

# Long-range Planning Committees Charter

## Article I: Establishment

### *Section One. Authority.*

The Superintendent establishes the Long-range Planning Committees under provisions of district policy BDF(Local), which specifically relate to standards for all district advisory committees.

### *Section Two. Limitations.*

The LPCs shall be an ad hoc advisory body of the district, and shall provide guidance to the administration. The long-range plans must go to the Superintendent and board, intact and unedited, as intended by the community. The LPCs shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

### *Section Three. Staff Support.*

The Superintendent shall designate specific staff members to serve as LPC project managers. The project managers shall ensure that any other staff necessary or appropriate are available to support the work of the LPCs.

### *Section Four. Charter.*

In accordance with district policy BDF (Local) it shall be the responsibility of the Administrative Supervisor of Intergovernmental Relations, in consultation with appropriate staff, to develop and amend the LPC charter. The LPCs shall abide by the charter.

### *Section Five. Duration.*

To ensure that the work of the LPC concludes in sufficient time to inform development of the Austin ISD 2022 Long-range Plan, the LPCs shall serve for a limited duration, to be determined by the project managers.

## Article II: Charge

### *Section One. Charge.*

The purpose of the LPCs is to develop a long-range plan, including a prioritized list of recommended capital projects in each of the planning categories:

- Academics and Career & Technical Education
- Athletics
- Visual and Performing Arts
- Facilities
- Safety, Security and Resiliency
- Transportation, Food Service and Maintenance
- Technology

LPC members will collaborate with all committees to understand how recommendations from one plan may impact another plan.

While the work of the LPCs will inform potential topics of discussion, the preliminary scope of work will include:

- Serve as a liaison to the broader AISD community
- Review and discuss data (subjective and objective)
- Review and discuss problem statements and root causes informed by community input
- Contribute to district and community asset mapping
- Provide feedback and refine goals
- Develop decision-making tool to ensure projects are prioritized in an equitable manner
- Develop a prioritized list of recommended capital projects

The LPCs shall have the authority to bring in subject matter experts as needed to guide the work.

### *Section Two. Responsibilities.*

The Long-range plan shall be provided to the Superintendent for review. The Superintendent shall report the plan, along with any comments to the Board of Trustees and Bond Steering Committee.

## Article III: Meetings

### *Section One. Regular Meetings.*

The LPCs shall conduct regular meetings, and the co-chairs, in consultation with other members and the project managers shall determine the regular meeting schedule. A quorum shall be the majority of the current membership (vacancies do not count toward quorum). Meetings may still be held without quorum for purposes of presentations or discussion. However, no formal action may take place without a quorum.

### *Section Two. Subcommittees and Work Groups.*

The project managers, in consultation with the co-chairs may form LPC subcommittees or work groups on any matter as deemed necessary or appropriate and may decide on the meeting format, whether or not they are open to the public, or other procedures. Subcommittees or work groups may not constitute a quorum of the Long-range Planning Committee; as such, no formal action of the LPCs may be taken in subcommittee or work group meetings. Any findings or recommendations of subcommittees or work groups shall be reported to the corresponding LPC.

### *Section Three. Open Meetings.*

All regular meetings of the LPCs shall be open to the public, and the public shall have a reasonable opportunity to provide comment. The time given to speakers may be limited (see the district's ([Communications and Visitor Requirements](#))).

### *Section Four. Posting Agendas.*

Agendas shall be prepared for all regular meetings and posted on the LPC website and at the AISD central office at least 72 hours in advance of meetings. Agenda items shall be determined by the co-chairs in consultation with the project managers. Agendas for subcommittee or work group meetings do not require posting.

### *Section Five. Decision-Making.*

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Voting, other than for co-chairs, should be an infrequent occurrence. In accordance with open meetings procedures, any voting must be done during meetings, and done openly, normally by a show of hands—any non-open voting methods, such as by paper ballots or email, are not allowed.

## *Section Six. Meeting Minutes.*

Minutes shall be kept for all regular meetings and other plenary meetings. Minutes are records of meeting highlights, and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff, and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. Minutes for regular meetings and other plenary meetings shall be approved by the Long-range Planning Committees and posted on the LPC website. Minutes are not required for subcommittee or work group meetings.

## Article IV: Membership

### *Section One. Selection.*

The Department of Communications and Community Engagement is responsible for facilitating the application and recruitment process. The project managers and corresponding planning teams are responsible for conducting the selection process. Membership of the LPCs will strive to reflect the geographic, ethnic, sexual orientation, gender identity & expression, disability, and economic diversity of the district. Membership must at a minimum include parents/guardians, family members, community members, students and staff.

### *Section Two. Restrictions.*

The following restrictions apply to the LPC membership:

- Parent members must be a custodial parent or guardian of a student currently enrolled in the district.
- Any student members must attend Austin ISD schools.
- Any business members must live or work within the district.
- Any community members must live or work within the district

### *Section Three. Co-chairs.*

Members shall elect two chairs (the co-chairs). At least one co-chair must be a community member. The co-chairs shall preside over meetings, apply basic parliamentary procedure, consult with the project manager in developing the regular meeting schedule and agendas and formally represent the LPCs as may be necessary or appropriate.

The community co-chair will automatically transition to serve on the Bond Steering Committee. In the event that both co-chairs are non-staff members, the LPC shall vote to select which co-chair will serve on the Bond Steering Committee to ensure that the work and recommendations are faithfully represented at the bond-planning level. The Bond Steering Committee will begin convening once the LPCs have completed their charge, through the period that the Board is anticipated to call for a bond election.



#### *Section Four. Attendance.*

Reasonably regular attendance is necessary to maintain representativeness, thorough discussion and decision-making.

#### *Section Five. Conflict of Interest.*

Conflicts of interest shall include, but are not necessarily limited to, the following:

- Having a monetary interest in any discussions or recommendations of the committee or subcommittee.
- Involvement in any litigation or procedural challenges against the district.

Any cases or possible cases of conflict of interest shall be referred to the Coordinator of District Advisory Bodies for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:

- Required recusal from a particular agenda item or items.
- Required recusal from a particular meeting or meetings.
- Removal from the committee.

#### *Section Six. Code of Conduct.*

The district welcomes freedom of expression and debate. However, LPC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff, trustees, and members of other district advisory committees. In meetings, members must be recognized by the co-chairs before speaking, and otherwise respect the order maintained by the co-chairs. Unless otherwise authorized by the LPC, members shall not speak for the LPC; and, unless otherwise authorized by the administration, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the LPC or the district. Violation of this code of conduct may result in a conference with the Coordinator of District Advisory Bodies with the possibility of dismissal if the issue cannot be remedied.

#### *Section Seven. Undue Advantage.*

LPC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the Coordinator of District Advisory Bodies. (As examples, it would be considered an undue advantage if a person included his or her membership on a Planning Committee in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; it would be considered an undue advantage to request information that would ordinarily require a formal process to acquire; however it would not be considered an undue advantage for a person to include LPC membership on their resume.)

*Section Eight. Removal of Co-chairs.*

Elected co-chairs serve at the will of the LPCs. A two-thirds majority of the individual committee may at any time remove the co-chair. Such action in itself does not equate to dismissal from the LPCs.