



**MEASURE BB
CITIZENS' OVERSIGHT COMMITTEE**

Minutes of October 18, 2021

The Measure BB Citizens' Oversight Committee met at 6:00 p.m. on Monday, October 18, 2021, at the District Office Support Center at 41870 McAlby Court, Murrieta, CA 92562.

Committee Members Present: Mac Byers, Paul Parker, Angela Villanueva, Cyndi Waller, Patricia Watson

Committee Members Absent: Taylor Anderson, Wesley Burchartz, Ashley Sanchez, William Seidlitz

District Staff Present: Bill Olien, Deputy Superintendent, Business & Operations
Darren Daniel, Assistant Superintendent
Lori Noorigian, Director of Facilities
Nadia Zeien, Deputy Superintendent's Secretary, Business & Operations

A. PRELIMINARY

1. **Call to Order:** Mac Byers called the meeting to order at 6:06pm
2. **Roll Call:** A quorum was established with four members absent and five members present.
3. **Approval of Agenda:** Motion by Cyndi Waller / Second by Patricia Watson. Motion passed by the following vote:

Absent	Taylor Anderson	Absent	William Seidlitz
Absent	Wesley Burchartz	Yes	Angela Villanueva
Yes	Mac Byers	Yes	Cyndi Waller
Yes	Paul Parker	Yes	Patricia Watson
Absent	Ashley Sanchez		

4. **Approval of Minutes: July 12, 2021:** Motion by Cyndi Waller / Second by Patricia Watson. Motion passed by the following vote:

Absent	Taylor Anderson	Absent	William Seidlitz
Absent	Wesley Burchartz	Yes	Angela Villanueva
Yes	Mac Byers	Yes	Cyndi Waller
Yes	Paul Parker	Yes	Patricia Watson
Absent	Ashley Sanchez		

B. PUBLIC COMMENTS

None



C. GENERAL ITEMS

1. Introduction (Information Item): Bill Olien shared with the Committee his scheduled retirement effective December 17, 2021. He introduced his replacement, Darren Daniel, which will be the new Deputy Superintendent of Business & Operations. All committee members present introduced themselves.

2. Committee Member Resignation – Mark Rieber (Action Item): Motion to accept resignation by Cyndi Waller / Second by Paul Parker. Motion passed by the following vote:

Absent	Taylor Anderson	Absent	William Seidlitz
Absent	Wesley Burchartz	Yes	Angela Villanueva
Yes	Mac Byers	Yes	Cyndi Waller
Yes	Paul Parker	Yes	Patricia Watson
Absent	Ashley Sanchez		

3. Committee Member Resignation – Elena Flores (Action Item): Motion to accept resignation by Angela Villanueva / Second by Cyndi Waller. Motion passed by the following vote:

Absent	Taylor Anderson	Absent	William Seidlitz
Absent	Wesley Burchartz	Yes	Angela Villanueva
Yes	Mac Byers	Yes	Cyndi Waller
Yes	Paul Parker	Yes	Patricia Watson
Absent	Ashley Sanchez		

4. Capital Update (Information): Bill Olien provided updates on the following items (presentation attached):

- a. Completed Summer Projects – Bill Olien summarized the projects completed for Summer 2021.
- b. Upcoming Summer 2022 projects – Bill Olien summarized the list of tentative upcoming projects for Summer 2022.
- c. Murrieta Mesa H.S. New Classroom Building – Bill Olien provided a status on the MMHS new classroom building that was completed Summer 2021 and is currently being occupied by staff and students.

5. Financial Report (Information): Bill Olien and Lori Noorigian provided an updated list of financial expenditures (report attached).

6. Citizens’ Oversight Committee Bylaws (Action Item): The committee reviewed the existing bylaws and discussed potential changes to the language. The committee voted to make the following change to the existing bylaws:



Article III – Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the committee that occurs after the end of each school year, and shall serve for one year, or until each successor has been elected.

Motion to accept the revised language above for Article III Section B by Paul Parker / Second by Cyndi Waller. Motion passed by the following vote:

Absent	Taylor Anderson	Absent	William Seidlitz
Absent	Wesley Burchartz	Yes	Angela Villanueva
Yes	Mac Byers	Yes	Cyndi Waller
Yes	Paul Parker	Yes	Patricia Watson
Absent	Ashley Sanchez		

7. Committee Annual Report to the Board (Information): The Committee discussed the annual requirement to update the Board of Education with a report of the results of its activities. Mac Byers will be presenting to the Board during the Regular Board Meeting on December 14, 2021, at 5:00PM.

8. Next Meeting (Action Item): Motion to hold the next meeting on January 10, 2021, at 6:00pm at the District Office on 41870 McAlby Court, Murrieta, CA 92562 by Angela Villanueva / Second by Cyndi Waller.

Absent	Taylor Anderson	Absent	William Seidlitz
Absent	Wesley Burchartz	Yes	Angela Villanueva
Yes	Mac Byers	Yes	Cyndi Waller
Yes	Paul Parker	Yes	Patricia Watson
Absent	Ashley Sanchez		

9. Meeting adjourned at 7:00pm.

Reviewed and Approved:

William Seidlitz
Citizens' Oversight Committee Chairperson



**MEASURE BB
CITIZENS' OVERSIGHT COMMITTEE**

Minutes of July 12, 2021

The Measure BB Citizens' Oversight Committee met at 6:00 p.m. on Monday, July 12, 2021 at Murrieta Mesa High School at 24801 Monroe Avenue, Murrieta, CA 92562.

Committee Members Present: Mac Byers, Paul Parker, William Seidlitz, Angela Villanueva, Cyndi Waller

Committee Members Absent: Elena Flores, Mark Rieber, Ashley Sanchez, Patricia Watson

District Staff Present: Bill Olien, Deputy Superintendent, Business & Operations
Lori Noorigian, Director of Facilities
Nadia Zeien, Deputy Superintendent's Secretary, Business & Operations

Consultants: Richard Nowicki, Partner at BakerNowicki Design Studio

A. PRELIMINARY

1. **Call to Order:** Mac Byers called the meeting to order at 6:01 p.m.
2. **Roll Call:** A quorum was established with four members absent.
3. **Approval of Agenda:** Motion by Mac Byers / Second by Angela Villanueva. Motion passed by the following vote:

Yes	Mac Byers	Yes	William Seidlitz
Absent	Elena Flores	Yes	Angela Villanueva
Yes	Paul Parker	Yes	Cyndi Waller
Absent	Mark Rieber	Absent	Patricia Watson
Absent	Ashley Sanchez		

4. **Approval of Minutes: April 26, 2021:** Motion by Mac Byers / Second by William Seidlitz. Motion passed by the following vote:

Yes	Mac Byers	Yes	William Seidlitz
Absent	Elena Flores	Yes	Angela Villanueva
Yes	Paul Parker	Yes	Cyndi Waller
Absent	Mark Rieber	Absent	Patricia Watson
Absent	Ashley Sanchez		

B. PUBLIC COMMENTS

None



C. GENERAL ITEMS

1. **Election of Committee Chair:** Motion to nominate William Seidlitz by Mac Byers / Second by Cyndi Waller. Motion passed by the following vote:

Yes	Mac Byers	Yes	William Seidlitz
Absent	Elena Flores	Yes	Angela Villanueva
Yes	Paul Parker	Yes	Cyndi Waller
Absent	Mark Rieber	Absent	Patricia Watson
Absent	Ashley Sanchez		

2. **Election of Committee Vice-Chair:** Motion to nominate Mac Byers by Cyndi Waller / Second by Angela Villanueva. Motion passed by the following vote:

Yes	Mac Byers	Yes	William Seidlitz
Absent	Elena Flores	Yes	Angela Villanueva
Yes	Paul Parker	Yes	Cyndi Waller
Absent	Mark Rieber	Absent	Patricia Watson
Absent	Ashley Sanchez		

3. **Committee Member Resignation – Wendy Newton:** Motion to accept resignation by Mac Byers / Second by Cyndi Waller. Motion passed by the following vote:

Yes	Mac Byers	Yes	William Seidlitz
Absent	Elena Flores	Yes	Angela Villanueva
Yes	Paul Parker	Yes	Cyndi Waller
Absent	Mark Rieber	Absent	Patricia Watson
Absent	Ashley Sanchez		

4. **Capital Update:** Bill Olien provided updates on the following items (presentation attached):

- a. Summer Projects – Bill Olien summarized the projects completed and ongoing for Summer 2021.
- b. Murrieta Mesa H.S. New Classroom Building – Bill Olien provided a status on the MMHS new classroom building that is scheduled to open for the new school year.
- c. Murrieta Canyon Academy – Bill Olien provided an update on the status of Murrieta Canyon Academy and Murrieta Elementary School including the status of the State approval process and State funding. The Architect, Richard Nowicki of BakerNowicki Design Studio, provided an overview of the planning and design process that was implemented for both the Murrieta Canyon Academy and Murrieta Elementary School.
- d. Bond Sale Update – Bill Olien provided an update on the Bond Sale that was Board approved on June 17, 2021.

5. **Financial Report:** Bill Olien and Lori Noorigian provided an updated list of financial expenditures (report attached).



5. **Citizens' Oversight Committee Bylaws:** The committee discussed reviewing the existing bylaws and for members to come prepared for suggested revisions to the bylaws at the next scheduled meeting (Bylaws attached).
6. **Next Meeting:** Motion to schedule the next meeting for October 18, 2021 at 6:00PM at the District Office at 41870 McAlby Court, Murrieta, CA 92562 by William Seidlitz / Second by Mac Byers.

Mac Byers	Yes	William Seidlitz
Elena Flores	Yes	Angela Villanueva
Paul Parker	Yes	Cyndi Waller
Mark Rieber	Absent	Patricia Watson
Ashley Sanchez		

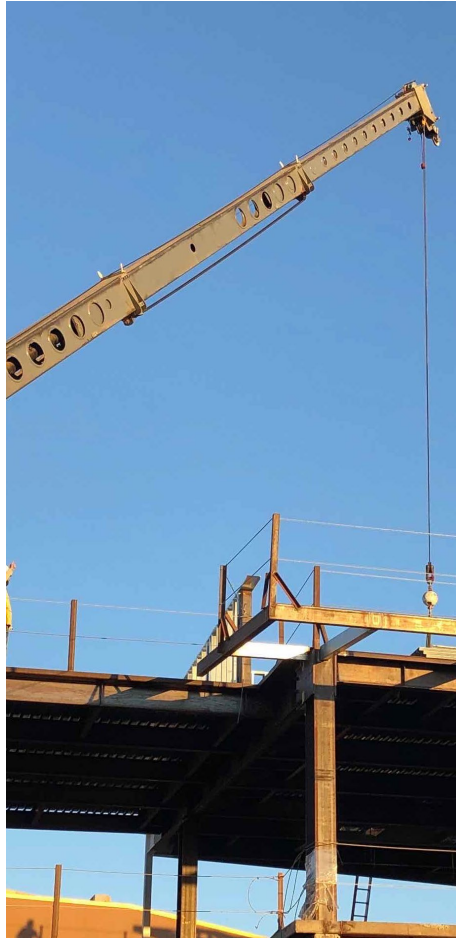
7. Meeting adjourned at 7:08pm.

Reviewed and Approved:

William Seidlitz
Citizens' Oversight Committee Chairperson



MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT



MURRIETA VALLEY UNIFIED
SCHOOL DISTRICT

MEASURE BB

CITIZENS' OVERSIGHT
COMMITTEE
October 18, 2021





CAPITAL & TECHNOLOGY UPDATE

MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

COMPLETED CAPITAL PROJECTS

Alta Murrieta Elementary	Painted Exterior	Dorothy McElhinney Middle	Slurry & Re-Striped of Entire Site
	Replaced Asphalt	Lisa J. Mails Elementary	Slurry & Restriped Parking Lot
	Replaced Playground Surface		Replaced Flooring – MPR
Antelope Hills Elementary	Slurry & Restriped Entire Site		Replaced Playground Rubber Surfacing
Avaxat Elementary	Replaced Flooring – 400 building, 7 classrooms	Monte Vista Elementary	Replaced Flooring – Computer Lab
	Replaced Kindergarten Asphalt	Murrieta Canyon Academy	Replaced Asphalt
Cole Canyon Elementary	Replaced Asphalt	Murrieta Elementary	Replaced Playground Asphalt
	Replaced Roofing		Replaced Flooring – 1 Classroom/Computer Lab
	Replaced Flooring – 10 classrooms, library & computer lab	Murrieta Mesa High	Completed Classroom Building (Liberty Hall)
Daniel N. Buchanan Elementary	Slurry & Restriped Front Parking Lot		Replaced Administration Roof
	Replaced Flooring – 10 classrooms	Murrieta Valley High	Replaced Flooring
	Replaced Asphalt – Bus Loop		Replaced Roof



CAPITAL & TECHNOLOGY UPDATE

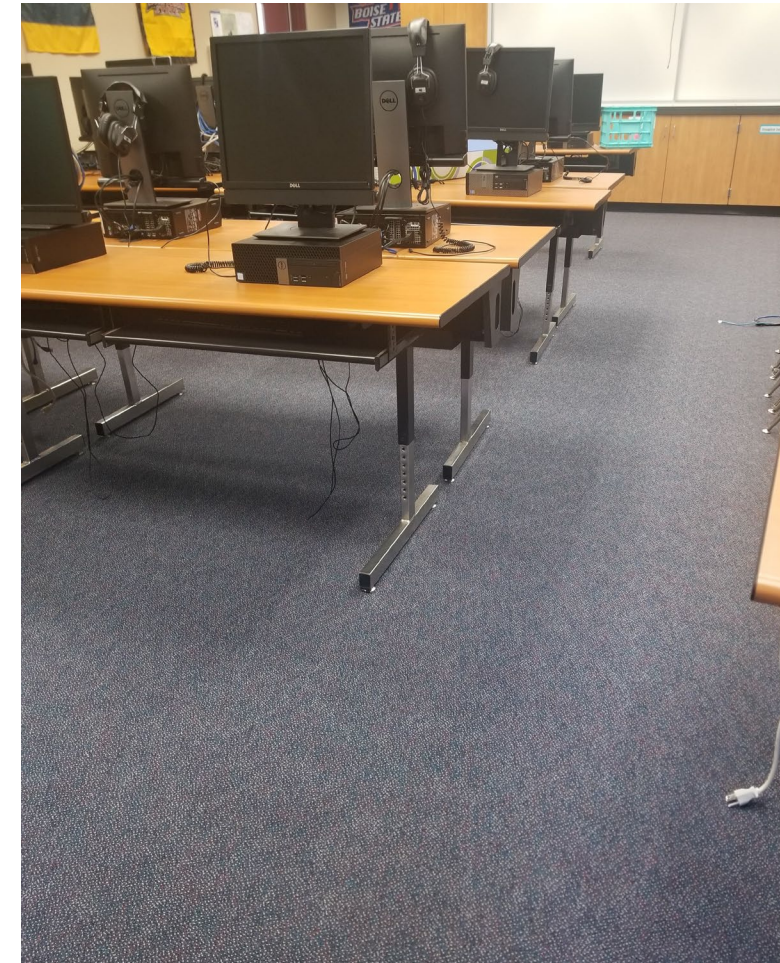
MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

COMPLETED CAPITAL PROJECTS

Shivela Middle	Replaced Polished Concrete Flooring
Thompson Middle	Replaced Flooring – Bldg. 200, 6 classrooms
Tovashal Elementary	Replaced Playground
Vista Murrieta High	Exterior Painted – Entire Site
	Replaced Asphalt
Warm Springs Middle	Replaced Flooring – 700,800 Building - 10 Classrooms

PURCHASED TECHNOLOGY

Warm Springs (Learn@Home Program)	CPU Towers and Rams - CDW (11) Monitors (22)
Murrieta Valley High School	Apple Computers (34)
Murrieta Mesa High School	Printers – Image Source (10)
Vista Murrieta High School	Desktop Computers - CDW (105) Monitors – CDW (105)



Cole Canyon Flooring Replacement



CAPITAL UPDATE

MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

UPCOMING PROJECTS 2021/22

Alta Murrieta Elementary	Slurry & Restripe Entire Site – <i>Summer 2022</i>	Shivela Middle	Replace Walk-Off Entrance Mats – <i>Summer 2022</i>
Antelope Hills Elementary	Replace Flooring – 15 Classrooms – <i>Summer 2022</i>	Thompson Middle	Replace Flooring – 300 building, 6 classrooms - <i>Summer 2022</i>
Avaxat Elementary	Replace Flooring – 3 Classrooms – <i>Summer 2022</i>		Replace HVAC Wall Units – <i>Fall 2021</i>
	Replace Kindergarten Asphalt		Replace HVAC Rooftop Units - <i>Summer 2022</i>
Cole Canyon Elementary	Replace Roofing – <i>Summer 2022</i>	Tovashal Elementary	Replace HVAC Wall Units – <i>Summer 2022</i>
	Replace Flooring in E14 – <i>Winter 2021</i>		Replace HVAC Rooftop Units - <i>Summer 2022</i>
	Replace Playground Rubber Surfacing - <i>Winter 2021</i>		Fire Sprinkler Modifications - <i>Summer 2022</i>
E. Hale Curran Elementary	Replace Library Flooring - <i>Summer 2022</i>	Vista Murrieta High	Replace Flooring in Book Storage - <i>Summer 2022</i>
	Paint Exterior of Campus - <i>Summer 2022</i>		
Lisa J. Mails Elementary	Install Abrasive Action Flooring in MPR - <i>Winter 2021</i>		
Monte Vista Elementary	Replace Playground Equipment & Surfacing - <i>Summer 2022</i>		
Murrieta Valley High	Water Drainage Project – <i>Fall 2021</i>		
Rail Ranch Elementary	Resurface Playground – <i>Summer 2022</i>		



CAPITAL UPDATE

MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

MURRIETA MESA H.S. NEW CLASSROOM BUILDING





CAPITAL UPDATE

MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

MURRIETA MESA H.S. NEW CLASSROOM BUILDING COMPLETION PHOTOS



Classroom Teaching Wall



Exterior Rams Logo



Interior Display Case



Interior Corridor



Classroom Casework



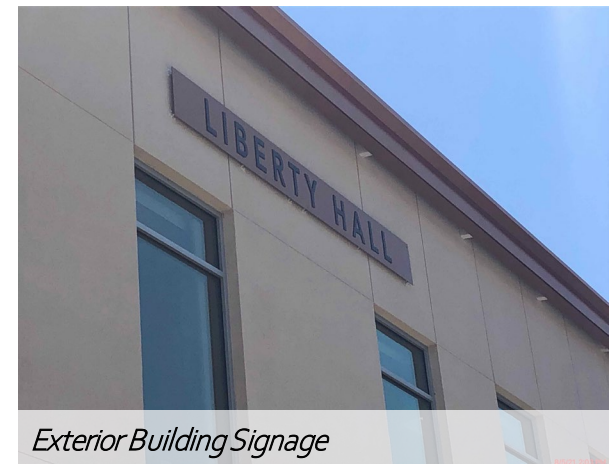
Classroom



CAPITAL UPDATE

MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

MURRIETA MESA H.S. NEW CLASSROOM BUILDING COMPLETION PHOTOS





QUESTIONS?

Measure BB Financial Report 2021/2022

ABBREVIATION TABLE

ELEMENTARY SCHOOLS

AES	Avaxat Elementary School
AHES	Antelope Hills Elementary School
AME	Alta Murrieta Elementary School
BES	Daniel N. Buchanan Elementary School
CCES	Cole Canyon Elementary School
LJM	Lisa J. Mails Elementary School
MES	Murrieta Elementary School
MVES	Monte Vista Elementary School
RRES	Rail Ranch Elementary School
TOV	Tovashal Elementary School

MIDDLE SCHOOLS

SMS	Shivela Middle School
TMS	Thompson Middle School
WSMS	Warm Springs Middle School

HIGH SCHOOLS

MMHS	Murrieta Mesa High School
MVHS	Murrieta Valley High School
VMHS	Vista Murrieta High School

ALTERNATIVE ED SCHOOLS

MCA	Murrieta Canyon Academy
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X=Closed P.O.

	PO	Amount	Vendor	Description	Technology Infrastructure	Technology Devices	Capital Facilities
X	2015/16	\$ 12,347,429.53	Fiscal Year 2015/16	Closed PO's/Contracts	\$ 8,040,210.32	\$ 2,350,873.82	\$ 1,956,345.39
X	2016/17	\$ 13,771,204.61	Fiscal Year 2016/17	Closed PO's/Contracts	\$ 7,562,645.79	\$ 1,973,763.06	\$ 4,234,795.76
X	2017/18	\$ 9,772,102.16	Fiscal Year 2017/18	Closed PO's/Contracts	\$ -	\$ 2,372,844.64	\$ 7,399,257.52
X	2018/19	\$ 5,263,771.00	Fiscal Year 2018/19	Closed PO's/Contracts	\$ -	\$ 1,239,112.60	\$ 4,024,658.40
X	2019/20	\$ 4,641,974.85	Fiscal Year 2019/20	Closed PO's/Contracts	\$ -	\$ 251,835.60	\$ 4,390,139.25
X	2020/21	\$ 2,914,976.43	Fiscal Year 2020/21	Closed PO's/Contracts	\$ -	\$ 29,166.65	\$ 2,885,809.78
	C0000634	\$ 291,799.95	WLC Architects	VMHS HVAC Replacement			\$ 291,799.95
	C0000635	\$ 150,207.50	WLC Architects	WSMS HVAC Replacement			\$ 150,207.50
	C0000636	\$ 50,378.92	WLC Architects	TMS HVAC Replacement			\$ 50,378.92

	PO	Amount	Vendor	Description	Technology Infrastructure	Technology Devices	Capital Facilities
	C0000637	\$ 38,901.58	WLC Architects	TOV HVAC Replacement			\$ 38,901.58
	C0000747	\$ 50,960.00	Inland Inspection	MMHS Inspector			\$ 50,960.00
	C0000802	\$ 17,232.50	WLC Architects	TMS HVAC Replacement			\$ 17,232.50
	C0000803	\$ 48,745.00	WLC Architects	TOV HVAC Replacement			\$ 48,745.00
X	C0000804	\$ 206,371.40	JB Bostick Co.	District Wide Asphalt/Slurry			\$ 206,371.40
	C0000805	\$ 137,500.00	Michael's Discount Painting	District Wide Exterior Painting			\$ 137,500.00
	C0000807	\$ 1,323,770.00	Best Contracting Services	CCES,MMHS Roofing			\$ 1,323,770.00
	C0000810	\$ 310,900.00	Allison Mechanical	TMS HVAC Replacement			\$ 310,900.00
X	C0000812	\$ 25,000.00	Arrow Parking Lot Service	MMHS Slurry/Stripe			\$ 25,000.00
X	P0072658	\$ 2,438.24	Tarkett USA	TMS Flooring Replacement			\$ 2,438.24
	P0072668	\$ 33,346.39	Tarkett USA	AES Flooring Replacement			\$ 33,346.39
	P0072668	\$ 22,975.11	Tarkett USA	TMS Flooring Replacement			\$ 22,975.11
	P0072756	\$ 2,842.12	Tarkett USA	MVES Flooring Replacement			\$ 2,842.12
	P0072756	\$ 5,073.88	Tarkett USA	MVES Flooring Replacement			\$ 5,073.88
	P0073027	\$ 85,637.53	OES Office Furniture	MMHS Classroom Building			\$ 85,637.53
	P0073436	\$ 1,518.66	Tarkett USA	BES Floor Replacement			\$ 1,518.66
	P0073473	\$ 1,445.76	Tarkett USA	CCES Flooring Replacement			\$ 1,445.76
X	P0073476	\$ 124,698.73	Tarkett USA	LJM Flooring Replacement			\$ 124,698.73
X	P0073489	\$ 575.58	Tarkett USA	CCES Flooring Replacement			\$ 575.58
X	P0073490	\$ 5,123.80	Tarkett USA	MES Flooring Replacement			\$ 5,123.80
	P0074166	\$ 14,400.00	Ironwood Consulting & Inspection	TMS HVAC Replacement			\$ 14,400.00
	P0074389	\$ 17,449.00	Floor Tec America	SMS Flooring Replacement			\$ 17,449.00
X	P0074491	\$ 93,062.81	CDW	VMHS 105 Desktop Computers		\$ 93,062.81	
X	P0074493	\$ 58,051.60	Apple Inc	MVHS Computers		\$ 58,051.60	
X	P0074744	\$ 4,317.40	Image Source	MMHS Printers		\$ 4,317.40	
X	P0074964	\$ 16,218.95	CDW Government	WSMS Learn@Home Program Desktop and Monitors		\$ 16,218.95	

	PO	Amount	Vendor	Description	Technology Infrastructure	Technology Devices	Capital Facilities
	P0075333	\$ 42,223.07	Tarkett USA	WSMS Flooring			\$ 42,223.07
X	P0075532	\$ 34,800.00	Arrow Parking Lot Service	MCA Asphalt & Slurry			\$ 34,800.00
X	P0075534	\$ 56,300.00	Arrow Parking Lot Service	MVHS Asphalt & Slurry			\$ 56,300.00
	Expenditures	\$ 51,985,724.06			\$ 15,602,856.11	\$ 8,389,247.13	\$ 27,993,620.82
	2015 Bond Sale	\$ 37,994,161.25			\$ 15,450,000.25	\$ 4,000,000.00	\$ 18,544,161.00
	2017 Bond Sale	\$ 6,500,264.39			\$ -	\$ 4,000,000.00	\$ 2,500,264.39
	2020 Bond Sale	\$ 11,711,000.00				\$ 2,000,000.00	\$ 9,711,000.00
	2021 Bond Sale	\$ 11,786,000.00				\$ 2,000,000.00	\$ 9,786,000.00
	Interest	\$ 820,960.06		Interest	\$ 152,855.86	\$ 668,104.20	\$ -
	COI	\$ 8,666.15		Cost of Issuance (credit)		\$ 8,666.15	\$ -
	Balance	\$ 16,835,327.79			\$ -	\$ 4,287,523.22	\$ 12,547,804.57

MEASURE BB

CITIZENS' OVERSIGHT COMMITTEE

BY-LAWS

Article I Duties

The Citizens' Oversight Committee, hereinafter referred to as the Committee, shall carry out the following duties:

- Review and report on the proper expenditures of Measure BB Bond Funds.
- Ensure that funds are used only on school building improvements, not district salaries or administration.
- Receive and review copies of the annual performance audit and annual financial audit.
- Inspect school facilities and grounds to insure that bond funds are expended for the purposes set forth in the bond measure approved by the voters.
- Issue regular reports to the Governing Board on the activities of the Committee.
- Issue an annual report to the Governing Board covering the expenditure of Measure BB Bond Funds in relation to the purposes set forth in the bond measure, the annual financial audit, and status of the project construction.
- Carry out other duties assigned to the Committee by the Governing Board and state law.

Article II Members

Section A: Composition

- A. The committee shall be composed of at least 7 members, selected by the Governing Board, as follows:
- Active in a business organization representing the business community located within the school district;
 - Active in a senior citizens' organization;
 - Parent or guardian of a child enrolled in the school district;
 - Both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization;
 - Active in a bona fide taxpayers' organization and;
 - Member at large.
- B. A single individual may be appointed as a representative of more than one of the above categories, if applicable.
- C. No employee, official, vendor, contractor, or consultant of the district shall be appointed to the committee.
- D. Committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code section 1125-1129 and financial interest in contracts pursuant to Government Code section 1090-1098.

Section B: Terms of Office

- A. Committee members shall be appointed for 2 year terms.
- B. After appointment to a two-year term, Committee members who wish to be appointed for a second two-year term shall reapply to the Board of Education for consideration.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the Committee. Absentee ballots shall not be permitted.

Section D: Termination of Membership

- A. Any appointed member may terminate his or her membership by submitting a written letter of resignation to the Superintendent of the Governing Board.
- B. Any committee member may request that the removal of another Committee member be agendaized for the next meeting and may, at that meeting, introduce a motion to remove said member from the Committee for excessive absence or for any other egregious violation(s). Specific cause must be cited in the meeting agenda and motion for the removal.

Section E: Transfer of Membership

Membership on the Committee may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the Committee occurring during the term of a duly appointed member shall be filled by appoint of the Governing Board for the period of time until the next regular appointment.

**Article III
Officers**

Section A: Officers

- A. The officers of the Committee shall be a chairperson, vice-chairperson and other officers the Committee may deem necessary.
- B. The chairperson shall
 - Call all meetings
 - Establish the agenda for each meeting
 - Preside at all meetings of the Committee
 - Shall attend, or appoint another Committee member to attend, meetings of the Board of Education at which Measure BB planning, revenue, expenditure, reporting, and related budgetary issues are agendaized.
 - Shall serve as a spokesperson for the Committee in all representation of the Committee to the public, the Board of Education, and the media
 - Sign all letters, reports and other communications of the committee
 - Perform all duties incident to the office of the chairperson
 - Have other such duties as are prescribed by the Committee
- C. The vice-chairperson shall:
 - Represent the chairperson in assigned duties
 - Substitute for the chairperson in his or her absence

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the committee that occurs after the end of each school year, and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Any officer may be removed from their office by a two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the Committee, for the remaining portion of the term of office.

Article IV Meetings of the Committee

Section A: Meetings

- A. The Committee shall meet at least four times per year. Special meetings of the Committee may be called by the chairperson or by a majority vote of the Committee.
- B. Committee members shall be available to attend Board of Education meetings when performance and financial audits relating to Measure BB are presented.
- C. Each agenda will have an action item to set the next regularly scheduled meeting.

Section B: Agendas

- A. Agendas for regular Committee meetings will be prepared by the Chairperson. All documents applicable to agenda items shall be distributed in advance of meetings.
- B. Any member of the Committee may submit a request for placing an item on a future agenda.

Section C: Place of Meetings

The Committee shall hold its regular meetings at a facility provided by the district, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the Committee.

Section D: Notice of Meetings

- A. Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: posted at all school sites, posted at District Support Center and web page.
- B. All required notices shall be delivered to the Committee members no less than 72 hours, and no more than 5 days in advance of the meeting, personally or by mail (or by e-mail).

Section E: Quorum

The act of a majority of the members present shall be the act of the Committee, provided a quorum is in attendance, and no decision may otherwise be attributed to the Committee. Greater than 50% of the Committee shall constitute a quorum.

Section F: Conduct of Meetings

Meetings of the Committee shall be conducted in accordance with the rules of order established by Education Code Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the Committee.

Section G: Meeting Open to the Public

All meetings of the Committee shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Section H: Attendance

Regular attendance at Committee meetings is a fundamental obligation of every member of the Citizens' Oversight Committee. Absences are disruptive to Committee activity and representation. Failure to attend two consecutive meetings without acceptable reason announced in advance shall constitute due cause for member removal.

- Members anticipating an absence must call or email the committee chair no later than 24 hours before the scheduled meeting.

**Article V
Amendments**

An amendment of these bylaws may be made at any regular meeting of the Committee by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to Committee members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.

10/26/2021

Date

Citizens Oversight Committee Chairperson
Murrieta Valley Unified School District