

**FERN RIDGE SCHOOL DISTRICT**  
**BOND OVERSIGHT COMMITTEE (BOC) – ROLES & RESPONSIBILITIES**

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**MEMBERSHIP & STRUCTURE**

Members will be selected by the Superintendent, business manager and Director of Facilities for the approximate three-year term. Members must be a resident of the District and a registered voter. Recommended make-up, for the purpose of diversity, is:

- Committee Chair (community member and selected by committee)
- Board Liaison (chosen annually)
- District Superintendent (advisory)
- Bond Program Manager – R&C (resource)
- 4-6 committee members selected with consideration of the following:
  - Member of Fern Ridge Community
  - Expertise and /or background in construction
  - Expertise and/or in financial oversight
  - Expertise and/or in communications
  - Member of a prior Fern Ridge Committee

Members may not include employees or officials of the District nor any vendors, contractors, or consultants for the District. While these parties cannot be official members, they can (and are encouraged to) serve as resources to the committee regarding specific work scope or sites.

Membership is until 12/31/2026 or until such time as all of the bond program is completed. Meetings will be held once a quarter. Location and time established by the committee. The BOC shall elect a Chair and Vice Chair. The length of term and rotation can be decided by the BOC.

Minutes of the proceedings of the BOC and all documents received and reports issued shall be a matter of public record and be made available on the District website. The meeting day/times will be posted on the district calendar and open to the public.

**MEMBER RESPONSIBILITIES**

*The BOC is charged with actively monitoring the progress of the bond program with their focus as follows:*

- Ensure bond revenues are used only for purposes consistent with the voter-approved 2024 bond measure and consistent with state law.
- Serve as a conduit of information to the Board and community.
- Review bond program performance and financial information.
- Ensure grant dollars from other sources such as the OSCIM state matching grant and dollars from the local PUD are incorporated successfully into the bond projects.

To this end, the BOC shall/may perform the following:

- Actively review and report on the overall program level expenditure of taxpayers' money for school construction.
- Conduct escorted, and pre-scheduled, tours of school facilities and grounds to ensure that bond revenues are expended in compliance with the official bond measure language.
- Review efforts by the District to maximize bond revenues by implementing cost-saving measures.
- Review efforts by the District to choose quality materials and systems - balancing costs, maintenance, function, and aesthetics.
- Actively seek information and make inquiries, during the regular BOC meetings regarding issues directly related to the bond work.

- Produce and issue minutes of the quarterly meetings to the District for public posting and openly present **annual** reports on the results of its activities to the Board. These reports shall include topic areas:
  - An overall assessment of the bond projects
  - Bond Promise Tracking (see Exhibit 1) and additional project reporting (such as grant dollars)
  - Key messages
  - A report regarding progress and completion of each individual project
  - An explanation of schedules
  - A review of spending trends and cost projections
  - Recommendation for any budget changes
- Provide verbal reporting on the progress and successes of the bond work in open, district-facilitated, community-at-large, forums as needed.

The BOC shall NOT:

- Take part in operating the bond program.
- Participate in the actual bond sale and insurance process.
- Select, or participate in, the negotiation or bid process for contractors or consultants.
- Contact School District contractors or consultants without prior permission of the Superintendent.
- Select, approve, or reject professionals, contractors, design options, or cost changes to the contracts.

### **DISTRICT RESPONSIBILITIES**

The School District and School Board shall:

- Without expending bond funds, provide the BOC with any necessary technical assistance and resources to answer inquiries.
- Provide administrative assistance in furtherance of its purpose in respect to posting minutes and reports and public notices of meetings.
- Assign supporting liaisons to this committee as follows:
  - Business Manager
  - Superintendent
  - Consulting group managing projects
  - Design and/or construction firms working on projects

### **COMMUNICATIONS RULES**

Save your thoughts for the public BOC meeting.

Your meetings must not be held in private:

- No “off-line” meetings of a quorum.
- No “message carrying” (“Please tell X I said . . .”).
- No online discussions eventually involving a quorum.

You can speak to elected school board members about concerns, but do not claim to be speaking for the entire BOC, except for when providing the Annual Report, which shall represent the BOC.

Accurately report in the community at large the information that you have received without embellishment or the inclusion of information that has NOT actually been shared with the members.

Seek answers to questions and work to resolve concerns with the Core District Management Team first and then the Board rather than expressing discontent to the community at large without giving those parties opportunity to respond and resolve concerns raised.

If you believe there is a financial benefit or detriment to you in respect to any item that comes before the BOC, advise the Superintendent prior to any meetings to discuss it – it may be necessary for you to recuse yourself from providing opinions on the direction of such items so as to avoid violation of ORS Chapter 244.

**Bond Promise Tracking**

The bonds will fund school facility capital projects, including:

District proposes to issue \$16,115,000 in bonds and receive \$6,000,000 state grant only if bonds are approved. Funds would finance capital costs, including:

- Elmira HS:
  - o Update HVAC system and instructional spaces
  - o Construct new multi-use turf field, track, athletic complex
  - o Repair and replace doors, parking lot, driveways
- Fern Ridge MS:
  - o Update HVAC system, instructional spaces, outdoor space
  - o Improve traffic flow by repairing and replacing parking lot and driveway
- Elmira ES:
  - o Provide security fencing
  - o Improve drainage
  - o Expand play area, add walking track
- Veneta ES:
  - o Upgrade gymnasium
  - o Replace and expand parking
  - o Improve drainage
- Add and improve sports fields
- Update and repair restrooms
- Site improvements, demolition, furnishings, equipment, interest, bond issuance costs.

**Meeting Schedule**

The committee will meet quarterly (every 3 months), typically the 1<sup>st</sup> or 2<sup>nd</sup> week of the month, prior to the monthly school board meeting. Time and night of the week to be decided by the committee members once it is formed.