BOC Structure

* 1. General.
		1. Structure is dictated by
			1. Ed Code
			2. Local situation
			3. Desires of BOC members
		2. “Form Follows Function”
			1. Only those parts that apply are useful
	2. Typical Structure/responsibilities
		1. Chair/Vice Chair
			1. Reason: Someone needs to
				1. Set agenda
				2. Keep meetings moving
				3. Keep meetings following the rules
			2. Optional
				1. Usually chosen to be the “face” of the BOC in answering questions
		2. Audit Committee
			1. Tasks
				1. To review

Performance Audit

Financial Audit

* + - * 1. To follow-up on issues, if any
				2. Report back to committee on findings
				3. Prepare Audit portion of final report
			1. Notes
				1. Performance and Financial audit committees may be separate
				2. Great place for a CPA if you have one on your committee
				3. Becoming more common for audit committees to make recommendations to district of issues to be investigated in next performance audit

District does not need to agree

If they don’t, note it in your report

* + - * 1. If you do NOT have a financial professional on your BOC, district is required by code to “provide the citizens' oversight committee with any necessary technical assistance”
				2. If committee does not have a “Financial Services” subcommittee, that function will often end up here
		1. Annual Report/Communication
			1. Only action actually required by code
			2. Usually a compilation of other subcommittee reports
			3. Using a set schedule for getting drafts and final together helps
			4. Consider a press release
			5. People with a marketing background helpful here, working with District to make sure information is easily available and easy to understand
		2. Site inspections
			1. Very Common
			2. Usually need to be scheduled in advance
			3. Usually takes some time outside of regular meetings
			4. Good to schedule meetings at a site and get a tour
			5. Folks with a Construction background are valuable here
		3. Deferred Maintenance
			1. Reviews DM plans
				1. How did it get to be deferred
				2. What is the plan going forward
			2. Report back to committee
		4. Section Five: Value Assessment/cost containment
			1. Reviews plans for reducing costs
				1. Mechanisms designed to reduce the costs of professional fees.
				2. Mechanisms designed to reduce the costs of site preparation.
				3. Recommendations regarding the joint use of core facilities.
				4. Mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design.
				5. Recommendations regarding the use of cost-effective and efficient reusable facility plans.
			2. Reviews Value Engineering decisions with Architect and Engineering team
			3. Reviews life cycle cost analysis calculations from A&E team
			4. Reports back to committee
		5. Bond Subcommittee
			1. Reviews Bond plan
			2. Reports back to committee
			3. People with a finance background here are ESPECIALLY USEFUL