



Long-Range Planning Advisory Committee 2016-17 Charge

A. Name

The name of the committee shall be the Long-Range Planning Advisory Committee (LRPAC).

B. Purpose

The LRPAC will advise the Superintendent on short-range facility issues as well as the development of long-range facility plans that support student success through the implementation of the most cost-effective solutions to the district's capital needs. The LRPAC will also serve as a bond oversight committee when there are active bond programs and will serve in various other capacities as determined by the Superintendent. The committee is intended to provide a high level of accountability, engagement and communication between district leadership and the citizens of Adams 12 Five Star Schools. The committee will make its findings and recommendations to the Superintendent. The committee's work will inform the Superintendent's recommendations to the Board of Education.

The LRPAC will make recommendations to the Superintendent that may include any of the following:

- Determine priorities for, or components of, bond proposals;
- Oversee and review bond construction projects, including quarterly staff reports regarding the expenditure of bond funds, to ensure they align with what was approved by voters;
- Review significant changes in the scope and/or budget of projects contained in bond measures approved by voters to determine that such changes are reasonable under the circumstances;
- Review and recommend to the Superintendent proposed expenditures of surplus bond proceeds, if applicable;
- Provide biannual reports to the Board of Education on the spending and progress of the bond through the entire bond program and culminating with a final summary of all originally planned bond projects compared to completed projects;
- Assess appropriate processes for adoption/modification of school attendance area boundaries;
- Additional duties as assigned by the Superintendent or Chief Operating Officer.

In addition, the LRPAC will act as a liaison between the district and the community in order to ensure stakeholders are engaged and their values and priorities are reflected in the process.

C. Membership

The LRPAC is comprised of volunteer members of the Five Star community appointed by the Superintendent after a review of all applications. The Superintendent's goal is that membership on

the committee reflect the diversity of the Five Star community and include representatives from across the district. The committee will work directly with the Chief Operating Officer or designee who will make necessary resources and staff available to the committee.

Committee Membership (12-15 members):

- Membership comprises a mix of current Adams 12 parent representatives and citizen representatives with expertise in the areas of construction, land use planning and/or financial management processes. When selecting members, consideration will be made to represent the five director districts and each of the following communities: Broomfield, Federal Heights, Northglenn, Thornton and Westminster.

In addition, the LRPAC includes two ex officio members; one from each association in the school district - the District Twelve Educators' Association and the Classified School Employees' Association.

D. Member Terms

In order to ensure continuity for this multiyear assignment and to respect the committee's volunteer members, committee members will serve 2-year terms. Future appointments to the committee will be made through the standard application process used by the district. Members may apply for three additional 2-year terms.

E. Subcommittees

The entire committee will serve as a bond oversight group during active bond programs. As facility planning issues arise, subcommittees will be created as needed to provide an opportunity to explore specific content areas in more detail.

F. Meetings

- Frequency
 - The committee shall meet regularly from September through May as needed.
- Facilitation
 - Meetings will be facilitated by Adams 12 staff.
- Agenda
 - The agenda shall be prepared by the Chief Operating Officer (COO) in conjunction with a parent liaison. The COO may delegate agenda creation to staff content experts.
- Minutes
 - Meetings will be recorded as a summary of major topic discussions; a brief summary of various perspectives on the topics, agreements and actions. Summaries will not attribute statements to individuals, except where comments are made as part of a specific presentation. Meeting summaries will not be a transcription.

G. Values

Committee members agree to work together and communicate externally about the committee in support of the following principles:

- OPENNESS
 - Honor diversity, remaining open to others' points of view.
 - Listen without interruption, engage without hesitation.
 - Seek solutions that advance the greater good for current and future students, moving from individual interests to inclusive benefits.

- RESPECT
 - Engage in thoughtful, thorough interaction.
 - Disagree without being disagreeable.
 - Speak succinctly.
- COLLABORATION
 - Promote deliberative engagement: joint problem solving, sharing of information and intentional action.
 - Be fully present, refraining from side conversations, texting, emailing, or calls during meetings.
 - Refrain from quoting another participant or characterizing their views outside of the meetings without her/his express permission, and from speaking on behalf of the entire committee unless authorized by the full group.
- COMMITMENT
 - Come to each meeting on time and focused.
 - Come prepared for the agenda at hand.
 - Commit to attend regularly.

H. Decision Making

The committee's highest goal is consensus. A consensus agreement is one that all committee members can support, built by identifying and exploring all parties' interests and developing an outcome that satisfies these interests to the greatest extent possible.

Formal voting will not be used by the committee for decision making. Informal polling may be used during the process to assess the level of congruence of the members. If consensus is not possible, then the level of support and dissent will be noted and all deliberations and products of the committee will be considered by the Superintendent in his/her decision making.

The final recommendation will come from the committee's membership, which does not include staff or ex officio members.

I. Email Communications

Email will be used for meeting scheduling and logistics, document review/approval and agenda building. Email will not be used for discussion, deliberation or agreement building.

Approved: September 15, 2015

Revised: November 16, 2016