

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Resolution 28-22-23: To Form New Bond Oversight Committee to oversee Measures K and L

MEETING DATE: February 8, 2023

FROM: Jim Monreal, Assistant Superintendent, Business Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:

Adopt resolution 28-22-23 to rename existing Citizens' Bond Oversight Committee for Measures "A/B" and extend the scope of review to oversee and adopt Oversight Committee Bylaws and Operational Guidelines for Measures "K/L".

BACKGROUND:

The purpose of the Oversight Committee is to inform the public concerning the expenditure of Proposition 39 bond revenues. The Oversight Committee's meetings must follow the guidelines of the Brown Act. Education Code section 15278 states if a bond measure is approved by the voters, the District must establish and appoint a total of at least seven members to an independent citizens' oversight committee as an accountability measure for the voters and taxpayers of the District. The seven members must serve a term of two years without compensation and for no more than three consecutive terms. The committee may not include any employee or official of the District or a vendor, contractor, or consultant of the District. Education Code section 15280 requires the District to provide the Oversight Committee with any necessary technical and administrative assistance and to publicize the committee's conclusions. No bond revenues may be used in providing such technical or administrative support.

The committee must include the following:

- one member who is active in a business organization representing the business community located within the District;
- one member active in a senior citizens' organization;
- one member who is the parent or guardian of a child enrolled in the High School District;
- one member who is the parent or guardian of a child enrolled in the Elementary School District;
- one member who is both a parent or guardian of a child enrolled in the High School District and active in a parent-teacher organization; and
- one member who is both a parent or guardian of a child enrolled in the Elementary School District and active in a parent-teacher organization; and

- one member who is active in a bona fide taxpayers' organization.

Qualified members of the existing Measures "A/B" Citizens' Bond Oversight Committee will continue to serve on the Santa Cruz City Schools Citizens' Bond Oversight Committee, but some seats on the Oversight Committee remain vacant. Staff has been soliciting interest from the community for the purpose of identifying qualified persons to fill those vacancies.

FISCAL IMPACT:

None

This work is in direct support of the following District goals and their corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnerships with its diverse community.

BEFORE THE BOARD OF EDUCATION OF THE
SANTA CRUZ CITY SCHOOLS
SANTA CRUZ COUNTY, CALIFORNIA

RESOLUTION NO. 28-22-23

RESOLUTION APPROVING EXPANSION OF SCOPE OF REVIEW OF THE CITIZENS'
BOND OVERSIGHT COMMITTEE FOR MEASURE B, ALSO KNOWN AS THE
MEASURES "A/B" CITIZENS' BOND OVERSIGHT COMMITTEE, CHANGING ITS
NAME TO THE SANTA CRUZ CITY SCHOOLS CITIZENS' BOND OVERSIGHT
COMMITTEE, AND ADOPTING OVERSIGHT COMMITTEE BYLAWS AND
OPERATIONAL GUIDELINES

WHEREAS, the Santa Cruz City High School District (the "High School District"), through this Board of Education (the "Board"), submitted to the voters of the District pursuant to Article XIII A, Section 1(b) of the California Constitution and Chapter 1.5 of Part 10 of Title 1 (commencing with section 15264) of the California Education Code (collectively, the "Bond Law"), its general obligation bond proposal in the amount of One Hundred Forty Million Dollars (\$140,000,000) for the election that was held on November 8, 2016; and

WHEREAS, the voters of the High School District approved, by at least a 55% vote, said bond proposal as Measure "A" on the election ballot; and

WHEREAS, the Santa Cruz City Elementary School District (the "Elementary School District"), through this Board, submitted to the voters of the Elementary School District pursuant to the Bond Law, its general obligation bond proposal in the amount of Sixty-Eight Million Dollars (\$68,000,000) for the election that was held on November 8, 2016; and

WHEREAS, the voters of the Elementary School District approved, by at least a 55% vote, said bond proposal as Measure "B" on the election ballot; and

WHEREAS, the Bond Law provides that if a bond measure such as Measures "A" or "B" is approved by the voters, then this Board must establish and appoint members to an independent citizens' oversight committee as an additional accountability measure for the voters and taxpayers of the District, the purpose of which is to inform the public concerning the expenditure of bond revenues; and

WHEREAS, on February 1, 2017, pursuant to the Bond Law, this Board established a citizens' oversight committee for the purpose of informing the public concerning the expenditure of Measure "A" and Measure "B" Bond revenues, named the Citizens' Bond Oversight Committee for Measure B, also known as the Measures "A/B" Citizens' Bond Oversight Committee; and

WHEREAS, the High School District, through this Board, submitted to the voters of the High School District pursuant to the Bond Law, its general obligation bond proposal in the

amount of Two Hundred Forty-Nine Million Dollars (\$249,000,000) for the election that was held on November 8, 2022; and

WHEREAS, the voters of the High School District approved, by at least a 55% vote, said bond proposal as Measure “K” on the election ballot; and

WHEREAS, the Elementary School District, through this Board, submitted to the voters of the Elementary School District pursuant to the Bond Law, its general obligation bond proposal in the amount of One Hundred Twenty-Two Million Dollars (\$122,000,000) for the election that was held on November 8, 2022; and

WHEREAS, the voters of the Elementary School District approved, by at least a 55% vote, said bond proposal as Measure “L” on the election ballot; and

WHEREAS, the purposes, functions and membership requirements of a citizens’ oversight committee are set forth more fully in Education Code sections 17278 through 17282, the provisions of which include the requirement that a citizens’ oversight committee’s meetings be open to the public and that notice of the meetings be provided in the same manner as notice of the meetings of this Board; and

WHEREAS, other provisions of State law, including the Ralph M. Brown Act, establish certain procedures and requirements for open public meetings by local public boards and committees, including the Oversight Committee; and

WHEREAS, in the interest of the most efficient use of High School District and Elementary School District community resources, and to secure the benefit of a trained, experienced, and competent oversight body, it is the desire of this Board to expand the scope of duties of the Measures “A/B” Citizens’ Bond Oversight Committee to include the purpose of informing the public concerning the expenditure of Measure “K” and Measure “L” Bond revenues, and change the name of the Measures “A/B” Citizens’ Bond Oversight Committee to the Santa Cruz City Schools Citizens’ Bond Oversight Committee; and

WHEREAS, this Board wishes to establish the Santa Cruz City Schools Citizens’ Bond Oversight Committee and adopt bylaws and operational guidelines for the Oversight Committee.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE SANTA CRUZ CITY SCHOOLS HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:

Section 1. The foregoing recitals are true and correct.

Section 2. The committee previously established and named the Measures “A/B” Citizens’ Bond Oversight Committee shall be renamed the “Santa Cruz City Schools Citizens’ Bond Oversight Committee” (hereafter, the “Oversight Committee”).

Section 3. In addition to informing the public concerning the expenditure of Measure A and Measure B bond revenues, the purpose of the Oversight Committee shall also

be to inform the public concerning the expenditure of Measure K and Measure L bond revenues. The Oversight Committee shall actively review and report on the proper expenditure of Measure A, Measure B, Measure K, and Measure L bond revenues for school construction, and advise the public as to whether the District is in compliance, with respect to Measure A, with the requirements of Measure A; with respect to Measure B, with the requirements of Measure B; with respect to Measure K, with the requirements of Measure K; and with respect to Measure L, with the requirements of Measure L.

Section 4. The Santa Cruz City Schools Citizens' Bond Oversight Committee shall consist of no less than seven (7) members to serve for terms of two (2) years, without compensation, and for no more than three (3) consecutive terms. The Oversight Committee shall be comprised of: one (1) member who is active in a business organization representing the business community located within the High School District and the Elementary School District; one (1) member who is active in a senior citizens' organization; one (1) member who is active in a bona fide taxpayers' organization; one (1) member who is a parent or guardian of a child enrolled in the High School District; one (1) member who is a parent or guardian of a child enrolled in the Elementary School District; one (1) member who is both a parent or guardian of a child enrolled in the High School District and active in a parent-teacher organization, such as the Parent Teacher Association ("PTA") or School site Council; and one (1) member who is both a parent or guardian of a child enrolled in the Elementary School District and active in a parent-teacher organization, such as the Parent Teacher Association ("PTA") or School site Council. No employee or official of the High School District or Elementary School District shall be appointed and no vendor, contractor, or consultant of the High School District or Elementary School District shall be appointed to the Oversight Committee. The Superintendent or their designee is directed to solicit applications for appointment to the Oversight Committee in accordance with normal policy and practice.

Section 5. The Oversight Committee shall convene regular meetings at least once per year but no more frequently than four regular meetings per year. The Board may set special or emergency committee meetings as needed, either by request from the Oversight Committee or on its own initiative. Oversight Committee meetings shall be held at the District Offices at 133 Mission Street Suite 100, Santa Cruz, California. The Oversight Committee may change the time and place of any meeting or subsequent meetings, provided that adequate notice is given to the public as required by law, and to District staff so that District staff may fulfill the District's obligations pursuant to Section 6 and Section 8. All Oversight Committee meetings shall be open to the public as required by the Ralph M. Brown Act (California Government Code section 54950 and following).

Section 6. District staff and consultants are directed to provide the necessary and appropriate notices of the public meetings to be held by the Oversight Committee. In keeping with this Board's policy and practice, public participation and input regarding issues being considered by the Oversight Committee are to be encouraged and welcomed.

Section 7. The Board hereby adopts the Bylaws and Operational Guidelines for the Santa Cruz City Schools Citizens' Bond Oversight Committee that are attached as Exhibit "A" and incorporated by this reference.

Section 8. District staff and consultants are directed to provide the Oversight Committee with any necessary technical and administrative assistance in furtherance of its purpose and sufficient resources to publicize its conclusions. These resources shall include the ability to make the Oversight Committee's Minutes, reports, and documents available for public viewing on the District's Web site. Pursuant to Education Code section 15280 (a), no bond revenues may be expended in providing such technical or administrative support.

Section 9. District staff and consultants are directed to provide the Oversight Committee with the annual, independent financial and performance audits required by subparagraphs (C) and (D) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution at the same time that such audits are submitted to the District, and District staff and consultants are directed to provide the Oversight Committee with responses to any and all findings, recommendations, and concerns addressed in the annual, independent financial and performance audits within three months of receiving the audits.

Section 10. This Resolution shall take effect immediately after its adoption.

* * * * *

PASSED AND ADOPTED on February 8, 2023, by the following vote:

AYES: _____

NOES: _____

ABSENT OR NOT VOTING: _____

President, Board of Education of the
Santa Cruz City Schools

CERTIFIED TO BE A TRUE AND CORRECT COPY:

Clerk of the Board of Education of the
Santa Cruz City Schools

EXHIBIT “A”

BYLAWS AND OPERATIONAL GUIDELINES FOR THE SANTA CRUZ CITY SCHOOLS CITIZENS’ BOND OVERSIGHT COMMITTEE

SECTION I - NAME AND LOCATION

- 1.01 The name of the committee will be the Santa Cruz City Schools Citizens’ Bond Oversight Committee (hereafter the “Committee”). The Committee was established by Resolution of the Governing Board (the “Board”) of the Santa Cruz City Schools (the District”).
- 1.02 The office of the Committee shall be located at the District Offices at 133 Mission Street Suite 100, Santa Cruz, California.

SECTION II - PURPOSE

- 2.01 Pursuant to Education Code section 15278, the purpose of the Committee is to inform the public concerning the expenditure of Measure “A,” Measure “B,” Measure “K,” and Measure “L” bond revenues (“Bond Revenues”). The Committee shall actively review and report on the proper expenditure of Bond Revenues for school construction and advise the public as to whether the District is in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, as set forth below. The Committee shall convene to provide oversight for, but not limited to, both of the following:
 1. Ensuring that Bond Revenues are expended only for the purposes described in paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, set forth below.
 2. Ensuring that Bond Revenues are not used for any teacher or administrative salaries or other school operating expenses, except as permitted by law.

SECTION III - ACTIVITIES

- 3.01 The Committee may engage in any of the following activities in furtherance of its purpose:
 1. Receive and review copies of the annual, independent performance audit.
 2. Receive and review copies of the annual, independent financial audit.
 3. Inspect school facilities and grounds to ensure that Bond Revenues are expended in compliance with paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, set forth below.

4. Receive and review copies of any deferred maintenance proposals or plans developed by the District.
5. Review efforts by the District to maximize Bond Revenues by implementing cost-saving measures, including, but not limited to, all the following:
 - (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.
6. The Committee shall issue a report of its activities at least once a year. Minutes of the Committee's proceedings and all documents received and reports issued shall be made available for public viewing on the District's Web site.

SECTION IV - MEMBERSHIP

- 4.01 The Committee shall consist of no less than seven (7) members who shall be appointed by the Board to serve for a term of two years without compensation and for no more than three consecutive terms.
- 4.02 The members of the Committee shall consist of no less than:
 1. One member who is active in a business organization representing the business community within the High School District and Elementary School District.
 2. One member who is active in a senior citizens' organization.
 3. One member who is active in a bona fide taxpayer organization.
 4. One member who is the parent or guardian of a child enrolled in the Elementary School District.
 5. One member who is both the parent or guardian of a child enrolled in the High School District.
 6. One member who is both the parent or guardian of a child enrolled in the Elementary School District and who is also active in a parent-teacher

organization, such as the Parent Teacher Association (“PTA”) or a schoolsite council.

7. One member who is both the parent or guardian of a child enrolled in the High School District and who is also active in a parent-teacher organization, such as the PTA or a schoolsite council.
- 4.03 The Committee shall not include any employee or official of the District or any vendor, consultant or contractor of the District.
- 4.04 Committee members may not hold any incompatible office or position during their term of membership, as those terms are defined in Article 4.7 of Division 4 of Title I (commencing with section 1125) of the Government Code, and shall abide by the conflict of interest prohibitions contained in Article 4 of Division 4 of Title I (commencing with section 1090) of the Government Code.

SECTION V - COMMITTEE MEETINGS

- 5.01 Regular Meetings. The Committee shall convene regular meetings at least once per year but no more frequently than four regular meetings per year. The date upon which, and the hour and place at which, each such regular meeting shall be held shall be fixed by Resolution of the Board of Education. To the extent permitted by the Ralph M. Brown Act (“Brown Act”), such meetings may be held by teleconference.
- 5.02 Special Meetings. Special meetings of the Committee may be called in accordance with the provisions of the Brown Act, as amended or supplemented from time to time. To the extent permitted by the Brown Act, such meetings may be held by teleconference.
- 5.03 Notice. All meetings of the Committee shall be called, noticed, held and conducted subject to the provisions of the Brown Act.
- 5.04 Minutes. The Secretary of the Committee shall cause minutes of all meetings of the Committee to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to District staff for posting on the District’s Web site.
- 5.05 Quorum. A majority of the Committee members shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time.
- 5.06 Voting. Each Committee member shall be entitled to one vote. No action shall be taken by the Committee except upon the affirmative vote of the majority of those Committee members present and voting.

SECTION VI - COMMITTEE OFFICERS

- 6.01 President, Vice President, and Secretary. The officers of the Committee shall be a President, a Vice President, and a Secretary. The President and Vice President must be members of the Committee, and shall be elected to their respective positions by the members of the Committee. The Secretary shall be elected or appointed by Committee and need not be a member of the Committee.
- 6.02 Duties of the President. The duties of the President are to:
1. Preside at meetings of the Committee.
 2. Appear before the Board of Education and other bodies to present and discuss the official actions of the Committee.
- 6.03 Duties of the Vice President. The duties of the Vice President are to:
1. Preside at Committee meetings in the absence of the President.
 2. Appear before the Board of Education and other bodies to present and discuss the official actions of the Committee in the absence of the President.
- 6.04 Duties of the Secretary. The duties of the Secretary are to:
1. Record and maintain minutes of all meetings of the Committee.
 2. Distribute minutes of all meetings of the Committee to all Committee members, to the Board of Education, and to District staff for posting on the District's Web site.
 3. Distribute Committee meeting agendas to all Committee members, to all other persons requesting copies of the agenda so that provisions of the Brown Act are followed, and to District staff for posting on the District's Web site.
 4. Distribute all Committee reports to all Committee members, to the Board of Education, and to District staff for posting on the District's Web site.
 5. Keep all documents officially received by the Committee in the course of its business, and forward copies of all such documents to the District staff.
 6. Prepare all necessary correspondence of the Committee.
 7. Arrange and coordinate meeting locations and teleconferences of the Committee.

SECTION VII - AMENDMENTS AND SUPPLEMENTAL PROCEDURES AND
GUIDELINES

- 7.01 These Bylaws and Operational Guidelines shall become effective upon approval of the Board of Education.
- 7.02 These Bylaws and Operational Guidelines may be amended, changed, added to, or repealed by the Board of Education as deemed necessary. Additional or supplemental operational guidelines or procedures may be adopted by the Committee by a majority vote of all the members of the Committee, providing such additional or supplemental operational guidelines or procedures are not in conflict with these Bylaws and Operational Guidelines, any Resolution or Ordinance of the Board of Education, or any state law, including but not limited to the provisions of the Brown Act and the Education Code.

APPENDIX I – EXCERPT FROM CALIFORNIA CONSTITUTION
ARTICLE 13A (TAX LIMITATION)

SECTION 1. (a) The maximum amount of any ad valorem tax on real property shall not exceed One percent (1%) of the full cash value of such property. The one percent (1%) tax to be collected by the counties and apportioned according to law to the districts within the counties.

(b) The limitation provided for in subdivision (a) shall not apply to ad valorem taxes or special assessments to pay the interest and redemption charges on any of the following:

(1) Indebtedness approved by the voters prior to July 1, 1978.

(2) Bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast by the voters voting on the proposition.

(3) Bonded indebtedness incurred by a school district, community college district, or county office of education for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, approved by 55 percent of the voters of the district or county, as appropriate, voting on the proposition on or after the effective date of the measure adding this paragraph. This paragraph shall apply only if the proposition approved by the voters and resulting in the bonded indebtedness includes all of the following accountability requirements:

(A) A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b) (3), and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

(B) A list of the specific school facilities projects to be funded and certification that the school district board, community college board, or county office of education has evaluated safety, class size reduction, and information technology needs in developing that list.

(C) A requirement that the school district board, community college board, or county office of education conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed.

(D) A requirement that the school district board, community college board, or county office of education conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.

(c) Notwithstanding any other provisions of law or of this Constitution, school districts, community college districts, and county offices of education may levy a 55 percent vote ad valorem tax pursuant to subdivision (b).

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Measure A Bond Oversight Committee Bylaws - 1st and/or Final Reading

MEETING DATE: November 9, 2016

FROM: Patrick Gaffney, Assistant Superintendent, Business Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:

Approve the Bylaws for the Measure A Citizens Bond Oversight Committee.

BACKGROUND:

Pursuant to Education Code and AB 1908, the District must establish a Citizens Bond Oversight Committee and appoint its initial members within sixty (60) days after the date that the Governing Board of the District enters the results of the bond election in its minutes.

The Bylaws that are presented to the Board for approval have been reviewed by counsel.

This work is in direct support of the following District goals and their corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnerships with its diverse community.

FISCAL IMPACT:

There is no fiscal impact associated with adoption of the Measure A Citizens Bond Oversight Committee Bylaws.

**SANTA CRUZ CITY HIGH SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS
FOR MEASURE A**

-Adopted by the Board of Trustees of the District on November 9, 2016-

Section 1. Committee Established. The Santa Cruz City High School District (the "District") was successful at the election conducted on November 8, 2016 (the "Bond Election") in obtaining authorization from the District's voters to issue up to \$140,000,000 aggregate principal amount of the District's general obligation bonds ("Measure A"). The election was conducted under Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Proposition 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish this Citizens' Bond Oversight Committee (the "Committee") in order to satisfy the accountability requirements of Proposition 39. The Board of Trustees of the Santa Cruz City High School District (the "Board") hereby establishes the Committee, to be known as the "Citizens' Bond Oversight Committee for Measure A," which shall have the duties and rights set forth in these Bylaws.

Section 2. Purposes. The purposes of the Committee are set forth in Proposition 39, and these Bylaws are specifically made subject to the applicable provisions of Proposition 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California (the "Brown Act") and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Proposition 39, but without expending bond funds on such support.

The proceeds of general obligation bonds issued pursuant to the authority of the Bond Election are hereinafter referred to as "bond proceeds." The Committee shall confine its review of District expenditures specifically to expenditures of bond proceeds generated under Measure A. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications of the Committee to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the consensus view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure A; and (b) no bond proceeds have been used for teacher or administrative salaries or other operating expenses.

3.3 **Annual Report.** At least one time annually until bond proceeds have been spent in full, the Committee shall prepare an annual written report, the findings of which shall be summarized to the Board in public session, which annual written report shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

The annual report shall be prepared on a fiscal year basis, commencing with the first fiscal year the District has issued bonds and spent bond proceeds pursuant to Measure A, and ending with the final fiscal year in which bond proceeds have been spent.

3.4 Duties of the Board/Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of contracts,
- (b) Approval of change orders,
- (c) Expenditures of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project prioritization, project plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure A Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the oversight of the Committee.
- (b) The establishment of priorities and order of construction for bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.

- (e) The selection of independent audit firm(s), performance and financial audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Proposition 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the activities authorized under Education Code Section 15278 subsection (c), including:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- (b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent or business official.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Seven Members; Criteria.

The Committee shall consist of at least seven members appointed by the Board of Trustees upon the recommendation of the Superintendent from a list of candidates submitting written applications, and based on criteria established by Proposition 39, to wit:

- One member shall be the parent or guardian of a child enrolled in the District.
- One member shall be the parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One member active in a business organization representing the business community located in the District.
- One member active in a senior citizens' organization.

- One member active in a bona-fide taxpayers association.
- Two members of the community at-large.

5.2 Qualification Standards.

- (a) To be a qualified person, Committee members must be at least 18 years of age.
- (b) As specifically prohibited by Education Code Section 15282, the Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.
- (c) Preference will be given applicants who reside within District boundaries.

5.3 Ethics: Conflicts of Interest. The prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code (the "Conflicts Laws") apply to members of the Committee. As provided therein, members of the Committee shall not be financially interested in District contracts within the meaning of State law, or engage in any activity for compensation which is in conflict with such member's duties described herein. The Committee is established to inform the public regarding the expenditure of bond proceeds. Committee members are not public officials of a government agency with decision making authority within the meaning of the Political Reform Act of 1974, and the Committee is not a decision-making authority. By accepting appointment to the Committee, each member agrees to comply with the Committee Ethics Policy attached as "Appendix B" to these Bylaws, and to complete and file with the District's business official each year the Fair Political Practice Commission Form 700 Statement of Economic Interests.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two years, commencing on the date of the first meeting of the Committee. Members may serve up to three consecutive terms. At the Committee's first meeting, members will draw lots or otherwise, including by volunteer, select a minimum of three members to serve for an initial one year term and the remaining members to serve an initial two-year term in order to provide staggered membership terms.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall notify the public through its customary forums that it is accepting applications for Committee members, which may include posting at school sites, advertising in the local newspapers, and posting notice on the District's website, as well as the solicitation of local groups for applications; (b) applications shall be made available at the District office and/or through the District's web site; (c) the Superintendent will review the applications which have been submitted by the stated deadline; and (d) the Superintendent will make recommendations to the Board with respect to appointment which appointment shall be made at a public Board meeting.

5.6 Removal; Vacancy. The Board may remove any Committee member for cause, which includes failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, the seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall make best efforts to fill vacancies

within 90 days. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee shall have the right to request and receive only copies of any public records relating to Measure A funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, or more frequently as the Committee deems it necessary to discharge its duty, but no more frequently than quarterly. At the end of each meeting, the Committee shall identify the next approximate meeting date.

6.2 Location. All meetings shall be held within the Santa Cruz City High School District, located in Santa Cruz County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the Brown Act. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 Technical and Administrative Support. As provided by Education Code Section 15280, the District shall provide to the Committee necessary technical and administrative assistance in furtherance of its purposes and to publicize its conclusions. Such support shall include:

- (a) preparation of and posting of public notices and agendas as required by the Brown Act, ensuring that all meetings notices and agendas are provided in the same manner as meetings of the District Board;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas, minutes and reports; and
- (d) providing bond expenditure reports produced by the District for review at each meeting; and
- (d) retention of all Committee records and reports, and
- (e) providing public access to Committee meeting minutes and reports on an Internet website maintained by the District.

7.2 Copies of Bond Audits. Pursuant to Education Code Section 15286, the District shall submit a copy of its annual bond financial audit and performance audit, prepared each fiscal year, to the Committee at the same time such audits are submitted to the Board of Trustees, and in any event no later than March 31 of each year. In addition, pursuant to Education Code Section 15280(a)(2), if findings, recommendations or concerns are identified in such audits, within three months of receiving the audits, the District shall provide the Committee with responses to such findings.

7.3 Staff Support. A member of the District staff shall attend Committee meetings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. Reports. The Committee must produce at least one annual report as referenced in Section 3.3. In addition, the Committee may report to the Board from time to time in order to inform the Board on the activities of the Committee. Any such reports shall be in writing and shall summarize the proceedings and activities conducted by the Committee. Such reports shall also be made available on the District's internet web site link to Measure A.

Section 9. Officers. The Superintendent shall appoint the initial Chair for purposes of conducting the first meeting of the Committee. Thereafter, the Committee shall elect by majority vote of its members a Chair and a Vice-Chair, who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee. One member of the Committee shall be elected as the Secretary, and prepare the minutes of each meeting for approval at the next subsequent meeting. The Secretary shall serve in such capacity for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. These Bylaws may be amended by the Board of Trustees of the District. Any amendment to these Bylaws shall be approved by a majority vote of the Board of the Trustees of the District.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure A monies.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Santa Cruz City High School District.
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

Santa Cruz City High School District Citizens' Bond Oversight Committee

Measure A \$233,968,400 General Obligation Bonds

Applicant Packet

The Santa City High School District Board of Trustees is establishing a Citizen's Bond Oversight Committee to review expenditures from construction activity associated with Measure A, which was approved by District voters on November 8, 2016. The Committee will be responsible for ensuring that bond revenues are used only as voters intended and for informing the public of bond expenditures. The Board invites all interested community members to apply for service on the Bond Oversight Committee.

Who will be on the Committee?

The Bond Oversight Committee must have at least seven members. In addition to two members of the community at large, there must be at least one member from each of the following groups:

- One member who is active in a business organization representing the business community located within the school district.
- One member who is active in a senior citizen's organization.
- One member who is the parent or guardian of a child enrolled in the school district.
- One member who is the parent or guardian of a child enrolled in the school district and is active in a parent-teacher organization.
- One member who is active in a bona-fide taxpayer's organization.

The Bond Oversight Committee may not include any employee or official of the school district or any vendor, contractor, or consultant of the school district. Members must be at least 18 years old, and applicants do not need to live within District boundaries, although a preference may be given to residents.

What will the Committee do?

The Committee will be responsible for making reports to the Board of Trustees and the community about bond expenditures. It will meet to hear a report from District officials on bond fund expenditures and review the voter-approved project list. It will also review a report prepared annually by third-party auditors which also will review bond expenditures and projects. The Committee will prepare one written report annually confirming its review and conclusions regarding the expenditure of bond funds on voter-approved bond projects. The report will be posted on the District's web site to inform the public about the Committees findings. Findings will also be presented to the Board annually in open session.

How often will the Committee meet?

The Committee is required by law to meet at least one time per year. Specific meeting dates will be determined by the Committee. Committee members will be appointed by the Board of Trustees, upon recommendation of the Superintendent, to serve a two-year term. A maximum of three consecutive, two-year terms is allowed under the law.

How will the Committee be selected?

The Board of Trustees will select the Committee taking into account the applicant's professional and/or practical experience, the applicant's recognition in or contribution to his/her community, the diversity of experience on the Committee as a whole, and representation on the Committee from various communities within the district.

What else should the applicant know?

Under the provisions of Education Code Section 35233, a member of the Committee may not have any financial interests in any contracts made with the District during the member's two year term. Committee members may also be subject to the Political Reform Act of 1974 and its Conflict of Interest Provision. Members will be required to abide by an Ethics Policy attached to the Bylaws governing the Committee.

All committee proceedings will be open to the public and will be subject to the Brown Act. All documents and reports received or published by the Committee will be a matter of public record, and will be made available on the District's web site.

The District will provide the Committee with administrative support and sufficient resources to publicize the committee reports.

Where is more information available?

Please call the Santa Cruz City High School District at 831-429-3410 for additional information.

Santa Cruz City High School District

Application for Bond Oversight Committee

The Board of Trustees of the Santa Cruz City High School District is establishing a Citizens' Bond Oversight Committee to monitor school construction activities associated with Measure A.

Applicant's Name: _____

Home address: _____

City/State/ZIP: _____

Home Telephone: _____

Work Telephone: _____

Fax: _____

Email: _____

Proposition 39 requires that the Committee have at least seven members, with one member representing each of five categories. Please check all that apply to you.

1. _____ I am active in a business organization representing the business community located within the Santa Cruz City High School District – Please specify:

2. _____ I am active in a senior citizen's organization – please specify:

3. _____ I am a parent or guardian of a child enrolled in the Santa Cruz City High School District.

4. _____ I am active in a parent-teacher organization and a parent or guardian of a child enrolled in Santa Cruz City High School District – please specify:

5. _____ I am Active in a bona fide taxpayer's organization. Please specify:

6. _____ I am not applying to meet one of the foregoing criteria; I am applying as a citizen at large.

Please answer the following questions:


1. Are you an employee of the Santa Cruz City High School District? YES NO
(Note: employees of the District are prohibited by law from being members of the Committee)
2. Are you a vender, contractor or consultant to the Santa Cruz City High School District? YES NO
(Note: vendors, contractors and consultants to the District are prohibited by law from serving on the Committee)
3. Are you able to regularly attend meetings and complete a two-year term as a member of the Committee and refrain from becoming an employee, vendor, contractor or consultant to the District? YES NO
4. Will you, to the best of your knowledge, be able to maintain qualification in the membership category previously checked? YES NO

Please provide any information that you believe would be helpful to the District in making its determination of Committee membership (for example, educational or professional background, knowledge of financial matters or construction, service on other boards or committees, or any other relevant information):

Signature of Applicant: _____
Dated: _____

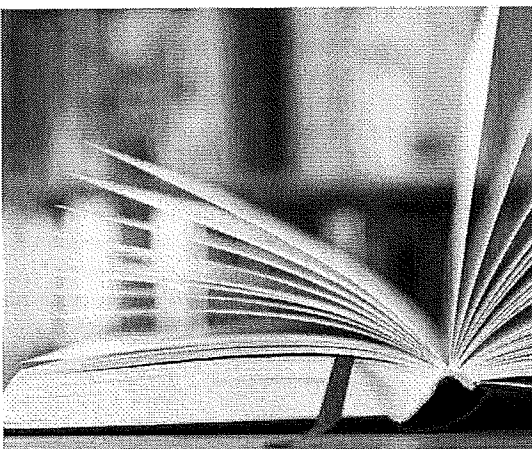
This completed application must be received no later than 5:00 PM on _____, 2016 to:

Kris Munro, Superintendent
SANTA CRUZ CITY HIGH SCHOOL DISTRICT
405 Old San Jose Road
Soquel, California 95073



**MEASURE A & B CITIZENS BOND
OVERSIGHT COMMITTEES**

Board meeting of Wednesday, November 9, 2016



Topics

- Background & Legal Requirements
- Recommended Guidelines
- Purpose
- Committee Appointment and Membership
- Activities of Committee
- District Support of the Committee

Background & Legal Requirements

- November 7, 2000 California voters approved Proposition 39
- California passed, and Governor Davis signed, Assembly Bill 1908 which provided additional requirements for bond elections
- Established provisions for school districts conducting elections and establishing and appointing members to a Citizens Oversight Committee as required by Education Code Section 15278
- Legal requirements include definition of:
 - Purpose of the Committee
 - Authorized Activities of the Committee
 - Membership on the Committee
 - Meeting and Procedural requirements applicable to Committee
 - Limitations and requirements relative to school district support of the Committee.
- Recommended SCCS establish two separate Oversight Committees, but members can serve on both committees with a caveat.

Recommended Guidelines and Bylaws

- It is recommended that the Board of Trustees adopt guidelines, bylaws and policies applicable to Committee
- It is recommended that Boards adopt these prior to the selection of Committee members.

Purpose

- As stated by AB 1908, the purpose of the Committee shall be to inform the public annually in a written report concerning the expenditure of the bond proceeds.
- The Committee shall:
 - Actively review and report on the proper expenditure of taxpayers' money for school construction
 - Advise the public as to whether the school district is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution, which provides that:
 - (i) Bond funds are expended only for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities;
 - (ii) No bond funds are used for any teacher or administrative salaries or other school operating expenses;
 - (iii) A list of projects to be funded was included on the ballot;
 - (iv) An annual independent performance audit is performed; and
 - (v) An annual independent financial audit is performed

Committee Appointment and Membership

- The Committee must be established, and the initial members of the committee must be established within (60) days after the date that the governing board of the school district enters the results of the bond election on its minutes.
- The Governing Board appoints members of the Committee.
- The Governing Board may adopt bylaws, policies and guidelines to be applicable to the Committee.
- The Committee shall consist of at least seven (7) members to serve for a term of two (2) years, without compensation, and for no more than two (2) consecutive terms.
- The Committee may not include any employee or official of the school district or any vendor, contractor, or consultant of the school district.

Committee Appointment and Membership (continued)

- The Committee must include:
 - (a) One member who is active in a business organization representing the business community located within the school district;
 - (b) One member active in a senior citizens' organization;
 - (c) One member active in a bona fide taxpayer association;
 - (d) For a school district, one member shall be the parent or guardian of a child enrolled in the district.
 - (e) For a school district, one member shall be both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or school site council.

- *Council has advised that there is no legal problem if the members of the two Committees consist of the same people. Council recommends that our two "at large" members for the Elementary District COC be required to have a student in the high school district – and that one of the "at large" members for the High School District be required to have a student in the elementary school district. If you do that, the same seven committee members will be able to serve on both committees and you will meet all of the requirements for each committee.*

Activities of Committee

- The Committee may engage in:
 - (a) Receive and review copies of the annual performance audit (as prepared pursuant to the requirements of Proposition 39);
 - (b) Receive and review copies of the annual financial audit (as prepared pursuant to the requirements of Proposition 39);
 - (c) Inspect school facilities and grounds to ensure that bond funds are expended for the purposes set forth in the bond measure approved by the voters;
 - (d) Receive and review copies of any deferred maintenance proposal or plans developed by the school district;
 - (e) Review efforts by the school district to maximize bond revenue by implementing cost-saving measures....

District Support of the Committee

- The Governing Board of the school district, without any use of bond funds, must provide the Committee with:
 - (a) Any necessary technical assistance and administrative assistance in furtherance of the Committee's purpose; and
 - (b) Sufficient resources to publicize the conclusions of the Committee (including establishing, operating and updating the Committee Internet website).

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Measure B Bond Oversight Committee Bylaws - 1st and/or Final Reading

MEETING DATE: November 9, 2016

FROM: Patrick Gaffney, Assistant Superintendent, Business Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:

Approve the Bylaws for the Measure B Citizens Bond Oversight Committee.

BACKGROUND:

Pursuant to Education Code and AB 1908, the District must establish a Citizens Bond Oversight Committee and appoint its initial members within sixty (60) days after the date that the Governing Board of the District enters the results of the bond election in its minutes.

The Bylaws that are presented to the Board for approval have been reviewed by counsel.

This work is in direct support of the following District goals and their corresponding metrics:

Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Goal #6: SCCS will maintain strong communication and partnerships with its diverse community.

FISCAL IMPACT:

There is no fiscal impact associated with adoption of the Measure B Citizens Bond Oversight Committee Bylaws.

SANTA CRUZ CITY ELEMENTARY SCHOOL DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS FOR MEASURE B

-Adopted by the Board of Trustees of the District on November 9, 2016-

Section 1. Committee Established. The Santa Cruz City Elementary School District (the "District") was successful at the election conducted on November 8, 2016 (the "Bond Election") in obtaining authorization from the District's voters to issue up to \$68,000,000 aggregate principal amount of the District's general obligation bonds ("Measure B"). The election was conducted under Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Proposition 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish this Citizens' Bond Oversight Committee (the "Committee") in order to satisfy the accountability requirements of Proposition 39. The Board of Trustees of the Santa Cruz City Elementary School District (the "Board") hereby establishes the Committee, to be known as the "Citizens' Bond Oversight Committee for Measure B," which shall have the duties and rights set forth in these Bylaws.

Section 2. Purposes. The purposes of the Committee are set forth in Proposition 39, and these Bylaws are specifically made subject to the applicable provisions of Proposition 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California (the "Brown Act") and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Proposition 39, but without expending bond funds on such support.

The proceeds of general obligation bonds issued pursuant to the authority of the Bond Election are hereinafter referred to as "bond proceeds." The Committee shall confine its review of District expenditures specifically to expenditures of bond proceeds generated under Measure B. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications of the Committee to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the consensus view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure B; and (b) no bond proceeds have been used for teacher or administrative salaries or other operating expenses.

3.3 **Annual Report.** At least one time annually until bond proceeds have been spent in full, the Committee shall prepare an annual written report, the findings of which shall be summarized to the Board in public session, which annual written report shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

The annual report shall be prepared on a fiscal year basis, commencing with the first fiscal year the District has issued bonds and spent bond proceeds pursuant to Measure B, and ending with the final fiscal year in which bond proceeds have been spent.

3.4 Duties of the Board/Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of contracts,
- (b) Approval of change orders,
- (c) Expenditures of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project prioritization, project plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure B Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the oversight of the Committee.
- (b) The establishment of priorities and order of construction for bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.

- (e) The selection of independent audit firm(s), performance and financial audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Proposition 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the activities authorized under Education Code Section 15278 subsection (c), including:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- (b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent or business official.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Seven Members; Criteria.

The Committee shall consist of at least seven members appointed by the Board of Trustees upon the recommendation of the Superintendent from a list of candidates submitting written applications, and based on criteria established by Proposition 39, to wit:

- One member shall be the parent or guardian of a child enrolled in the District.
- One member shall be the parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One member active in a business organization representing the business community located in the District.
- One member active in a senior citizens' organization.

- One member active in a bona-fide taxpayers association.
- Two members of the community at-large.

5.2 Qualification Standards.

- (a) To be a qualified person, Committee members must be at least 18 years of age.
- (b) As specifically prohibited by Education Code Section 15282, the Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.
- (c) Preference will be given applicants who reside within District boundaries.

5.3 Ethics: Conflicts of Interest. The prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code (the "Conflicts Laws") apply to members of the Committee. As provided therein, members of the Committee shall not be financially interested in District contracts within the meaning of State law, or engage in any activity for compensation which is in conflict with such member's duties described herein. The Committee is established to inform the public regarding the expenditure of bond proceeds. Committee members are not public officials of a government agency with decision making authority within the meaning of the Political Reform Act of 1974, and the Committee is not a decision-making authority. By accepting appointment to the Committee, each member agrees to comply with the Committee Ethics Policy attached as "Appendix B" to these Bylaws, and to complete and file with the District's business official each year the Fair Political Practice Commission Form 700 Statement of Economic Interests.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two years, commencing on the date of the first meeting of the Committee. Members may serve up to three consecutive terms. At the Committee's first meeting, members will draw lots or otherwise, including by volunteer, select a minimum of three members to serve for an initial one year term and the remaining members to serve an initial two-year term in order to provide staggered membership terms.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall notify the public through its customary forums that it is accepting applications for Committee members, which may include posting at school sites, advertising in the local newspapers, and posting notice on the District's website, as well as the solicitation of local groups for applications; (b) applications shall be made available at the District office and/or through the District's web site; (c) the Superintendent will review the applications which have been submitted by the stated deadline; and (d) the Superintendent will make recommendations to the Board with respect to appointment which appointment shall be made at a public Board meeting.

5.6 Removal; Vacancy. The Board may remove any Committee member for cause, which includes failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, the seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall make best efforts to fill vacancies

within 90 days. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee shall have the right to request and receive only copies of any public records relating to Measure B funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, or more frequently as the Committee deems it necessary to discharge its duty, but no more frequently than quarterly. At the end of each meeting, the Committee shall identify the next approximate meeting date.

6.2 Location. All meetings shall be held within the Santa Cruz City Elementary School District, located in Santa Cruz County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the Brown Act. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

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POLICY

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- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
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- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

**Santa Cruz City Elementary School District
Citizens' Bond Oversight Committee**

Measure B \$115,225,300 General Obligation Bonds

Applicant Packet

The Santa City Elementary School District Board of Trustees is establishing a Citizen's Bond Oversight Committee to review expenditures from construction activity associated with Measure B, which was approved by District voters on November 8, 2016. The Committee will be responsible for ensuring that bond revenues are used only as voters intended and for informing the public of bond expenditures. The Board invites all interested community members to apply for service on the Bond Oversight Committee.

Who will be on the Committee?

The Bond Oversight Committee must have at least seven members. In addition to two members of the community at large, there must be at least one member from each of the following groups:

- One member who is active in a business organization representing the business community located within the school district.
- One member who is active in a senior citizen's organization.
- One member who is the parent or guardian of a child enrolled in the school district.
- One member who is the parent or guardian of a child enrolled in the school district and is active in a parent-teacher organization.
- One member who is active in a bona-fide taxpayer's organization.

The Bond Oversight Committee may not include any employee or official of the school district or any vendor, contractor, or consultant of the school district. Members must be at least 18 years old, and applicants do not need to live within District boundaries, although a preference may be given to residents.

What will the Committee do?

The Committee will be responsible for making reports to the Board of Trustees and the community about bond expenditures. It will meet to hear a report from District officials on bond fund expenditures and review the voter-approved project list. It will also review a report prepared annually by third-party auditors which also will review bond expenditures and projects. The Committee will prepare one written report annually confirming its review and conclusions regarding the expenditure of bond funds on voter-approved bond projects. The report will be posted on the District's web site to inform the public about the Committees findings. Findings will also be presented to the Board annually in open session.

How often will the Committee meet?

The Committee is required by law to meet at least one time per year. Specific meeting dates will be determined by the Committee. Committee members will be appointed by the Board of Trustees, upon recommendation of the Superintendent, to serve a two-year term. A maximum of three consecutive, two-year terms is allowed under the law.

How will the Committee be selected?

The Board of Trustees will select the Committee taking into account the applicant's professional and/or practical experience, the applicant's recognition in or contribution to his/her community, the diversity of experience on the Committee as a whole, and representation on the Committee from various communities within the district.

What else should the applicant know?

Under the provisions of Education Code Section 35233, a member of the Committee may not have any financial interests in any contracts made with the District during the member's two year term. Committee members may also be subject to the Political Reform Act of 1974 and its Conflict of Interest Provision. Members will be required to abide by an Ethics Policy attached to the Bylaws governing the Committee.

All committee proceedings will be open to the public and will be subject to the Brown Act. All documents and reports received or published by the Committee will be a matter of public record, and will be made available on the District's web site.

The District will provide the Committee with administrative support and sufficient resources to publicize the committee reports.

Where is more information available?

Please call the Santa Cruz City Elementary School District at 831-429-3410 for additional information.

Santa Cruz City Elementary School District

Application for Bond Oversight Committee

The Board of Trustees of the Santa Cruz City Elementary School District is establishing a Citizens' Bond Oversight Committee to monitor school construction activities associated with Measure B.

Applicant's Name: _____

Home address: _____

City/State/ZIP: _____

Home Telephone: _____

Work Telephone: _____

Fax: _____

Email: _____

Proposition 39 requires that the Committee have at least seven members, with one member representing each of five categories. Please check all that apply to you.

1. _____ I am active in a business organization representing the business community located within the Santa Cruz City Elementary School District – Please specify:

2. _____ I am active in a senior citizen's organization – please specify:

3. _____ I am a parent or guardian of a child enrolled in the Santa Cruz City Elementary School District.

4. _____ I am active in a parent-teacher organization and a parent or guardian of a child enrolled in Santa Cruz City Elementary School District – please specify:

5. _____ I am Active in a bona fide taxpayer's organization. Please specify:

6. _____ I am not applying to meet one of the foregoing criteria; I am applying as a citizen at large.

Please answer the following questions:

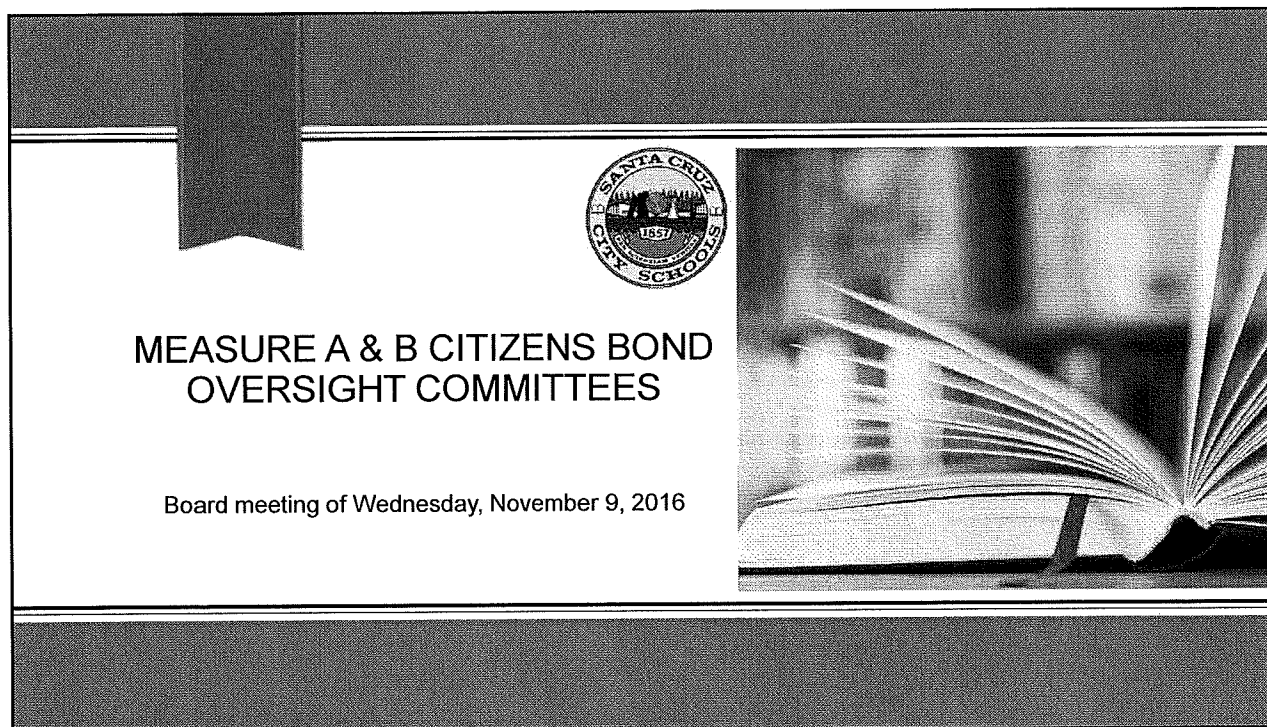
1. Are you an employee of the Santa Cruz City Elementary School District? YES NO
(Note: employees of the District are prohibited by law from being members of the Committee)
2. Are you a vender, contractor or consultant to the Santa Cruz City Elementary School District? YES NO
(Note: vendors, contractors and consultants to the District are prohibited by law from serving on the Committee)
3. Are you able to regularly attend meetings and complete a two-year term as a member of the Committee and refrain from becoming an employee, vendor, contractor or consultant to the District? YES NO
4. Will you, to the best of your knowledge, be able to maintain qualification in the membership category previously checked? YES NO

Please provide any information that you believe would be helpful to the District in making its determination of Committee membership (for example, educational or professional background, knowledge of financial matters or construction, service on other boards or committees, or any other relevant information):

Signature of Applicant: _____
Dated: _____

This completed application must be received no later than 5:00 PM on _____, 2016 to:

Kris Munro, Superintendent
SANTA CRUZ CITY ELEMENTARY SCHOOL DISTRICT
405 Old San Jose Road
Soquel, California 95073



**MEASURE A & B CITIZENS BOND
OVERSIGHT COMMITTEES**

Board meeting of Wednesday, November 9, 2016

Topics

- Background & Legal Requirements
- Recommended Guidelines
- Purpose
- Committee Appointment and Membership
- Activities of Committee
- District Support of the Committee

Background & Legal Requirements

- November 7, 2000 California voters approved Proposition 39
- California passed, and Governor Davis signed, Assembly Bill 1908 which provided additional requirements for bond elections
- Established provisions for school districts conducting elections and establishing and appointing members to a Citizens Oversight Committee as required by Education Code Section 15278
- Legal requirements include definition of:
 - Purpose of the Committee
 - Authorized Activities of the Committee
 - Membership on the Committee
 - Meeting and Procedural requirements applicable to Committee
 - Limitations and requirements relative to school district support of the Committee.
- Recommended SCCS establish two separate Oversight Committees, but members can serve on both committees with a caveat.

Recommended Guidelines and Bylaws

- It is recommended that the Board of Trustees adopt guidelines, bylaws and policies applicable to Committee
- It is recommended that Boards adopt these prior to the selection of Committee members.

Purpose

- As stated by AB 1908, the purpose of the Committee shall be to inform the public annually in a written report concerning the expenditure of the bond proceeds.
- The Committee shall:
 - Actively review and report on the proper expenditure of taxpayers' money for school construction
 - Advise the public as to whether the school district is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution, which provides that:
 - (i) Bond funds are expended only for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities;
 - (ii) No bond funds are used for any teacher or administrative salaries or other school operating expenses;
 - (iii) A list of projects to be funded was included on the ballot;
 - (iv) An annual independent performance audit is performed; and
 - (v) An annual independent financial audit is performed

Committee Appointment and Membership

- The Committee must be established, and the initial members of the committee must be established within (60) days after the date that the governing board of the school district enters the results of the bond election on its minutes.
- The Governing Board appoints members of the Committee.
- The Governing Board may adopt bylaws, policies and guidelines to be applicable to the Committee.
- The Committee shall consist of at least seven (7) members to serve for a term of two (2) years, without compensation, and for no more than two (2) consecutive terms.
- The Committee may not include any employee or official of the school district or any vendor, contractor, or consultant of the school district.

Committee Appointment and Membership (continued)

- The Committee must include:
 - (a) One member who is active in a business organization representing the business community located within the school district;
 - (b) One member active in a senior citizens' organization;
 - (c) One member active in a bona fide taxpayer association;
 - (d) For a school district, one member shall be the parent or guardian of a child enrolled in the district.
 - (e) For a school district, one member shall be both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or school site council.

- *Council has advised that there is no legal problem if the members of the two Committees consist of the same people. Council recommends that our two "at large" members for the Elementary District COC be required to have a student in the high school district – and that one of the "at large" members for the High School District be required to have a student in the elementary school district. If you do that, the same seven committee members will be able to serve on both committees and you will meet all of the requirements for each committee.*

Activities of Committee

- The Committee may engage in:
 - (a) Receive and review copies of the annual performance audit (as prepared pursuant to the requirements of Proposition 39);
 - (b) Receive and review copies of the annual financial audit (as prepared pursuant to the requirements of Proposition 39);
 - (c) Inspect school facilities and grounds to ensure that bond funds are expended for the purposes set forth in the bond measure approved by the voters;
 - (d) Receive and review copies of any deferred maintenance proposal or plans developed by the school district;
 - (e) Review efforts by the school district to maximize bond revenue by implementing cost-saving measures....

District Support of the Committee

- The Governing Board of the school district, without any use of bond funds, must provide the Committee with:
 - (a) Any necessary technical assistance and administrative assistance in furtherance of the Committee's purpose; and
 - (b) Sufficient resources to publicize the conclusions of the Committee (including establishing, operating and updating the Committee Internet website).

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Amendments to Elementary District and High School District Bond Oversight Committee Bylaws

MEETING DATE: February 1, 2017

FROM: Patrick Gaffney, Assistant Superintendent, Business Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:

Approve the amendments specified below to the Elementary District and High School District Bond Oversight Committee Bylaws to allow members who reside outside the District boundaries to serve if there is no qualified member from inside District boundaries. The Bylaws call for one member to be active in a taxpayer association and there is no bona fide taxpayer association in Santa Cruz County.

BACKGROUND:

On November 9, 2017, the Board approved Bylaws for the Elementary District and High School District Bond Oversight Committees. Section 5.1 specifies that one member on each District's Committee be active in a bona-fide taxpayers association. No such organization has been identified to date within Santa Cruz County. Sections 5.2 of the revised Bylaws contain the following sentence:

Preference will be given applicants who reside within District boundaries; but residence within the District shall not be an absolute requirement for membership on the Committee.

This will allow for flexibility, if needed, to fill the taxpayer association member position.

This work is in direct support of the following District goal and its corresponding metric.
Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

FISCAL IMPACT:

There is no fiscal impact to approving the requested revisions.

**SANTA CRUZ CITY ELEMENTARY SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS
FOR MEASURE B
Revised 2/1/17**

**Adopted by the Board of Education of the
City of Santa Cruz Elementary School District**

Section 1. Committee Established. The Santa Cruz City Elementary School District (the "District") was successful at the election conducted on November 8, 2016 (the "Bond Election") in obtaining authorization from the District's voters to issue up to \$68,000,000 aggregate principal amount of the District's general obligation bonds ("Measure B"). The election was conducted under Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Proposition 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish this Citizens' Bond Oversight Committee (the "Committee") in order to satisfy the accountability requirements of Proposition 39. The Board of Education of the Santa Cruz City Elementary School District (the "Board of Education") hereby establishes the Committee, to be known as the "Citizens' Bond Oversight Committee for Measure B," which shall have the duties and rights set forth in these Bylaws.

Section 2. Purposes. The purposes of the Committee are set forth in Proposition 39, and these Bylaws are specifically made subject to the applicable provisions of Proposition 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California (the "Brown Act") and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Proposition 39, but without expending bond funds on such support.

The proceeds of general obligation bonds issued pursuant to the authority of the Bond Election are hereinafter referred to as "bond proceeds." The Committee shall confine its review of District expenditures specifically to expenditures of bond proceeds generated under Measure B. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications of the Committee to either the Board of Education or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the consensus view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure B; and (b) no bond proceeds have been used for teacher or administrative salaries or other operating expenses.

3.3 Annual Report. At least one time annually until bond proceeds have been spent in full, the Committee shall prepare an annual written report, the findings of which shall be summarized to the Board of Education in public session, which annual written report shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

Annual reports shall be posted on the District's website in accordance with Sections 7 and 8. The annual report shall be prepared on a fiscal year basis, commencing with the first fiscal year the District has issued bonds and spent bond proceeds pursuant to Measure B, and ending with the final fiscal year in which bond proceeds have been spent.

3.4 Duties of the Board/Superintendent. Either the Board of Education or the Superintendent, as the Board of Education shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of contracts,
- (b) Approval of change orders,
- (c) Expenditures of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project prioritization, project plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure B Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board of Education has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the oversight of the Committee.

- (b) The establishment of priorities and order of construction for bond projects, which shall be made by the Board of Education in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board of Education in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board of Education in its sole discretion.
- (e) The selection of independent audit firm(s), performance and financial audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board of Education's sole discretion as part of carrying out its function under Proposition 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the activities authorized under Education Code Section 15278 subsection (c), including:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- (b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent or business official.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number of Members; Membership Criteria. The Committee shall consist of at least seven members appointed by the Board of Education upon the recommendation of the Superintendent from a list of candidates submitting written applications, and based on criteria established by Proposition 39, as follows:

- One member shall be the parent or guardian of a child enrolled in the District.
- One member shall be the parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One member active in a business organization representing the business community located in the District.
- One member active in a senior citizens' organization.
- One member active in a bona-fide taxpayers association.
- Two members of the community at-large.

It is the intention of the Board of Education that the Committee which is formed for the bonds issued under Measure B shall also serve as the citizens oversight committee for the bonds which have been authorized under Measure A for the Santa Cruz City High School District (the "High School District"). To that end, in making appointments to the Committee, the Board of Education shall ensure that one of the members of the Committee shall be the parent or guardian of a child enrolled in the High School District, and at least one of the members of the Committee shall be active in a parent-teacher organization for the High School District, such as the P.T.A. or a school site council. Any one member of the Committee may fulfill more than one of the membership criteria set forth herein for the District or the High School District.

5.2 Qualification Standards. To be a qualified person, Committee members must be at least 18 years of age. As specifically prohibited by Education Code Section 15282, the Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District. Preference will be given applicants who reside within District boundaries; but residence within the District shall not be an absolute requirement for membership on the Committee.

5.3 Ethics: Conflicts of Interest. The prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code (the "Conflicts Laws") apply to members of the Committee. As provided therein, members of the Committee shall not be financially interested in District contracts within the meaning of State law, or engage in any activity for compensation which is in conflict with such member's duties described herein. The Committee is established to inform the public regarding the expenditure of bond proceeds. Committee members are not public officials of a government agency with decision making authority within the meaning of the Political Reform Act of 1974, and the Committee is not a decision-making authority. By accepting appointment to the

Committee, each member agrees to comply with the Committee Ethics Policy attached as "Appendix B" to these Bylaws, and to complete and file with the District's business official each year the Fair Political Practice Commission Form 700 Statement of Economic Interests.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two years, commencing on the date of the first meeting of the Committee. Members may serve up to three consecutive terms. This limitation shall not prevent a former Committee member whose term has expired from serving again following a one-year period from such expiration. At the Committee's first meeting, members will draw lots or otherwise, including by volunteer, select a minimum of three members to serve for an initial one year term and the remaining members to serve an initial two-year term in order to provide staggered membership terms. Alternatively, the initial term of a Member may be designated by the Board of Education at the time of appointment.

5.5 Appointment. Members of the Committee shall be appointed by the Board of Education through the following process: (a) the District shall notify the public through its customary forums that it is accepting applications for Committee members, which may include posting at school sites, advertising in the local newspapers, and posting notice on the District's website, as well as the solicitation of local groups for applications; (b) applications shall be made available at the District office and/or through the District's web site; (c) the Superintendent will review the applications which have been submitted by the stated deadline; and (d) the Superintendent will make recommendations to the Board of Education with respect to appointment which appointment shall be made at a public Board of Education meeting.

5.6 Removal; Vacancy. The Board of Education may remove any Committee member for cause, which includes failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, the seat shall be declared vacant. The Board of Education, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall make best efforts to fill vacancies within 90 days. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed. In the event the District is unable to appoint a member meeting any of the specific criteria listed in Section 5.1, the Board of Education shall hold such member's seat vacant until it is filled.

5.7 Service on Other Committees. A member of the Committee may serve on any other oversight committee which is established in connection with another bond authorization of the District, the High School District or any other public agency.

5.8 Compensation. The Committee members shall not be compensated for their services.

5.9 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board of Education, either on behalf of the Committee or as an individual; and (c) the Committee shall have the right to request and receive only copies of any public records relating to Measure B funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, or more frequently as the Committee deems it necessary to discharge its duty, but no more frequently than quarterly. At the end of each meeting, the Committee shall identify the next approximate meeting date.

6.2 Location. All meetings shall be held within the District.

6.3 Procedures. All meetings shall be open to the public in accordance with the Brown Act. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 Technical and Administrative Support. As provided by Education Code Section 15280, the District shall provide to the Committee necessary technical and administrative assistance in furtherance of its purposes and to publicize its conclusions. Such support shall include:

- (a) preparation of and posting of public notices and agendas as required by the Brown Act, ensuring that all meetings notices and agendas are provided in the same manner as meetings of the District Board of Education;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas, minutes and reports; and
- (d) providing bond expenditure reports produced by the District for review at each meeting; and
- (d) retention of all Committee records and reports, and
- (e) providing public access to Committee meeting minutes and reports on an Internet website maintained by the District.

7.2 Copies of Bond Audits. Pursuant to Education Code Section 15286, the District shall submit a copy of its annual bond financial audit and performance audit, prepared each fiscal year, to the Committee at the same time such audits are submitted to the Board of Education, and in any event no later than March 31 of each year. In addition, pursuant to Education Code Section 15280(a)(2), if findings, recommendations or concerns are identified in such audits, within three months of receiving the audits, the District shall provide the Committee with responses to such findings.

7.3 Staff Support. A member of the District staff shall attend Committee meetings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. Reports. The Committee must produce at least one annual report as referenced in Section 3.3. In addition, the Committee may report to the Board of Education from time to time in order to inform the Board of Education on the activities of the Committee. Any such reports shall be in writing and shall summarize the proceedings and activities conducted by the Committee. Such reports shall also be made available on the District's internet web site link to Measure B.

Section 9. Officers. The Superintendent shall appoint the initial Chair for purposes of conducting the first meeting of the Committee. Thereafter, the Committee shall elect by majority vote of its members a Chair and a Vice-Chair, who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. These Bylaws may be amended by the Board of Education of the District. Any amendment to these Bylaws shall be approved by a majority vote of the Board of the Education of the District.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure B monies.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Santa Cruz City Elementary School District.

COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.

**SANTA CRUZ CITY HIGH SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS
FOR MEASURE A
Revised 2/1/17**

**Adopted by the Board of Education of the
City of Santa Cruz High School District**

Section 1. Committee Established. The Santa Cruz City High School District (the "District") was successful at the election conducted on November 8, 2016 (the "Bond Election") in obtaining authorization from the District's voters to issue up to \$140,000,000 aggregate principal amount of the District's general obligation bonds ("Measure A"). The election was conducted under Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Proposition 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish this Citizens' Bond Oversight Committee (the "Committee") in order to satisfy the accountability requirements of Proposition 39. The Board of Education of the Santa Cruz City High School District (the "Board of Education") hereby establishes the Committee, to be known as the "Citizens' Bond Oversight Committee for Measure A," which shall have the duties and rights set forth in these Bylaws.

Section 2. Purposes. The purposes of the Committee are set forth in Proposition 39, and these Bylaws are specifically made subject to the applicable provisions of Proposition 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California (the "Brown Act") and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Proposition 39, but without expending bond funds on such support.

The proceeds of general obligation bonds issued pursuant to the authority of the Bond Election are hereinafter referred to as "bond proceeds." The Committee shall confine its review of District expenditures specifically to expenditures of bond proceeds generated under Measure A. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications of the Committee to either the Board of Education or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the consensus view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure A; and (b) no bond proceeds have been used for teacher or administrative salaries or other operating expenses.

3.3 Annual Report. At least one time annually until bond proceeds have been spent in full, the Committee shall prepare an annual written report, the findings of which shall be summarized to the Board of Education in public session, which annual written report shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

Annual reports shall be posted on the District's website in accordance with Sections 7 and 8. The annual report shall be prepared on a fiscal year basis, commencing with the first fiscal year the District has issued bonds and spent bond proceeds pursuant to Measure A, and ending with the final fiscal year in which bond proceeds have been spent.

3.4 Duties of the Board/Superintendent. Either the Board of Education or the Superintendent, as the Board of Education shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of contracts,
- (b) Approval of change orders,
- (c) Expenditures of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project prioritization, project plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure A Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board of Education has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the oversight of the Committee.
- (b) The establishment of priorities and order of construction for bond projects, which shall be made by the Board of Education in its sole discretion.

- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board of Education in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board of Education in its sole discretion.
- (e) The selection of independent audit firm(s), performance and financial audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board of Education's sole discretion as part of carrying out its function under Proposition 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the activities authorized under Education Code Section 15278 subsection (c), including:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- (b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent or business official.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number of Members; Membership Criteria. The Committee shall consist of at least seven members appointed by the Board of Education upon the recommendation of the Superintendent from a list of candidates submitting written applications, and based on criteria established by Proposition 39, as follows:

- One member shall be the parent or guardian of a child enrolled in the District.
- One member shall be the parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One member active in a business organization representing the business community located in the District.
- One member active in a senior citizens' organization.
- One member active in a bona-fide taxpayers association.
- Two members of the community at-large.

It is the intention of the Board of Education that the Committee which is formed for the bonds issued under Measure A shall also serve as the citizens oversight committee for the bonds which have been authorized under Measure B for the Santa Cruz City Elementary School District (the "Elementary School District"). To that end, in making appointments to the Committee, the Board of Education shall ensure that one of the members of the Committee shall be the parent or guardian of a child enrolled in the Elementary School District, and at least one of the members of the Committee shall be active in a parent-teacher organization for the Elementary School District, such as the P.T.A. or a school site council. Any one member of the Committee may fulfill more than one of the membership criteria set forth herein for the District or the Elementary School District.

5.2 Qualification Standards. To be a qualified person, Committee members must be at least 18 years of age. As specifically prohibited by Education Code Section 15282, the Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District. Preference will be given applicants who reside within District boundaries; but residence within the District shall not be an absolute requirement for membership on the Committee.

5.3 Ethics: Conflicts of Interest. The prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code (the "Conflicts Laws") apply to members of the Committee. As provided therein, members of the Committee shall not be financially interested in District contracts within the meaning of State law, or engage in any activity for compensation which is in conflict with such member's duties described herein. The Committee is established to inform the public regarding the expenditure of bond proceeds. Committee members are not public officials of a government agency with decision making authority within the meaning of the Political Reform Act of 1974, and the Committee is not a decision-making authority. By accepting appointment to the Committee, each member agrees to comply with the Committee Ethics Policy attached as "Appendix B" to these Bylaws, and to complete and file with the District's business official each year the Fair Political Practice Commission Form 700 Statement of Economic Interests.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two years, commencing on the date of the first meeting of the Committee.

Members may serve up to three consecutive terms. This limitation shall not prevent a former Committee member whose term has expired from serving again following a one-year period from such expiration. At the Committee's first meeting, members will draw lots or otherwise, including by volunteer, select a minimum of three members to serve for an initial one year term and the remaining members to serve an initial two-year term in order to provide staggered membership terms. Alternatively, the initial term of a Member may be designated by the Board of Education at the time of appointment.

5.5 Appointment. Members of the Committee shall be appointed by the Board of Education through the following process: (a) the District shall notify the public through its customary forums that it is accepting applications for Committee members, which may include posting at school sites, advertising in the local newspapers, and posting notice on the District's website, as well as the solicitation of local groups for applications; (b) applications shall be made available at the District office and/or through the District's web site; (c) the Superintendent will review the applications which have been submitted by the stated deadline; and (d) the Superintendent will make recommendations to the Board of Education with respect to appointment which appointment shall be made at a public Board of Education meeting.

5.6 Removal; Vacancy. The Board of Education may remove any Committee member for cause, which includes failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, the seat shall be declared vacant. The Board of Education, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall make best efforts to fill vacancies within 90 days. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed. In the event the District is unable to appoint a member meeting any of the specific criteria listed in Section 5.1, the Board of Education shall hold such member's seat vacant until it is filled.

5.7 Service on Other Committees. A member of the Committee may serve on any other oversight committee which is established in connection with another bond authorization of the District, the Elementary School District or any other public agency.

5.8 Compensation. The Committee members shall not be compensated for their services.

5.9 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board of Education, either on behalf of the Committee or as an individual; and (c) the Committee shall have the right to request and receive only copies of any public records relating to Measure A funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, or more frequently as the Committee deems it necessary to discharge its duty, but no more frequently than quarterly. At the end of each meeting, the Committee shall identify the next approximate meeting date.

6.2 Location. All meetings shall be held within the District.

6.3 Procedures. All meetings shall be open to the public in accordance with the Brown Act. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 Technical and Administrative Support. As provided by Education Code Section 15280, the District shall provide to the Committee necessary technical and administrative assistance in furtherance of its purposes and to publicize its conclusions. Such support shall include:

- (a) preparation of and posting of public notices and agendas as required by the Brown Act, ensuring that all meetings notices and agendas are provided in the same manner as meetings of the District Board of Education;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas, minutes and reports; and
- (d) providing bond expenditure reports produced by the District for review at each meeting; and
- (d) retention of all Committee records and reports, and
- (e) providing public access to Committee meeting minutes and reports on an Internet website maintained by the District.

7.2 Copies of Bond Audits. Pursuant to Education Code Section 15286, the District shall submit a copy of its annual bond financial audit and performance audit, prepared each fiscal year, to the Committee at the same time such audits are submitted to the Board of Education, and in any event no later than March 31 of each year. In addition, pursuant to Education Code Section 15280(a)(2), if findings, recommendations or concerns are identified in such audits, within three months of receiving the audits, the District shall provide the Committee with responses to such findings.

7.3 Staff Support. A member of the District staff shall attend Committee meetings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. Reports. The Committee must produce at least one annual report as referenced in Section 3.3. In addition, the Committee may report to the Board of Education from time to time in order to inform the Board of Education on the activities of the Committee. Any such reports shall be in writing and shall summarize the proceedings and activities conducted by the Committee. Such reports shall also be made available on the District's internet web site link to Measure A.

Section 9. Officers. The Superintendent shall appoint the initial Chair for purposes of conducting the first meeting of the Committee. Thereafter, the Committee shall elect by majority vote of its members a Chair and a Vice-Chair, who shall act as

Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. These Bylaws may be amended by the Board of Education of the District. Any amendment to these Bylaws shall be approved by a majority vote of the Board of the Education of the District.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure A monies.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Santa Cruz City High School District.

COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Amendments to Elementary District and High School District Bond Oversight Committee Bylaws

MEETING DATE: February 1, 2017

FROM: Patrick Gaffney, Assistant Superintendent, Business Services

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:

Approve the amendments specified below to the Elementary District and High School District Bond Oversight Committee Bylaws to allow members who reside outside the District boundaries to serve if there is no qualified member from inside District boundaries. The Bylaws call for one member to be active in a taxpayer association and there is no bona fide taxpayer association in Santa Cruz County.

BACKGROUND:

On November 9, 2017, the Board approved Bylaws for the Elementary District and High School District Bond Oversight Committees. Section 5.1 specifies that one member on each District's Committee be active in a bona-fide taxpayers association. No such organization has been identified to date within Santa Cruz County. Sections 5.2 of the revised Bylaws contain the following sentence:

Preference will be given applicants who reside within District boundaries; but residence within the District shall not be an absolute requirement for membership on the Committee.

This will allow for flexibility, if needed, to fill the taxpayer association member position.

This work is in direct support of the following District goal and its corresponding metric.
Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

FISCAL IMPACT:

There is no fiscal impact to approving the requested revisions.

**SANTA CRUZ CITY ELEMENTARY SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS
FOR MEASURE B
Revised 2/1/17**

**Adopted by the Board of Education of the
City of Santa Cruz Elementary School District**

Section 1. Committee Established. The Santa Cruz City Elementary School District (the "District") was successful at the election conducted on November 8, 2016 (the "Bond Election") in obtaining authorization from the District's voters to issue up to \$68,000,000 aggregate principal amount of the District's general obligation bonds ("Measure B"). The election was conducted under Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Proposition 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish this Citizens' Bond Oversight Committee (the "Committee") in order to satisfy the accountability requirements of Proposition 39. The Board of Education of the Santa Cruz City Elementary School District (the "Board of Education") hereby establishes the Committee, to be known as the "Citizens' Bond Oversight Committee for Measure B," which shall have the duties and rights set forth in these Bylaws.

Section 2. Purposes. The purposes of the Committee are set forth in Proposition 39, and these Bylaws are specifically made subject to the applicable provisions of Proposition 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California (the "Brown Act") and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Proposition 39, but without expending bond funds on such support.

The proceeds of general obligation bonds issued pursuant to the authority of the Bond Election are hereinafter referred to as "bond proceeds." The Committee shall confine its review of District expenditures specifically to expenditures of bond proceeds generated under Measure B. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications of the Committee to either the Board of Education or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the consensus view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure B; and (b) no bond proceeds have been used for teacher or administrative salaries or other operating expenses.

3.3 Annual Report. At least one time annually until bond proceeds have been spent in full, the Committee shall prepare an annual written report, the findings of which shall be summarized to the Board of Education in public session, which annual written report shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

Annual reports shall be posted on the District's website in accordance with Sections 7 and 8. The annual report shall be prepared on a fiscal year basis, commencing with the first fiscal year the District has issued bonds and spent bond proceeds pursuant to Measure B, and ending with the final fiscal year in which bond proceeds have been spent.

3.4 Duties of the Board/Superintendent. Either the Board of Education or the Superintendent, as the Board of Education shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of contracts,
- (b) Approval of change orders,
- (c) Expenditures of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project prioritization, project plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure B Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board of Education has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the oversight of the Committee.

- (b) The establishment of priorities and order of construction for bond projects, which shall be made by the Board of Education in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board of Education in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board of Education in its sole discretion.
- (e) The selection of independent audit firm(s), performance and financial audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board of Education's sole discretion as part of carrying out its function under Proposition 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the activities authorized under Education Code Section 15278 subsection (c), including:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- (b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent or business official.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number of Members; Membership Criteria. The Committee shall consist of at least seven members appointed by the Board of Education upon the recommendation of the Superintendent from a list of candidates submitting written applications, and based on criteria established by Proposition 39, as follows:

- One member shall be the parent or guardian of a child enrolled in the District.
- One member shall be the parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One member active in a business organization representing the business community located in the District.
- One member active in a senior citizens' organization.
- One member active in a bona-fide taxpayers association.
- Two members of the community at-large.

It is the intention of the Board of Education that the Committee which is formed for the bonds issued under Measure B shall also serve as the citizens oversight committee for the bonds which have been authorized under Measure A for the Santa Cruz City High School District (the "High School District"). To that end, in making appointments to the Committee, the Board of Education shall ensure that one of the members of the Committee shall be the parent or guardian of a child enrolled in the High School District, and at least one of the members of the Committee shall be active in a parent-teacher organization for the High School District, such as the P.T.A. or a school site council. Any one member of the Committee may fulfill more than one of the membership criteria set forth herein for the District or the High School District.

5.2 Qualification Standards. To be a qualified person, Committee members must be at least 18 years of age. As specifically prohibited by Education Code Section 15282, the Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District. Preference will be given applicants who reside within District boundaries; but residence within the District shall not be an absolute requirement for membership on the Committee.

5.3 Ethics: Conflicts of Interest. The prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code (the "Conflicts Laws") apply to members of the Committee. As provided therein, members of the Committee shall not be financially interested in District contracts within the meaning of State law, or engage in any activity for compensation which is in conflict with such member's duties described herein. The Committee is established to inform the public regarding the expenditure of bond proceeds. Committee members are not public officials of a government agency with decision making authority within the meaning of the Political Reform Act of 1974, and the Committee is not a decision-making authority. By accepting appointment to the

Committee, each member agrees to comply with the Committee Ethics Policy attached as "Appendix B" to these Bylaws, and to complete and file with the District's business official each year the Fair Political Practice Commission Form 700 Statement of Economic Interests.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two years, commencing on the date of the first meeting of the Committee. Members may serve up to three consecutive terms. This limitation shall not prevent a former Committee member whose term has expired from serving again following a one-year period from such expiration. At the Committee's first meeting, members will draw lots or otherwise, including by volunteer, select a minimum of three members to serve for an initial one year term and the remaining members to serve an initial two-year term in order to provide staggered membership terms. Alternatively, the initial term of a Member may be designated by the Board of Education at the time of appointment.

5.5 Appointment. Members of the Committee shall be appointed by the Board of Education through the following process: (a) the District shall notify the public through its customary forums that it is accepting applications for Committee members, which may include posting at school sites, advertising in the local newspapers, and posting notice on the District's website, as well as the solicitation of local groups for applications; (b) applications shall be made available at the District office and/or through the District's web site; (c) the Superintendent will review the applications which have been submitted by the stated deadline; and (d) the Superintendent will make recommendations to the Board of Education with respect to appointment which appointment shall be made at a public Board of Education meeting.

5.6 Removal; Vacancy. The Board of Education may remove any Committee member for cause, which includes failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, the seat shall be declared vacant. The Board of Education, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall make best efforts to fill vacancies within 90 days. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed. In the event the District is unable to appoint a member meeting any of the specific criteria listed in Section 5.1, the Board of Education shall hold such member's seat vacant until it is filled.

5.7 Service on Other Committees. A member of the Committee may serve on any other oversight committee which is established in connection with another bond authorization of the District, the High School District or any other public agency.

5.8 Compensation. The Committee members shall not be compensated for their services.

5.9 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board of Education, either on behalf of the Committee or as an individual; and (c) the Committee shall have the right to request and receive only copies of any public records relating to Measure B funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, or more frequently as the Committee deems it necessary to discharge its duty, but no more frequently than quarterly. At the end of each meeting, the Committee shall identify the next approximate meeting date.

6.2 Location. All meetings shall be held within the District.

6.3 Procedures. All meetings shall be open to the public in accordance with the Brown Act. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 Technical and Administrative Support. As provided by Education Code Section 15280, the District shall provide to the Committee necessary technical and administrative assistance in furtherance of its purposes and to publicize its conclusions. Such support shall include:

- (a) preparation of and posting of public notices and agendas as required by the Brown Act, ensuring that all meetings notices and agendas are provided in the same manner as meetings of the District Board of Education;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas, minutes and reports; and
- (d) providing bond expenditure reports produced by the District for review at each meeting; and
- (d) retention of all Committee records and reports, and
- (e) providing public access to Committee meeting minutes and reports on an Internet website maintained by the District.

7.2 Copies of Bond Audits. Pursuant to Education Code Section 15286, the District shall submit a copy of its annual bond financial audit and performance audit, prepared each fiscal year, to the Committee at the same time such audits are submitted to the Board of Education, and in any event no later than March 31 of each year. In addition, pursuant to Education Code Section 15280(a)(2), if findings, recommendations or concerns are identified in such audits, within three months of receiving the audits, the District shall provide the Committee with responses to such findings.

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Section 8. Reports. The Committee must produce at least one annual report as referenced in Section 3.3. In addition, the Committee may report to the Board of Education from time to time in order to inform the Board of Education on the activities of the Committee. Any such reports shall be in writing and shall summarize the proceedings and activities conducted by the Committee. Such reports shall also be made available on the District's internet web site link to Measure B.

Section 9. Officers. The Superintendent shall appoint the initial Chair for purposes of conducting the first meeting of the Committee. Thereafter, the Committee shall elect by majority vote of its members a Chair and a Vice-Chair, who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. These Bylaws may be amended by the Board of Education of the District. Any amendment to these Bylaws shall be approved by a majority vote of the Board of the Education of the District.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure B monies.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Santa Cruz City Elementary School District.

COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.

**SANTA CRUZ CITY HIGH SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS
FOR MEASURE A
Revised 2/1/17**

**Adopted by the Board of Education of the
City of Santa Cruz High School District**

Section 1. Committee Established. The Santa Cruz City High School District (the "District") was successful at the election conducted on November 8, 2016 (the "Bond Election") in obtaining authorization from the District's voters to issue up to \$140,000,000 aggregate principal amount of the District's general obligation bonds ("Measure A"). The election was conducted under Proposition 39, chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Proposition 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish this Citizens' Bond Oversight Committee (the "Committee") in order to satisfy the accountability requirements of Proposition 39. The Board of Education of the Santa Cruz City High School District (the "Board of Education") hereby establishes the Committee, to be known as the "Citizens' Bond Oversight Committee for Measure A," which shall have the duties and rights set forth in these Bylaws.

Section 2. Purposes. The purposes of the Committee are set forth in Proposition 39, and these Bylaws are specifically made subject to the applicable provisions of Proposition 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California (the "Brown Act") and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Proposition 39, but without expending bond funds on such support.

The proceeds of general obligation bonds issued pursuant to the authority of the Bond Election are hereinafter referred to as "bond proceeds." The Committee shall confine its review of District expenditures specifically to expenditures of bond proceeds generated under Measure A. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications of the Committee to either the Board of Education or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the consensus view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure A; and (b) no bond proceeds have been used for teacher or administrative salaries or other operating expenses.

3.3 Annual Report. At least one time annually until bond proceeds have been spent in full, the Committee shall prepare an annual written report, the findings of which shall be summarized to the Board of Education in public session, which annual written report shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

Annual reports shall be posted on the District's website in accordance with Sections 7 and 8. The annual report shall be prepared on a fiscal year basis, commencing with the first fiscal year the District has issued bonds and spent bond proceeds pursuant to Measure A, and ending with the final fiscal year in which bond proceeds have been spent.

3.4 Duties of the Board/Superintendent. Either the Board of Education or the Superintendent, as the Board of Education shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of contracts,
- (b) Approval of change orders,
- (c) Expenditures of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project prioritization, project plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure A Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board of Education has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the oversight of the Committee.
- (b) The establishment of priorities and order of construction for bond projects, which shall be made by the Board of Education in its sole discretion.

- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board of Education in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board of Education in its sole discretion.
- (e) The selection of independent audit firm(s), performance and financial audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board of Education's sole discretion as part of carrying out its function under Proposition 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the activities authorized under Education Code Section 15278 subsection (c), including:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- (b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent or business official.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number of Members; Membership Criteria. The Committee shall consist of at least seven members appointed by the Board of Education upon the recommendation of the Superintendent from a list of candidates submitting written applications, and based on criteria established by Proposition 39, as follows:

- One member shall be the parent or guardian of a child enrolled in the District.
- One member shall be the parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One member active in a business organization representing the business community located in the District.
- One member active in a senior citizens' organization.
- One member active in a bona-fide taxpayers association.
- Two members of the community at-large.

It is the intention of the Board of Education that the Committee which is formed for the bonds issued under Measure A shall also serve as the citizens oversight committee for the bonds which have been authorized under Measure B for the Santa Cruz City Elementary School District (the "Elementary School District"). To that end, in making appointments to the Committee, the Board of Education shall ensure that one of the members of the Committee shall be the parent or guardian of a child enrolled in the Elementary School District, and at least one of the members of the Committee shall be active in a parent-teacher organization for the Elementary School District, such as the P.T.A. or a school site council. Any one member of the Committee may fulfill more than one of the membership criteria set forth herein for the District or the Elementary School District.

5.2 Qualification Standards. To be a qualified person, Committee members must be at least 18 years of age. As specifically prohibited by Education Code Section 15282, the Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District. Preference will be given applicants who reside within District boundaries; but residence within the District shall not be an absolute requirement for membership on the Committee.

5.3 Ethics: Conflicts of Interest. The prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code (the "Conflicts Laws") apply to members of the Committee. As provided therein, members of the Committee shall not be financially interested in District contracts within the meaning of State law, or engage in any activity for compensation which is in conflict with such member's duties described herein. The Committee is established to inform the public regarding the expenditure of bond proceeds. Committee members are not public officials of a government agency with decision making authority within the meaning of the Political Reform Act of 1974, and the Committee is not a decision-making authority. By accepting appointment to the Committee, each member agrees to comply with the Committee Ethics Policy attached as "Appendix B" to these Bylaws, and to complete and file with the District's business official each year the Fair Political Practice Commission Form 700 Statement of Economic Interests.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two years, commencing on the date of the first meeting of the Committee.

Members may serve up to three consecutive terms. This limitation shall not prevent a former Committee member whose term has expired from serving again following a one-year period from such expiration. At the Committee's first meeting, members will draw lots or otherwise, including by volunteer, select a minimum of three members to serve for an initial one year term and the remaining members to serve an initial two-year term in order to provide staggered membership terms. Alternatively, the initial term of a Member may be designated by the Board of Education at the time of appointment.

5.5 Appointment. Members of the Committee shall be appointed by the Board of Education through the following process: (a) the District shall notify the public through its customary forums that it is accepting applications for Committee members, which may include posting at school sites, advertising in the local newspapers, and posting notice on the District's website, as well as the solicitation of local groups for applications; (b) applications shall be made available at the District office and/or through the District's web site; (c) the Superintendent will review the applications which have been submitted by the stated deadline; and (d) the Superintendent will make recommendations to the Board of Education with respect to appointment which appointment shall be made at a public Board of Education meeting.

5.6 Removal; Vacancy. The Board of Education may remove any Committee member for cause, which includes failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, the seat shall be declared vacant. The Board of Education, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall make best efforts to fill vacancies within 90 days. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed. In the event the District is unable to appoint a member meeting any of the specific criteria listed in Section 5.1, the Board of Education shall hold such member's seat vacant until it is filled.

5.7 Service on Other Committees. A member of the Committee may serve on any other oversight committee which is established in connection with another bond authorization of the District, the Elementary School District or any other public agency.

5.8 Compensation. The Committee members shall not be compensated for their services.

5.9 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board of Education, either on behalf of the Committee or as an individual; and (c) the Committee shall have the right to request and receive only copies of any public records relating to Measure A funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, or more frequently as the Committee deems it necessary to discharge its duty, but no more frequently than quarterly. At the end of each meeting, the Committee shall identify the next approximate meeting date.

6.2 Location. All meetings shall be held within the District.

6.3 Procedures. All meetings shall be open to the public in accordance with the Brown Act. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 Technical and Administrative Support. As provided by Education Code Section 15280, the District shall provide to the Committee necessary technical and administrative assistance in furtherance of its purposes and to publicize its conclusions. Such support shall include:

- (a) preparation of and posting of public notices and agendas as required by the Brown Act, ensuring that all meetings notices and agendas are provided in the same manner as meetings of the District Board of Education;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas, minutes and reports; and
- (d) providing bond expenditure reports produced by the District for review at each meeting; and
- (d) retention of all Committee records and reports, and
- (e) providing public access to Committee meeting minutes and reports on an Internet website maintained by the District.

7.2 Copies of Bond Audits. Pursuant to Education Code Section 15286, the District shall submit a copy of its annual bond financial audit and performance audit, prepared each fiscal year, to the Committee at the same time such audits are submitted to the Board of Education, and in any event no later than March 31 of each year. In addition, pursuant to Education Code Section 15280(a)(2), if findings, recommendations or concerns are identified in such audits, within three months of receiving the audits, the District shall provide the Committee with responses to such findings.

7.3 Staff Support. A member of the District staff shall attend Committee meetings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. Reports. The Committee must produce at least one annual report as referenced in Section 3.3. In addition, the Committee may report to the Board of Education from time to time in order to inform the Board of Education on the activities of the Committee. Any such reports shall be in writing and shall summarize the proceedings and activities conducted by the Committee. Such reports shall also be made available on the District's internet web site link to Measure A.

Section 9. Officers. The Superintendent shall appoint the initial Chair for purposes of conducting the first meeting of the Committee. Thereafter, the Committee shall elect by majority vote of its members a Chair and a Vice-Chair, who shall act as

Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. These Bylaws may be amended by the Board of Education of the District. Any amendment to these Bylaws shall be approved by a majority vote of the Board of the Education of the District.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure A monies.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Santa Cruz City High School District.

COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.

Santa Cruz City Schools
Santa Cruz City Schools
Citizens' Bond Oversight Committee

Application Form

Name:
Date of Application:
Mailing Address:
Phone Number(s):
E-mail address:

Section 1: Select the public interest category in which you are active and wish to represent:

- ☐ Business organization representing the business community located within the Santa Cruz City Schools
- ☐ Senior citizens' organization
- ☐ Bona fide taxpayers' organization
- ☐ Parent or guardian of student currently enrolled in the High School District
- ☐ Parent or guardian of student currently enrolled in the Elementary School District
- ☐ Parent-teacher organization such as Parent Teacher Association or school site council (must *also* be a parent or guardian of student currently enrolled in the High School District)
- ☐ Parent – teacher organization such as Parent Teacher Association or school site council (must also be a parent or guardian of student currently enrolled in the Elementary School District)
- ☐ Member of the community at-large

Name: _____

Section 2:

- ☐ I have reviewed and can function under the Bylaws for the Citizens' Bond Oversight Committee adopted by the District Board of Education.
- ☐ In the last twelve (12) months, I have not been an employee, official, vendor, contractor, or consultant of the Santa Cruz City Schools

Name: _____

Section 3: Please complete the following:

Statement of reason for interest in serving on the Citizens' Bond Oversight Committee:
Statement of your expected contributions, if appointed:
Statement of your qualifications/related experience:

Name: _____

Section 4: References

Professional References:

1. Name: _____

Position: _____

Address: _____

Phone Number(s): _____

2. Name: _____

Position: _____

Address: _____

Phone Number(s): _____

3. Name: _____

Position: _____

Address: _____

Phone Number(s): _____