

## BOC Structure

- a) General.
  - i) Structure is dictated by
    - (1) Ed Code
    - (2) Local situation
    - (3) Desires of BOC members
  - ii) "Form Follows Function"
    - (1) Only those parts that apply are useful
- b) Typical Structure/responsibilities
  - i) Chair/Vice Chair
    - (1) Reason: Someone needs to
      - (a) Set agenda
      - (b) Keep meetings moving
      - (c) Keep meetings following the rules
    - (2) Optional
      - (a) Usually chosen to be the "face" of the BOC in answering questions
  - ii) Audit Committee
    - (1) Tasks
      - (a) To review
        - (i) Performance Audit
        - (ii) Financial Audit
      - (b) To follow-up on issues, if any
      - (c) Report back to committee on findings
      - (d) Prepare Audit portion of final report
    - (2) Notes
      - (a) Performance and Financial audit committees may be separate
      - (b) Great place for a CPA if you have one on your committee
      - (c) Becoming more common for audit committees to make recommendations to district of issues to be investigated in next performance audit
        - (i) District does not need to agree
        - (ii) If they don't, note it in your report
      - (d) 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"
      - (e) If committee does not have a "Financial Services" subcommittee, that function will often end up here
  - iii) 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
- iv) 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
- v) Deferred Maintenance
  - (1) Reviews DM plans
    - (a) How did it get to be deferred
    - (b) What is the plan going forward
  - (2) Report back to committee
- vi) Section Five: Value Assessment/cost containment
  - (1) Reviews plans for reducing costs
    - (a) Mechanisms designed to reduce the costs of professional fees.
    - (b) Mechanisms designed to reduce the costs of site preparation.
    - (c) Recommendations regarding the joint use of core facilities.
    - (d) Mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design.
    - (e) 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
- vii) Bond Subcommittee
  - (1) Reviews Bond plan
  - (2) Reports back to committee
  - (3) People with a finance background here are ESPECIALLY USEFUL