

Douglas County School District Re. 1

OPERATIONAL PROCEDURES OF THE MILL BOND OVERSIGHT AD HOC COMMITTEE (MBOC) Revised and Approved November 2025

Article I. Charge of the MBOC

The charge of the MBOC shall be to become familiar with the recent Mill Levy Overrides (MLO) and bonds, monitor the progress of the improvements and programs being implemented (including proposed investments in school consolidations) and ensure MLO and bond expenditures are in alignment with the ballot language approved by voters.

Article II. Authority and Purpose

The MBOC is an advisory committee to the Board of Education (Board) of the District. The MBOC has the authority granted by the Bylaws and Board policy, including information gathering, fact-finding, and making recommendations to the Board.

District Bond Plan: Process if Mill Bond Oversight Committee (MBOC) may need to provide recommendation to Board of Education (BOE).

- Chief Financial Officer (CFO) will determine if the MBOC needs to make recommendation before submitting to BOE.
- If discussion needed, CFO would meet virtually with MBOC Executive Committee, and a final decision will be made.
- If there is more than two weeks before an MBOC meeting is to be held, and it is determined that the MBOC needs to make a recommendation, a document will be prepared by the CFO with the pertinent data, and an on-line vote will be conducted. Members will have three business days to respond. MBOC Secretary will be responsible for the on-line vote.
- The CFO will be notified of the final committee vote and will be responsible for the necessary board agenda item.

[Addition to Operating Procedures: MBOC Bond Project Change Approval Guidelines](#)

Article III. Responsibilities of MBOC

General Responsibilities of MBOC

The responsibilities of MBOC shall be implemented consistent with Board Governance Policy 1.7.5. These responsibilities include:

- Assisting the Board in fulfilling its responsibility to provide transparency and assurance that mill levy and general obligation bond funds, are spent as intended and represented to the voters
- Reporting periodically, at least annually, to the Board regarding the status of MLO/Bond expenditures
- Assisting in maintaining public trust and confidence in the District through active involvement in MLO/Bond project communications
- Meeting regularly to review progress to date
- Reviewing MLO/Bond expenditures for alignment with ballot language approved by voters
- Participating in scheduled site visits during construction and/or after construction has been completed, to be coordinated by the DCSD Chief Operations Officer
- Reviewing the Chief Financial Officer's recommendations for maintaining congruence between financial statements and identified spending of MLO/Bond funding
- Reviewing the ongoing master schedule of projects
- Providing regular updates to the DCSD Communications Team that can be shared with the community

Article IV. Membership

This Committee shall be composed of members as described in the Bylaws and below.

It is expected that the voting members will represent a broad background of viewpoints and interests including, but not limited to public education, financial management, human resources, information technology, development/construction, architecture/engineering, and facility operations, including safety and security.

Vendors, architects, engineers and contractors who are eligible to submit quotes or bid on services to be paid for via an MLO and/or Bond are not eligible to serve on MBOC.

A. Voting Members

- a. The MBOC shall have nineteen (19) members serving as voting members each school year which runs from July 1st through June 30th. Voting members include individuals from the categories described below:
 - i. Three members from each of the four regions of the District.
 - ii. At least one member from each of the District Committees/Councils/Groups identified below.
 - DCSD Staff member
 - Student Representatives (2)
 - Fiscal Oversight Committee (FOC) Representative
 - Long Range Planning Committee (LRPC) Representative
 - District Accountability Committee (DAC) Representative
 - Community member at large

B. Non-Voting Members

- a. Non-voting members of MBOC shall include:
 - i. Board Director(s) designated as a Board Liaison(s) to the MBOC
 - ii. District administrative staff appointed by the Superintendent to serve on the MBOC
 - iii. Any other person appointed to the MBOC by the Board after consideration of the recommendation from voting members of the Committee.
- b. Alternative Members
 - i. There may be alternative (non-voting) members appointed by the Board if recommended by the voting members of the Committee. These members would move into voting positions as vacancies occurred.

Article V. Terms of Service

A. General

- a. Voting member terms of service shall be three years, beginning on July 1, and continuing to June 30, of any given year. Each renewal term will also be for a three (3) year term and shall be nominated by a simple majority of voting members in attendance at a regular MBOC meeting (quorum required). Nominations for renewal shall be forwarded to the Board for appointment. The terms of office shall be staggered by making appointments so that approximately one third of the voting members' terms expire each year.

B. Time of Appointment

- a. Members of the MBOC shall be nominated by the MBOC for appointment by the Board in June of each year, or at other times as are necessary to complete terms and fill vacancies as they occur. The MBOC shall select a membership subcommittee of not less than two (2) voting members, a Board liaison, and a staff representative to interview potential candidates who shall apply for consideration after appropriate notice of vacancy has been given through public notice

(including specifically but without limitation through school publications and digital channels such as the website).

C. Resignation

- a. Any MBOC member may resign by giving written notice to the Chairperson or Secretary, who will then submit the notice of resignation to the Board.

D. Vacancies

- a. A seat as a Voting Member of the Committee shall be deemed vacant if a member's term expires and the member is not reappointed; or a member resigns or is removed. The term of the individual appointed to replace such Voting Member shall be for the balance of the term of the outgoing Voting Member.

E. Attendance Obligations

- a. The members of the MBOC are expected to attend all regular and special meetings. Should a member be absent from three consecutive meetings, that member may be recommended for removal from the MBOC and a replacement nominated by the MBOC for the balance of the term of the removed member. An officer of the MBOC may contact a member in writing after an unreported absence and report back to the MBOC as to the response.
- b. Notice of Member Inability to Attend.
 - i. For regular and special meetings, members shall notify the Chairperson or Secretary prior to the meeting if unable to attend.

F. Removal from Committee

- a. Any MBOC member shall be recommended for removal upon a conviction, deferred sentence, plea of guilty, or plea of nolo contendere to any offense that constitutes any criminal offense involving unlawful sexual behavior or unlawful behavior involving children. Any MBOC member may also be removed for reasons deemed sufficient, including but not limited to violations of the MBOC Code of Ethics and Conduct, by a three-fourths majority of the MBOC's voting members, not including the member who is subject to the removal vote.

Article VI. Notice, Nomination and Recommendation to Fill Vacancy on MBOC

A. Notice of MBOC Vacancy

- a. Notice to the public shall be given advising of a particular representative vacancy (except for Board committee/council/group positions) on MBOC and inviting individuals to nominate him or herself and/or nominate another person to fill the vacancy. Notice shall be given for a period of at least thirty (30) calendar days through means set by the Chairperson and District staff appointed to MBOC, but shall include notice provided on the District's website.

B. Nominations to Fill Vacancy

- a. The MBOC shall manage the nomination process to fill a vacancy on MBOC.

C. Recommendation to Board

- a. The MBOC shall review the nominations, conduct interviews it deems necessary or appropriate, select a candidate or candidates, and forward to the Board its recommendation for appointment to any vacancy for a voting voluntary community representative position.

Article VII. Subcommittees

The MBOC may establish subcommittees as appropriate to its needs in meeting the Committee's charge and responsibilities from the Board. Sub-committee membership shall be open and participation in an

MBOC subcommittee will be a matter of public record.

Article VIII. Meetings

A. Regular Meetings

- a. Regular meetings of the MBOC shall be held at least quarterly. MBOC meetings shall be held either in person or remotely by electronic means, as determined by the Chairperson with input from the membership.
- b. Subcommittees may meet outside of the MBOC meeting times in order to fulfill their assigned duties provided that updates or summaries of these meetings are included at the next regular meeting of the MBOC.

B. Agenda and Minutes

a. Regular Meeting Agenda Items

- i. Members may propose regular meeting agenda items to the Chairperson at least ten (10) business days before the meeting.

b. Scheduled Visitors

- i. Speakers may be scheduled to address the MBOC, subject to approval of the topic by the Chairperson. The Chairperson shall schedule and determine the duration of each presentation.

C. Voting

- a. At all meetings, each voting member shall have one vote. If a voting member is believed to be conflicted or is unable to be impartial as it relates to a particular vote, then said member should recuse himself/herself from that vote.
- b. Majority Vote. A majority vote of the quorum present is required to adopt or amend any motion or resolution of the Committee.
- c. Tie Vote. In the case of a tie vote, the motion being voted upon shall be deemed to have failed.

Article IX. Miscellaneous

- A. The MBOC may not speak or act for the Board except when formally given such authority for specific and time-limited purposes.
- B. The Chairperson, or member with authority given by the Chairperson, shall represent the MBOC to the Board and other non-MBOC entities or persons in announcing the MBOC recommendations and/or positions.
- C. No public action or recommendation made by or on behalf of the MBOC, express or implied, by any member (voting or non-voting), officer or sub-committee of the MBOC may be made without the consent of the MBOC's Chairperson and any violation of the foregoing will be reported to an officer of the MBOC.

Article X. Amendments to these Operational Procedures

- A. Amendments may be proposed at any regular meeting or special meeting of the MBOC.
- B. Voting members shall be provided with notice at least one (1) meeting in advance prior to any meeting at which amendments will be voted on.
- C. Proposed amendments must not conflict with the Bylaws and must comply with applicable law and all other policies and guidelines established by the District.