

## **Citizen Oversight Committee**

### **Structure, Purpose & Scope of Responsibilities**

**1. Structure:** A 3 person committee selected and approved by the BOE that shall consist of members who are electors of the district and not employed or under contract to the district. Members will be appointed NLT the second regular board meeting in November 2014.

**2. Purpose:** The purpose of the Citizen's Oversight Committee is to ensure public confidence in the use of local funds authorized by the electorate of the district and to ensure transparency regarding expenditures of these funds. This body fulfills the requirement stated in both Ballot Question 3A and 3B. Specifically,

3A – "SUCH EXPENDITURES SHALL BE MONITORED BY A BOARD APPOINTED CITIZEN'S OVERSIGHT COMMITTEE" and,

3B – "SUCH EXPENDITURES SHALL BE MONITORED BY A BOARD APPOINTED CITIZEN'S BOND OVERSIGHT COMMITTEE".

### **3. Scope of Responsibilities:**

1. The Citizen's Oversight Committee (The Committee) will familiarize themselves with the specific language of the ballot questions and information provided to the public by the board regarding the issues these questions were proposed to address.

2. The Committee members will understand the purposes of the monies authorized by the passage of Ballot Question 3A and the capital improvement projects and purchases authorized by Ballot Question 3B.

3. The Committee's responsibility is to monitor and report on expenditures related to the two ballot questions. If, at any time, the Committee feels that expenditures being made are outside the scope authorized by the voters, they will bring these concerns to the Board for action

4. Nothing within this scope of Committee responsibilities absolves the Board of its responsibility to provide fiscal oversight of district activities and it does not grant any authority to the Committee to direct action by any employee (direct or contracted) of the district.

5. The Committee will, NLT the second regular board meeting in January 2014, present to the Board of Education (The Board) their plan of action to meet the requirements of ballot questions 3A and 3B.

6. The Committee will, NLT the second regular board meeting in January 2014, determine what information will be required and at what intervals in order to meet the requirements of ballot questions 3A and 3B. These requirements will be reviewed the Superintendent and approved by the Board. Any requests for additional information will require board approval in order to ensure the district staff is not unduly burdened.
7. The Committee shall recommend to the board a schedule for in-progress reports to the board and the public during the second regular board meeting in January 2014. The board will approve this schedule, which will include, at a minimum two in-progress reports and one annual report each year. The annual report will be prepared and submitted within one month of the district receiving its final audited budget numbers.
8. Reports will be submitted in writing. The district will ensure that these reports are published and made available to the general public.
9. Meetings of the Committee will be publicized and open to electors of the district.
10. Any questions regarding this scope of responsibilities will be directed to the Board.

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