

MEASURE S
CITIZENS' OVERSIGHT COMMITTEE

OPERATIONAL GUIDELINES

PURPOSE:

1. For the duration of the eight-year repair program, to review spending of Measure S proceeds and ensure that these funds are used only on school improvements, not district salaries or administration as described in the official November 3 ballot (see Attachment II-A).
2. Establish and maintain quality communications between the San Juan Unified School District Board and the community.
3. Assure the board that the goals of the bond election are being met.

MEMBERSHIP:

1. Eleven 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. Members may be re-appointed.
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 Measure S 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 San Juan 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 require two board meetings with discussions on the first and action on the second.*

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.

STAFF: Associate Superintendent of Business Services, Paul Disario

BUDGET:

\$2,500 for clerical, printing, postage

\$5,000 for independent auditor

ROLE OF COMMITTEE:

For the duration of the school building repair program, review spending of Measure S proceeds and ensure that these funds are used only on school improvements, not district salaries or administration, as described in November 3 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 on Attachment II.
- Develop and submit to the superintendent and board for approval a community-wide communication plan about Measure S-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.
- Attachment II

MEASURE S 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 Measure S ballot language and plan are followed .
- Review and comment to the governing board regarding the Measure S audit.
- Report and comment to the governing board regarding the Measure S 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).