

Charter for the Citizens Oversight Committee
Charleston County School District
2011-2016 Building Program

Establishment of the Citizens Oversight Committee:

The Charleston County School District School Board of Trustees officially authorized the creation of the Citizens Oversight Committee on October 11, 2010. The committee was established during the campaign for the Sale Tax Referendum held on November 2, 2010. Upon successful passage of the referendum, the Oversight Committee, established on October 11, 2010 was designed to review the financing and execution of the Capital Program projects funded by the One Penny Sales Tax. This program is heretofore called the 2011-2016 Capital Building Program.

Representation and Structure:

The second board action that was taken was to approve the selection process and responsibilities as delineated for members of the Citizens Oversight Committee. This was approved 7-2 by the Charleston County School District Board of Trustees. This action resulted in the following:

There are two tiers: Citizen's Oversight Advisory Panel (COAP) and the Citizen's Oversight Steering Committee (COSC). (Attachment "A")

Advisory Panel - Intended to be a large, comprehensive collection of **stakeholders**.

The purpose for the Advisory Panel is to:

- Attend quarterly briefings from the Steering Committee, Chief Finance and Operations Officer and Chief Operating Officer for Capital Programs
- Ensure two-way communications between School District and the School Project Communities (membership attached)

Membership:

Each school on the project list supplied one representative (liaison). The individuals recommended but not selected for the Steering Committee were invited to participate. At-large members were solicited via a newspaper ad, District web-site, and announcement at a Board Meeting.

There was no "selection" process. The Charleston County School District Board Chair directed that all individuals who showed an interest would be part of the large committee (Advisory).

For replacement purposes, a minimum of three (3) at-large seats should be maintained through-out the existence of the committee.

Note: A Board Member was approved as part of the Advisory Panel to be included officially by Board action on February 14, 2011.

Replacement of Members:

The goal for membership is to commit to serving through the term of this Building Program (through June 2017). However, as change occurs, the following process can be used:

- Project Liaisons:
Each member provides potential representation replacement for their seat. Chair of C.A.C. directs staff to make contacts and solicits new member.
- At-Large Seats:
If we fall below the minimum of three, Chair of COAC directs staff to advertise (as was done originally) for replacements. Decision on replacement, if number of interested parties is greater than number required, will be made by Chair of Advisory Committee.

Steering Committee:

Membership:

- Five (5) representatives selected by Charleston County School Board Trustees from nominations made by Mayors and Chamber of Commerce.
- Three (3) representatives from the Advisory Panel – These representatives will be placed based upon representation of projects in the order of “wave” of projects to be completed. Revised to be two members to represent specific projects and one member to bring building and construction expertise. (Revised 07/19/11)
- Steering Committee Chair to be appointed by Board of Trustees Chairperson

Purpose:

- Receive Capital Reports that are prepared and provided to School Board
- Invited to attend Board Meeting and/or Workshops where Capital Plan(s) are discussed
- Attend Monthly Capital Plan Status Meetings with Chief Finance Officer and Chief Operations Officer
- Chair serves on the Board of Trustees Audit & Finance Committee
- Facilitates communication between Community and County Board
- Review Financial Report Quarterly

Members of the Steering Committee were established and approved by the Board on February 14, 2011. The “At-Large” committee members were approved February 28th.

Replacement:

Chair will direct staff to request appointments from Mayors or Chamber depending upon vacancy.

Steering Committee Members:

Mr. Bret Johnson, Chair	Roper St. Francis Health Care, CPA
Mr. Darbis Briggman	City of North Charleston, Director of Building Inspections Noisette Company
Ms. Mary Graham	Charleston Metro Chamber of Commerce, Senior Vice President
Dr. Mark Hartley	College of Charleston – School of Business
Ms. Amy D. Jowers	Moore & Van Allen, PLLC, Attorney

Committee Term:

Advisory 2011 ⇒ June 2017
 Steering 2011 ⇒ June 2017

Officers:

Advisory: Chair, (Selected by Chair of County Board) Vice Chair & Secretary
 Steering: Chair, (Selection process and term – TBD) Vice Chair & Secretary