

Anchorage School District
Capital Improvement Advisory Committee
Committee Charter

Name

The name of this committee shall be the Capital Improvement Advisory Committee (CIAC).

Statement of Purpose

The purpose of this organization shall be to:

Review and make recommendations to the administration related to the district's physical plant, including, but not limited to:

- The district's potential annual bond request
- The district's Capital Improvement Plan
- Any issues that the committee believes affects the district's physical plant
- Review and make recommendations to the administration on mutually agreed-upon special projects that are related to ASD facilities.

The CIAC will provide high level, strategic direction to the Superintendent with respect to the annual bond recommendation, the Six-Year CIP Plan, and the development of a long range capital plan for the ASD.

Membership

Members are appointed by the Superintendent to represent the overall interests of the district and the community.

- The CIAC will have at least 12 members but not more than 15.
 - 4 or 5 each members representing the focused groups will make up each class (or rolling membership group).

- Members shall be Municipality of Anchorage residents.
- Membership shall reflect the community as a whole including representation from the private sector (engineers, designers, real estate, etc), the public sector (community councils, volunteer school organizations, government, etc.), the military and associated support services, and a representative from each of the Principals and Teacher associations.
- One member shall be recommended by the Anchorage Principal’s Association
- One member shall be recommended by the Anchorage Education Association
- Members shall serve a term of three years, which may be extended at the discretion of the Superintendent.

Membership Terms transition

Membership on the committee will be divided into three groups, each having a three-year term, and the option of the superintendent renewing the appointment at the end of the term. The goal is to maintain historical knowledge within the committee but encourage new membership participation.

Tiered/Rotational membership (establish term limits for current members)

3 year terms of membership (or appointment) will be staggered with the Co-chairs assigning members to the three groups, subject to confirmation by the superintendent.

Example:

Terms beginning July 2016

One private sector representative, one public sector representative, and one representative of either APA, AEA or the military). The private and public sector membership per group (or class) should total at least three, but not be more than four).

Terms beginning July 2017

One private sector representative, one public sector representative, and one representative of either the APA, AEA or the military). The private and public sector membership per group (or class) should total at least three, but not be more than four).

Terms beginning July 2018

One private sector representative, one public sector representative, and one representative of either the APA, AEA or the military). The private and public sector membership per group (or class) should total at least three, but not be more than four).

Co-Chair(s)

The CIAC shall be chaired by two members selected by the membership and approved by the Superintendent. The Co-chairs may not be in the same tier or group to ensure continuity of the work process.

The Chair(s) shall

- Set CIAC meeting dates, locations and agendas, and generally use Robert's Rules of Order for parliamentary needs.
- Facilitate discussion between members.
- Coordinate information exchange with the ASD CPC committee.
- Provide any official reports and recommendations of the CIAC.
- Be the official spokesperson for the CIAC.
- Publicly adhere to and abide by the statement of purpose of the organization.
- Appoint subcommittees as necessary.
- Work with the ASD administration to broadly advertise the opportunity to serve on the committee and recruit new members that appropriate to the mission of the committee.

Chairman duties will be divided between two CIAC members.

- Co-chair positions, may be recommended (elected) by the committee, but are subject to approval by the Superintendent.
- The committee may reorganize annually, subject to the provision above requiring co-chairs to be from separate tiers of the membership.
- Co-chairs will be annually reviewed.
- The Co-chairs will work with Capital Planning & Construction Staff to develop milestone schedules for Bond/CIP participation
- Clearly defined responsibilities of members and staff will be developed.
- Capital Planning & Construction Staff will be assigned to assist the committee in its tasks

Committee Membership Management

- The Co-Chairs of the CIAC together with ASD staff will maintain a membership roster with appropriate information including current contact information, appointment date, focus group representation category and a record of their attendance. Members are expected to attend and participate in at least 50 percent of the scheduled CIAC meetings, and be present at work sessions and meetings of the ASD School Board as needed.
- An Application for Membership will be developed and made available on the ASD website. The membership application must include sufficient information to allow the co-chairs to determine what focus group the applicant represents and a means of contacting the applicant.
- As needed, applications received by the ASD will be forward to the co-chairs for review and to maintain appropriate committee membership.
- Prospective committee members may be interviewed by the Co-chairs to determine qualification and make a recommendation to the Superintendent related to appointment to the committee.
- Annually, those members of the committee whose terms will expire will be interviewed regarding interest in continued membership in the committee.

Committee Notes

- The Co-Chairs will provide for notes to be taken documenting the activity of the committee.
- A secretary may be elected (selected) to perform the function of note taker as needed to accomplish this task.
- Committee notes will be distributed to all members and ASD assigned staff with one week of each committee meeting.