



## **CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT APPLICATION FOR CITIZENS' OVERSIGHT COMMITTEE**

The Board of Trustees of the Centinela Valley Union High School District is seeking qualified, interested individuals to serve on a committee of community leaders which will serve as the independent Citizens' Oversight Committee ("COC") for the implementation of the District's Measure LP school facilities bond program, along with continued implementation of the Measure CV school facilities bond program.

### **Elections**

On November 8, 2016, voters residing within the Centinela Valley Union High School District passed Measure LP. Measure LP is a \$110 million bond measure that authorizes funding for needed construction and modernization projects in the District's schools. The measure required a 55% super-majority for approval; Measure LP passed with more than an 80% majority.

### **Establishment of a Citizens' Oversight Committee**

After the passage of Measure LP, a Proposition 39 bond measure, State law requires that the Centinela Valley Union High School District Board of Trustees appoint a Citizens' Oversight Committee to work with the District. This committee may be merged with the district's existing Citizens' Oversight Committee.

### **Committee Responsibilities**

In accordance with Education Code Section 15278(b), the Citizens' Oversight Committee shall:

- Inform the public concerning the District's expenditure of Measure LP and Measure CV bond proceeds;
- Review expenditure reports produced by the District to ensure that Measure LP and Measure CV bond proceeds were expended only for the purposes set forth in the Measures; and
- Present to the Board of Trustees in public session, an annual written report outlining their activities and conclusions regarding the expenditure of Measure LP and Measure CV bond proceeds.

### **Appointment of Committee Members**

All appointments will be made by the Board of Trustees from applications submitted to the District.

### **Time Commitment and Term**

Some initial appointments will be staggered, such that some of the initial appointees will be appointed to serve a full two-year term. Ongoing appointments will serve a two-year term, but will be eligible for additional terms.

### **Would you be Interested in Serving?**

If you wish to serve on this important committee, please review the committee bylaws for more information about the committee's role and responsibilities and complete the attached application. Completed applications should be mailed, e-mailed, faxed or delivered to the Office of the Assistant Superintendent of Business Services for the Centinela Valley Union High School District, and received by 4:30 PM on November 9, 2017. If sending via U.S. Mail, please allow time for delivery. The application must be received (not postmarked) by 4:30 PM on November 9, 2017.

If you have any questions, you may contact Ron Hacker, the Assistant Superintendent, at 310-263-3220.

Applications can be mailed or delivered to:

Centinela Valley Union High School District  
Attention: Gina Romero, Administrative Services Secretary  
14901 South Inglewood Avenue  
Lawndale, CA 90260

Applications also can be sent via:

- Email: [romerog@centinela.k12.ca.us](mailto:romerog@centinela.k12.ca.us)
- Fax: 310-644-7218





**CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT  
APPLICATION FOR MEASURE CV / MEASURE LP  
CITIZENS' OVERSIGHT COMMITTEE**

(Please Print or Type)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: ( Work / Cell ) \_\_\_\_\_

Why do you want to serve on the Measure CV / Measure LP Citizens' Oversight Committee?

Do you have any special area of expertise or experience that you think would be helpful to the committee?

If you have served on other school district, city or community committees please list and briefly describe your role:

Please note any additional information you feel should be considered as part of your application:

I am able and qualified to represent the following constituencies in the District: *(check all that apply)*

Business Representative - Active in a business organization representing local business  
*Organization:* \_\_\_\_\_

Senior Citizen Group Representative - Active member in a senior citizens' organization.  
*Organization:* \_\_\_\_\_

Taxpayer Organization Member - Active in a bona fide taxpayers' association.  
*Organization:* \_\_\_\_\_

Parent or Guardian of Child Enrolled In District.  
*Child's Name and School:* \_\_\_\_\_ *Child's Name and School:* \_\_\_\_\_

Parent /Guardian of Child Enrolled in District & Active in a Parent-Teacher Organization  
*Child's Name and School:* \_\_\_\_\_ *Child's Name and School:* \_\_\_\_\_ *Organization:* \_\_\_\_\_

At-Large Community Member - Resident of the Centinela Valley Union High School District.

	Yes	No
1. Are you an employee of the District? <sup>1</sup>		
2. Are you a vendor, contractor, or consultant to the school district? <sup>1</sup>		
3. Do you have conflicts that would preclude your attending quarterly meetings?		
4. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Oversight Committee?		
5. Are you willing to comply with the ethics code included in the bylaws?		

1) Employees, vendors, contractors and consultants of the Centinela Valley Union High School District are prohibited by law from being members of the Citizens' Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.

**Signature of Applicant**

All answers and statements in this document are true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**CITIZENS' BOND OVERSIGHT COMMITTEE**  
**AMENDED AND RESTATED BYLAWS**

**Section 1. Committee Established.** The Centinela Valley Union High School District (the "District") was successful at the election conducted on November 4, 2008 (the "Bond Election") in obtaining authorization from the District's voters to issue up to \$98,000,000 aggregate principal amount of the District's general obligation bonds ("Measure CV"). The District has elected to establish the Committee in order to provide accountability with respect to the expenditure of Measure CV funds. The Board of Education of the Centinela Valley Union High School District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District.

**Section 2. Purposes.** The purposes of the Committee are as set forth in Education Code section 15264 et seq. (the "Act"). The Committee shall be deemed to be subject to the *Ralph M. Brown Act* of the State of California 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.

The proceeds of general obligation bonds issued pursuant to the Bond Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure CV.

**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 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 the Measure CV; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses.

**3.3 Annual Report.** The Committee shall present to the Board, in public session, an annual written report which 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.

**3.4 Duties of the Board and/or 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. Expenditure of bond funds,
- d. Handling of all legal matters,
- e. Approval of project plans and schedules,
- f. Approval of all deferred maintenance plans, and
- g. Approval of the sale of bonds,

**3.5 Measure CV 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, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- b. The establishment of priorities and order of construction for the 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 audit consultants and such other consultants as are necessary to support the activities of the Committee.
- f. The approval of an annual budget for the Committee that is sufficient to carry out its activities.

- g. The appointment or reappointment of qualified applicants to serve on the Committee.

**Section 4. Authorized Activities.**

**4.1** In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

- a. Receive and review copies of the District's annual independent performance audit and annual independent financial audit as 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.
- c. Review copies of deferred maintenance proposals or 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.**

The Committee shall consist of at least seven (7) members appointed by the Board of Education from a list of candidates submitting written applications, and based on criteria established by the Act, as follows:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) 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 P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers' association.
- Two (2) members of the community at-large.

**5.2 Qualification Standards.**

- a. To be a qualified person, he or she must be at least 18 years of age.
- b. The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

**5.3 Ethics: Conflicts of Interest.** By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code. Additionally, each member shall comply with the Committee Ethics Policy attached as “Attachment A” to these Bylaws.

**5.4 Term.** Except as otherwise provided herein, each member shall serve a term of three (3) years, commencing on the date of the first meeting of the Committee. No member may serve more than three (3) consecutive terms.

**5.5 Appointment.** Members of the Committee shall be appointed by the Board through the following process: (a) the District shall advertise for members in accordance with its customary practices, including through the District website; (b) appropriate local groups will be solicited for applications; (c) the Superintendent or designee will review the applications; (d) the Superintendent or designee will make recommendations to the Board; and (e) the Board will make a good faith effort to appoint the Committee and fill vacancies to ensure that the Committee is fully constituted and functioning.

**5.6 Removal; Vacancy.** The Board may remove any Committee member for any reason, including 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, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process set forth in section 5.5, shall fill any vacancies on the Committee. Vacancies shall be filled within 90 days from the initial date of each such vacancy. In the event that the Superintendent does not receive acceptable applications from the public to fill all of the positions specified in Section 5.1 or to fill any vacant position, the Superintendent shall cause a notice of the vacancy to be posted in a conspicuous public place (e.g., where regular public notices of the Board are posted), specifying the eligibility requirement for the vacant position and that a written application must be submitted to the Superintendent, and such notice shall remain posted until the vacancy is filled. The Superintendent, in his/her discretion, may advertise the vacant position in a newspaper reasonably expected to be circulated among interested persons, and may contact organizations to request nomination of interested persons to fill the positions that require active membership in such organization. Except as expressly provided otherwise by the *Ralph M. Brown Act*, or section 6.3 below, no vacancy, at initial appointment or otherwise, will prevent the Committee from meeting and conducting its business.

**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 may only request copies of reports and documents which have been previously presented to the Board and which are a public record.

**Section 6. Meetings of the Committee.**



**6.1 Regular Meetings.** The Committee shall meet at least once a year but no more frequently than quarterly.

**6.2 Location.** All meetings shall be held within the boundaries of the Centinela Valley Union High School District.

**6.3 Procedures.** All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code section 54950 et seq. 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 of the Committee.

**Section 7. District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

- a. preparation of and posting of public notices as required by the *Ralph M. Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
- b. provision of a meeting room, including any necessary audio/visual equipment; preparation, translation and copies of any documentary meeting materials, such as agendas and reports; and
- c. retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

**Section 8. Reports.** In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9. Officers.** The Superintendent shall appoint the initial Chair to serve for an initial three (3) year term. The Committee shall elect an initial Vice-Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as chair only when the Chair is absent.

**Section 10. Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the Board.

**Section 11. Termination.** The Committee shall automatically terminate and disband 180 days after all Measure CV bond proceeds are spent.

## **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 Centinela Valley Union 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.