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CUYAMA JOINT UNIFIED SCHOOL DISTRICT
2016 BOND MEASURE
CITIZENS' OVERSIGHT COMMITTEE OPERATIONAL GUIDELINES

PURPOSE:

1. Review spending of 2016 Bond Measure proceeds and ensure that these funds are used only on school improvements, not district salaries or administration as described in the official June 7 ballot.
2. Establish and maintain quality communications between the Cuyama Joint Unified School District Board and the community.
3. Assure the board that the goals of the bond election are being met.

MEMBERSHIP:

1. Seven members appointed by the Board of Education based on recommendations from the superintendent.
2. Two-year staggered terms. Initial appointments will be for two and three year appointments.
3. Members may be re-appointed.
4. 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 2016 Bond Measure campaign
 - f. Reflect community diversity
5. 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 Cuyama Valley 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.
 - d. Appointment of members will be made by the board.

RESPONSIBILITIES:

1. Receive an annual auditor's report.
2. Ensure that funds are used only on school building improvements, not district salaries or administration.
3. Provide reports to the Board of Education that the expenditures match those promised during the bond campaign.
4. Review the district's maintenance effort ensuring proper maintenance of school buildings after repair and renovation.
5. Review district's school building repair funding plan comprised of local and state bond funds, and other funding sources.

BUDGET (proposed):

1. \$2,500 for clerical, printing, postage
2. \$5,000 for independent auditor

ROLE OF COMMITTEE:

For the duration of the school building repair program, review spending of 2016 Bond Measure proceeds and ensure that these funds are used only on school improvements, not district salaries or administration, as described in June 7 official ballot.

- Elect a chairperson each year
- Follow parliamentary procedures
- Submit an annual report to the Board of Education on the board-approved construction plan for the previous year.
- Meet on request of the chairman, but not less than quarterly
- Receive and discuss annual auditor's report
- Provide correspondence and reports to the superintendent of schools for forwarding to the Board of Education. The superintendent will make comments to the Board of Education, as appropriate, regarding the committee reports.
- Distribution of duties between the governing board and the oversight committee are as shown below.
- Develop and submit to the superintendent and board for approval, a community-wide communication plan about the 2016 Bond Measure-funded facility renovations and repairs.

SUPPORT OF THE COMMITTEE BY THE BOARD OF EDUCATION

- Superintendent will provide staff as the board deems necessary
- Board of Education may establish additional guidelines for the committee as needed.

2016 BOND MEASURE CITIZENS' OVERSIGHT COMMITTEE SAMPLE DUTIES OF BOARD OF EDUCATION & COMMITTEE

Board of Education/Superintendent

- Approve Construction Contracts
- Approve Construction Change Orders
- Appropriate Construction Funds
- Handle All Legal Matters
- Approve Construction Plan
- Approve Construction Schedules
- Approve Sale of Bonds

Oversight Committee

- Assure the board and superintendent that the 2016 Bond Measure ballot language and plan are followed.
- Review and comment to the governing board regarding the 2016 Bond Measure audit.
- Report and comment to the governing board regarding the 2016 Bond Measure construction report.
- Submit an annual report to the board via the superintendent.
- Develop a community-wide communications plan.
- Review and comment on various aspects of the bond plan as required by the superintendent and the board (i.e. funding plan).