

CITIZENS' OVERSIGHT COMMITTEE

Structure and Operating Guidelines

The California Constitution and Education Code provisions require the Board of Education to establish a Citizens' Oversight Committee within 60 days of the certification of a successful bond election. This policy provides the procedures and authorization for that committee.

Purpose of the Committee - For the duration of the Measure V program, the purpose of the Committee shall be to inform the public at least annually in a written report concerning the expenditure of the bond proceeds. In carrying out this purpose, the Committee shall:

Actively review and report on the proper expenditure of taxpayer's money for school construction;

Advise the public as to whether the school district is in compliance with the requirements of Article XIII A, Section 1(b)(3) which provides that:

Bond revenues are expended only for the construction, reconstruction, rehabilitation or replacement of school facilities, including furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities;

No funds are used for any teacher or administrative salaries or other school operating expenses;

A list of projects to be funded was included on the ballot;

An annual independent performance audit is performed; and

An annual independent financial audit is performed.

Activities of the Committee - The Committee may engage in any of the following activities in furtherance of its purpose:

Receive and review copies of the annual performance audit;

Receive and review copies of the annual financial audit;

Inspect school facilities and grounds;

Review efforts by the school district to maximize bond revenues by implementing cost saving measures, including, but not limited to;

Mechanisms designed to reduce the cost of professional fees;

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Mechanisms designed to reduce the costs of site preparation;

Recommendations regarding the joint use of core facilities

Mechanisms designed to reduce costs by incorporating efficiencies in school site design; and

Recommendations regarding the use of cost-effective and efficient reusable plans.

Issue annual reports of the results of its activities.

Submit a quarterly report to the Superintendent of Schools to be forwarded to the Board and to the community on the board-approved construction plan and expenditure of Measure V funds reported for the previous quarter. The Superintendent will make comments to the Board of Education, as appropriate, regarding the committee reports.

Receive and discuss annual financial audit report and annual performance audit report. Provide an annual report to the Board of Education and community on these reports.

Review the district's maintenance effort as it relates to proper maintenance of school buildings after repair and renovation.

Elect a spokesperson(s) who will act as representative of the majority of the Committee, as recorded by a vote of the Committee during a regular meeting.

Submit reports and public statements that represent the view of the majority of the Committee.

Review district's school building repair funding plan comprised of local and state bond funds, and other funding sources.

Perform duties as indicated on Attachment I.

Perform additional duties as prescribed by the Board.

Membership of the Committee - The Committee members shall be appointed by the Board. It shall consist of at least seven members to serve for a term of two years without compensation and for no more than two consecutive terms. The Committee may not include any employee or official of the school district or any vendor, contractor, or consultant of the school district. The Committee must include:

One member who is active in a business organization representing the business community located within the school district;

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One member active in a senior citizens' organization.

One member active in a bona fide taxpayer organization.

One member who is the parent or guardian of a child enrolled in the school district, and

One member who is a parent or guardian of a child enrolled in the school district and who is active in a parent-teacher organization.

Meeting Procedures of the Committee

Regular attendance by Committee members is essential to effective operation of the Committee. If a Committee member is unable to attend regularly scheduled meetings, the Board may appoint a replacement for that member on recommendation of the Superintendent. If a Committee member has two consecutive unexcused absences as reported to the Chairperson prior to the meeting, the Committee shall recommend that the Board of Education remove the member from the panel and seek a replacement. The replacement member shall represent the required committee membership background.

The Superintendent will notify the Board in writing of any vacancies and ask the Board for recommendations. If none, the superintendent will notify the community of vacancies by informing school parent groups and by other means of communication. The Superintendent will recommend members to be appointed who meet the qualifications stated. Appointment of members will require two board meetings with discussions on the first and action on the second.

The Committee serves as an advisory body to the Board and serves at the pleasure of the Board.

The Committee shall meet on a quarterly basis, starting after the successful Bond measure has been certified by the Board.

The Committee shall elect a chairperson each year.

The Chairperson, in consultation with Staff, will establish an agenda for each meeting.

Regular meeting dates, times and place shall be established by the Committee and shall be published/posted in accordance with the Ralph M. Brown Act and with District Procedures. All Committee proceedings shall be open to the public and shall be subject to the provisions of the Ralph M. Brown Act.

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The Committee shall operate under the latest edition of Robert's Rules of Order, as required by VUSD policy. Committee actions and decisions shall be made and recorded as individual votes, noting the committee member's name and response. Committee decisions shall be by majority vote of the members of the Committee present, provided that there is a quorum. All documents received by the Committee and reports issued by the Committee shall be a matter of public record.

Parents, community members, and news media representatives shall be encouraged to attend Committee meetings. Schools shall be notified of meetings and agendas.

Members of the audience shall have an opportunity to address the Committee. Notice of Committee meetings and Committee actions shall be reported at Board meetings. Notices shall be given to schools, whose principals shall be responsible to ensure that parent groups and school site council are notified.

Reports by the Committee shall be presented at Board meetings.

Reports and documents received by the Committee shall be placed on either the districts or other web site.

Committee members shall certify annually that they do not have a conflict of interest, as defined in Proposition 39 requirements.

District Support of the Committee - The Board, as recommended by the Superintendent, shall provide the Committee with, without the use of bond funds:

Technical assistance and administrative assistance in furtherance of the Committee's purpose, as the Board deems necessary; and

Sufficient resources to publicize the conclusions of the Committee

Legal Reference:

The following apply to the Citizens' Oversight Committee and are included in these Operational Guidelines by reference:

The Ralph M. Brown Act

California Constitution (Proposition 39)

Education Code Section 15278 et. seq.

Board Policy No. 9113: Code of Ethics

Administrative Regulation: 9130AR

Board Policy No. 9223: Minutes and Votes

Board Policy No. 9224: Public Participation at Board Meetings

Policy
Adopted: August 4, 2005

VACAVILLE UNIFIED SCHOOL DISTRICT
Vacaville, California