

PIEDMONT UNIFIED SCHOOL DISTRICT

ESTABLISHING AND MANAGING THE CITIZENS' OVERSIGHT COMMITTEE MEASURE E – MARCH, 7, 2006 ELECTION

Board of Education Responsibility

- Establish committee within sixty days of formal declaration of election results (*DONE*)
- Appoint members from appropriate constituencies.
- Provide administrative and technical assistance. (No charge to bond fund)

Charge to the Committee

- Prepare an annual report to the community about the management and expenditures of 2006 Measure E bond funds.
- Make physical inspections of 2006 Measure E funded projects during construction.
- Review related District documents to gather information for the preparation of reports to the community.
- Review required annual independent financial and performance audits of 2006 Measure E projects as required by Proposition 39.
- Report to the Board of Education annually on the activities of the committee.

Operations of the Committee

- All meetings shall be held in accordance with the Brown Act. Agendas shall be posted and include time, place of meeting and discussion items.
- All minutes and reports shall be a record of law.
- The committee shall select officers by majority vote.
- Offices shall be limited to a president, vice president and secretary.
- Meetings shall be limited to two hours in length, held a minimum of four times per year and no more than every other month.
- Meeting length may be extended by vote of the majority.
- Extraordinary meetings or visitations shall be scheduled with the unanimous consent of those members present.
- Decisions may be made by majority vote or by consensus if appropriate.
- A quorum shall consist of four members present representing at least three of the required membership categories.

Committee Composition and Length of Service

- Term of Service: Two years
- Limits of Service: No more than two consecutive terms
- Removal: Malfeasance, repeated absences, health matters or professional or personal demands
- Compensation/Reimbursement: None
- Membership: At least seven with Board option to expand

Membership Exclusions

- Employees or consultants are not eligible to serve on the Committee.

Application Procedure

- **Deadline** –Must submit application by facsimile, mail, email or in person by Thursday, July 14, 2011, 4:30 p.m., to the Office of the Superintendent, 760 Magnolia Avenue, Piedmont, CA 94611. Applications are available from the Superintendent’s Office at the District Office or from the District website: www.piedmont.k12.ca.us

Categories - Positions

Mandated - Minimum

- 1 - Parent
- 1 –Parent active in one of the Associated Parent Clubs of Piedmont (APCP) or School Site Councils
- 1 – Senior Citizen Group
- 1 – Tax Association
- 1 – Business
- 2 - Additional members from the community who express interest in serving.

Selection of the Committee

- Board appoints a sub-committee of management and Board Members to review applications.
- Nominees are confirmed by Board of Education at August 24, 2011 Board Meeting.
- Number of committee members in addition to mandated positions to be determined based on applications. It is recommended that the Oversight Committee not exceed a total of 12 members.

Definition of Projects

- ... “ limited to the list approved by the Board on December 6, 2005 and submitted and approved by the electorate on March 7, 2006.”

Annual Meeting Cycle

- September: Project Update and Budget Review
- January: Project Update and Budget Review
- March: Preparation of Committee’s Annual Report to Community/Board of Education.
- June: Review of Audit and Overview of Summer Work and Expected Expenditures

For additional questions, please contact Beverly Feusier in the Superintendent’s Office at 594-2614 or email bfeusier@piedmont.k12.ca.us