

CBOC Guidelines: Draft 11-2-2021

Purpose: Clarify and describe CBOC actions/process.

Primary responsibility: **Review of Expenditures**

As guided by Ed. Code 15278, the member of the Committee shall undertake an organized review of all Bond Expenditures according to the following procedure:

1. At the start of the Committee's year, a request shall be made to the District for a list of contemplated and new Bond Expenditures.
2. The Committee shall rank these by current or future impact in dollars and then divide the projects among the committee members to provide the maximum amount of review. It is not required that any project receive the attention of more than one Committee member and smaller projects may go unreviewed when larger projects demand more attention.
3. The designated Committee members shall then interact with the District to gather information and assemble a report on their focus project including any or all of the following:
 - a. a review of the professional fees contemplated or expended including a comparison of such fees to those expended by similarly situated districts for similar projects
 - b. a review of any site selection processes with an eye toward the reduction of the costs of site preparation or acquisition including a review of alternate sites considered by the District.
 - c. a review of sites and methods considered by the District for joint use so as to avoid the expenditure.
 - d. a review of the District's efforts to reduce costs by incorporating efficiencies in schoolsite design, including a comparison of the cost of similar facilities in other districts; and
 - e. a review of the District's efforts to avoid costs through the reuse of facility plans.
4. Although the focus on cost is important, Committee Members should also consider efficiency (i.e. consider educational value rather than a singular focus on cutting costs).
5. The Designated committee member shall present their findings to the Committee
6. The Committee shall present these findings to the public at a meeting chosen to have maximum attendance and exposure, ideally at a school board meeting.