives to the district.
- Report recommendations to the Superintendent and the Board of Education.

### **C. Membership**

The membership of the CIPC will be representative of characteristics of the Boulder Valley School District including all social, economic, ethnic, geographic, and age demographics as well as constituents with and without school-aged children. The membership shall represent a broad background of knowledge and experience including but not limited to general business; real estate; information technology; development/construction; architecture/engineering; and financial management/banking/accounting. Members may be called upon to serve on subcommittees related to their particular areas of expertise.

**1. Voting Membership**

The CIPC shall consist of at least ten (10) community members appointed by the Board of Education to represent seven (7) Director Districts with three (3) members appointed at-large. There shall also be at least one (1) elementary principal, one (1) middle level principal, one (1) high school principal, one (1) Boulder Valley Educational Association representative.

If additional qualified candidates are identified, the committee may consist of up to 32 members.

**2. Ex-Officio**

In addition to the voting members, there shall be one (1) ex-officio (non-voting) member, which shall be the Assistant Superintendent of Operations.

**3. Resource**

In addition to the voting members and the ex-officio member, there are numerous resource members. The resource members do not regularly attend meetings but are available as needed. Resource members include district administrative support staff and representatives from planning staffs of all jurisdictions serviced by the District.

**4. Appointment Process**

Interested members of the public will be required to complete an application which will be available on the BVSD website and at the district offices located at 6500 E. Arapahoe Rd., Boulder.

Staff will review applications and present a slate of candidates to the Board of Education for approval. The superintendent shall appoint representatives from the Operations Department to support this committee.

Upon a vacancy in any committee position appointed by the Board, the specific opening will be published on the district website and in appropriate local newspapers.

**5. Terms of Membership**

Membership will continue until the work of the committee has been concluded upon the acceptance of the Educational Facility Master Plan by the Board of Education. This is anticipated to occur in the summer of 2014.

**D. Officers - Chair**

A chair will be selected by the committee membership and will conduct meetings, appoint subcommittees, call special meetings and perform other duties. The chair, in concert with the Assistant Superintendent of Operations, will establish the agenda for each meeting.

**E. Meetings**

**1. Time and Place**

The time and place of meetings will be determined by the chair.

**2. Number of Meetings**

The intent of the committee is to meet not more than monthly nor less than quarterly throughout the year.

**3. Quorum**

A quorum shall consist of a majority of the voting membership on the committee.

**4. Recommendations**

Recommendations to the Board will be by motion and will require the affirmative votes of a majority of voting members present. Such vote may include votes tabulated by telephone poll or other process by the chair or his or her appointee.

**5. Sub-committee Meetings**

Sub-committee meetings will take place in addition to regular meetings of the committee.

**6. Special Meetings**

Special meetings may be called by the chair or by the written request of four voting members. Advance notice of at least seven (7) days must be given before a special meeting is held. Notice of special meetings will be given by email.