

CITIZENS OVERSIGHT COMMITTEE
OPERATIONAL GUIDELINES

PURPOSE:

1. To review spending of bond proceeds and ensure that these funds are used only on school improvements, not regular district salaries or administration as described in the official ballot text.
2. Establish and maintain quality communications between the Board of Education and the community.
3. Assure the Board that the goals of the bond election are being met.

MEMBERSHIP:

1. Members appointed by the Board of Education based on recommendations from a subcommittee comprised of the Superintendent and two Board members.
2. Two-year terms, without compensation, and no more than three consecutive terms.
3. Qualifications for membership will be based on:
 - a. Broad representation of the community
 - b. Interest and experience in construction and/or auditing
 - c. Volunteering in schools
 - d. Length of time in community
 - e. Involvement in bond campaign
 - f. Reflect community diversity
4. Appointment of members:
 - a. The Superintendent will notify the Board in writing of any vacancies and ask for recommendations.
 - b. If none, the Superintendent will notify the community of vacancies by informing school parent groups and by other means of communication.
 - c. The Superintendent will recommend members to be appointed who meet the qualifications stated.

RESPONSIBILITIES:

1. Receive an annual auditor's report.
2. Ensure that bond funds are used to improve school buildings and grounds.
3. Provide report to the Board of Education that the expenditures are within the context of the ballot text.

STAFF: Chief Financial Officer/CBO
Director of Facilities Development

BUDGET: \$2,500 for clerical, printing, postage
\$5,000 for independent auditor

ROLE OF COMMITTEE: Review spending of bond proceeds and ensure that these funds are used only on school and ground improvements as described in the official ballot text. The committee will:

1. Elect a chairperson each year.
2. Follow parliamentary procedures.
3. Submit an annual report to the Board of Education on the bond construction for the previous year.
4. Meet on request of the chairman, but not less than annually.
5. Receive and discuss annual auditor's report.
6. Provide correspondence and reports to the Chief Financial Officer/CBO for forwarding to the Board of Education.
7. Develop and submit to the Superintendent and Board for approval, a community-wide communications plan about bond-funded facility construction, renovations, and repairs.
8. Distribution of duties between the Governing Board and the oversight committee are shown below under Duties of Board and Committee.

SUPPORT OF THE COMMITTEE BY THE BOARD OF EDUCATION:

1. Superintendent will provide staff, as the Board deems necessary.
2. Board of Education may establish additional guidelines for the committee as needed.
3. Committee members serve at the pleasure of the Board.

DUTIES OF THE BOARD OF EDUCATION/SUPERINTENDENT:

1. Approve construction contracts
2. Approve construction change orders
3. Approve construction funds
4. Handle all legal matters
5. Approve construction plans and schedules
6. Approve sale of bonds
7. Direct district staff

DUTIES OF THE CITIZENS OVERSIGHT COMMITTEE:

1. Assure the Board and Superintendent that bond ballot language is followed.
2. Review and comment to the Board regarding the bond audit.
3. Report and comment to the Board regarding the bond construction reports.
4. Develop a community-wide communications plan to communicate bond expenditures.
5. Review the district's cost-savings efforts in building design and use.

Date approved by Board of Education: May 17, 2007 .

Adopted: January 18, 2007

Revised: May 17, 2007