



DUBLIN SCHOOLS

DUBLIN UNIFIED SCHOOL DISTRICT

7471 Larkdale Avenue, Dublin, CA 94568-1599 • 925-828-2551 • FAX 925-829-6532

Thank you for your interest in serving on the Dublin Unified School District Citizens' Bond Oversight Committee. The CBOC was formed in 2005 as a result of the passage of Proposition 39 in order to monitor and audit the use of bond proceeds. Attached to this letter you will find the following information that will help you decide whether to submit an application form to serve on the committee in one of the upcoming vacancy.

1. Board policy 7214 and administrative regulations governing the operation of the Citizens' Bond Oversight Committee, and,
2. Application to Serve on the Dublin Unified School District Citizens' Bond Oversight Committee

Please read the Board of Trustees Policy 7214 before completing the application form. If after reading the document you remain interested in serving on the CBOC, please follow the directions below to complete and submit the application form that is attached to this letter

Instructions for Completing Application Form

1. Please complete all requested information.
2. Education Code Section 15282 (a) requires that committee membership shall include the following community residents:
 - a. One member shall, at the time of appointment, be active in a business organization representing the business community of the District;
 - b. One member shall, at the time of appointment, be active in a senior citizens' organization, which may be a local, regional, statewide, or national organization;
 - c. One member shall, at the time of appointment, be active in a bona fide taxpayers' organization, which may be a local, regional, statewide, or national organization;
 - d. One member shall, at the time of appointment, be the parent or guardian of at least one child currently enrolled in a school of the District;
 - e. One member shall, at the time of appointment, be both a parent or guardian of at least one child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA or school site council;

- f. Two members community-at-large (not required to meet any of the above categories).
3. The Board of Trustees has determined that the CBOC shall consist of 7 members. Therefore, on the application form, please check all of the above categories for committee membership that you believe apply in your case.
4. Attach a cover letter and indicate why you are interested/qualified to serve on the CBO.
5. Interested applicants may be asked to attend a brief interview.
6. The Board will receive staff's recommendations for appointment to the CBOC at a regularly scheduled meeting.
7. Please note that the Board has determined that preference for serving on the CBOC shall be given to residents of Dublin and/or parents and guardians that have students in the Dublin Unified School District.

If you have any questions regarding the CBOC or the application process, please contact Shirley Edward, Administrative Assistant, (925) 828-2551 x 8042, edwardshirley@dublinusd.org

GENERAL OBLIGATION BONDS

Citizens Bond Oversight Committee

Proposition 39, approved by California voters in the November 7, 2000, general election, provides that the governing board of a school district may pursue the authorization and issuance of bonds by 55 percent vote of the electorate. As a result of the passage of Proposition 39, language was added to the Education Code requiring school districts to establish a Citizens' Oversight Committee ("Committee") in order to monitor and audit the use of bond proceeds whenever a Proposition 39 bond is approved by the voters.

When a Proposition 39 bond is passed, the Board shall establish a Committee to monitor and audit the use of bond proceeds to ensure they are spent only on the school and classroom improvements specified in the ballot and not for any other purpose. The Committee shall be established within sixty (60) days of the date that the Board enters the election results in its minutes.

The procedures for selection, and appointment of Committee members, conduct of meetings, an outline of the duties of the Committee and the scope of the Committee's responsibilities to the public and the Board are set forth in administrative regulations of the Board.

Legal Reference

EDUCATION CODE

15278-15288

GOVERNMENT CODE

54950 et seq.

1125-1129

1090-1098

CALIFORNIA CONSTITUTION

Art. XIXIA, section 1 (b)

Art. XVI, section 18 (b)

Policy Adopted:: November 23, 2004

Dublin Unified School District
Board of Trustees
County of Alameda
State of California

Citizens' Bond Oversight Committees

Proposition 39, approved by California voters in the November 7, 2000, general election,, provides that the governing board of a school district may pursue the authorization and issuance of bonds by 55 percent vote of the electorate. As a result of the passage of Proposition 39, language was added to the Education Code requiring school districts passing a bond designated as a Proposition 39 bond to establish a Citizens' Oversight Committee ("Committee") to monitor and audit bond proceeds to ensure they are spent only on the school and classroom improvements specified in the ballot and not for any other purpose. The Committee shall be established within sixty (60) days of the date that the Board enters the election results in its minutes.

1. Committee's Purpose (See Cal. Const. Article XIII A, section 1 and Education Code section 15278(b))

The purpose of the Committee is to inform the public concerning the expenditures and uses of bond revenues. The Committee's legal charge is to actively review and report on the expenditure of taxpayers money for school construction. The Committee shall convene to provide oversight of the following:

- (i) Ensuring that bond revenues are expended only for the purpose described in Article XIII A, section 1, subdivision (b)(3) of the California Constitution including 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; and
- (ii) Ensuring that as prohibited by Article XIII A, section 1, subdivision (b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses.

2. Committee's Duties (See Cal. Const. Article XIII A, section 1 and Education Code section 15278(c))

The Committee may engage in the following activities in furtherance of its purpose:

- (i) Receiving and reviewing copies of the annual performance audits required by Article XIII A, section 1, subdivision (b)(3)(C) of the California Constitution.
- (ii) Receiving and reviewing the annual independent financial audits required by Article XIII A, section 1, subdivision (b)(3)(D) of the California Constitution.

- (iii) Inspecting school facilities and grounds to ensure that Bond revenues are expended in compliance with the requirements of Article XIII A, section 1, subdivision (b)(3) of the California Constitution.
- (iv) Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the District, including any reports required by Education Code section 17584.1.
- (v) Reviewing efforts by the District to maximize bond revenues by implementing cost-saving measures including, but not limited, to the following:
 - (vi) mechanisms designed to reduce the costs of professional fees;
 - (vii) mechanisms designed to reduce the cost of site preparation;
 - (viii) recommendations regarding the joint use of core facilities;
 - (ix) mechanisms designed to reduce costs by incorporating efficiencies in school site design;
 - (x) recommendations regarding the use of cost-effective and efficient reusable facility plans.

Committee members shall be expected to attend regularly scheduled meetings of the Citizens' Bond Oversight Committee, diligently review all pertinent information provided to the committee pursuant to state laws and abide by any rules of conduct established by the Citizens' Bond Oversight Committee.

3. Committee Operations

The Committee's legal charge is to monitor bond expenditures and to inform the public about the uses of Bond proceeds. The Committee shall not have the authority to:

- (i) Participate in the bond sale and issuance process or make decisions concerning the timing, terms or structure of a bond issuance, except that the Committee may review the District's plans for any bond sale and may review bond issuance documents upon the conclusion of a bond sale if desired;
- (ii) Determine how bond funds shall be spent;
- (iii) Select contractors or consultants for bond projects or participate in the negotiation or bid process for such contractors and consultants, except that the Committee may review the selection process and documents related thereto upon completion of any such selection;

- (iv) Enter or inspect a job site or construction project without prior permission of the [District Superintendent.] Frequency and timing of all such visits are within the sole discretion of the [District Superintendent.] Visits to job sites require that the Committee members be accompanied by a representative of the District and require that all safety measures in effect at the job site be followed; or
- (v) Contact District contractors or consultants, including without limitation, accountants, auditors, architects, financial advisors and legal counsel, without the prior written permission of the [District Superintendent].
- (vi) Require the District to prepare reports or conduct audits more frequently than those required by law.

The Committee shall not be entitled to legal representation by District legal counsel or at District expense, unless permitted by the Board.

The Committee shall meet at least quarterly, and Committee members shall be available to attend Board meetings when performance and financial audits are presented. The Superintendent or his designee shall attend Committee meetings. Members of the Board shall attend as necessary or desirable. Education Code section 15280(b) requires the Committee's meetings be subject to the Ralph M. Brown Act, Gov. Code, 54950 et. seq. Meetings shall be open to the public and noticed in the same manner as proceedings of the Board. The Committee shall annually select a chairperson and secretary, and Committee decisions will be made by majority vote. Education Code section 15280(b) also requires minutes of Committee proceedings and all documents received and reports issued be a matter of public record and the District make all documents and minutes available on the District's Internet website.

Pursuant to Education Code section 15280(b), the Committee shall prepare regular reports of Committee activities. Education Code section 15280(b) also requires a report to be issued at least once each year. Upon completion of all bond projects, the Committee shall prepare a final written report summarizing its activities and conclusions.

The Board, in compliance with Education Code section 15280(a), shall, without expending Bond funds:

1. provide the Committee with any necessary technical assistance;
2. provide administrative assistance in furtherance of the Committee's purpose; and
3. provide the Committee with sufficient resources to publicize the Committee's conclusions.

4. Committee Selection and Composition.

The Committee shall be comprised of individuals who either live or work within the boundaries of the District. The Superintendent or his designee shall solicit applications for membership on the Committee, and in the event the number of applicants exceeds the number of spaces available, shall conduct interviews of interested citizens and make recommendations for appointment to the Board. The Board shall have the authority at its sole discretion to select and appoint the Committee. In accordance with Education Code section 15282(a), the Committee shall consist of at least seven members to serve for a term of two years and no more than two consecutive terms. The Board shall determine the final size of the Committee.

Education Code section 15282(a) requires that committee membership shall include the following community residents:

- (i) One member shall, at the time of appointment, be active in a business organization representing the business community of the District;
- (ii) One member shall, at the time of appointment, be active in a senior citizens' organization, which may be a local, regional, statewide or national organization;
- (iii) One member shall, at the time of appointment, be active in a bona fide taxpayers organization, which may be a local, regional, statewide or national organization;
- (iv) One member shall, at the time of appointment, be the parent or guardian of at least one child currently enrolled in a school of the District.
- (v) One member shall, at the time of appointment, be both a parent or guardian of at least one child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA, or school site council.

A single individual may be appointed as a representative of more than one of the above categories, if applicable.

Education Code section 15282(b) prohibits the appointment of an employee, official, vendor, contractor or consultant of the District to the Committee.

After appointment to a two-year term, Committee members who wish to be appointed for a second two-year term shall reapply to the Board for consideration. In order to provide continuity, up to but no more than four of the current Committee members may be appointed for a second two-year term.

5. Replacing a Committee Member

A new Committee member will be named by the Board if one or more of the following events occurs:

- (a) The Committee member submits a written resignation;
 - (i) The Committee member misses three (3) Committee meetings, and a vote is taken by the rest of the Committee to request that the Board replace the member.

An individual who replaces such a member shall serve until the completion of the original member's term. Thereafter, the member must apply for an additional term if s/he wishes to remain on the Committee.

A Committee member who no longer serves as a representative of the designated group s/he was appointed to represent (e.g., ceases to be active within a taxpayers organization, or ceases to have a child enrolled in the District) shall be allowed to complete his/her term. However, that Committee member shall not be entitled to serve a subsequent term as a representative of the designated group.

Within sixty (60) days of being notified of a Committee vacancy, the Board will appoint a new member to complete the term of the vacancy following the process used to select the original Committee members.

Education Code Section 15282(b) states that committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code sections 1125-1129 and financial interest in contracts pursuant to Government Code sections 1090-1098.

Legal Reference
EDUCATION CODE
15278-15288
GOVERNMENT CODE
54950 et seq.
1125-1129
1090-1098
CALIFORNIA CONSTITUTION
Art. XIXIA, section 1 (b)
Art. XVI, section 18 (b)

Dublin Unified School District
Board of Trustees
County of Alameda

ARs Adopted: November 23, 2004
State of California

**Dublin Unified School District
Citizens' Bond Oversight Committee
Member Application Form**

1. Name _____

2. Address _____

3. Email address _____

4. Day Phone _____

5. Evening Phone _____

6. Parent of a student attending Dublin Schools? Yes _____ No _____

7. School(s) your child(ren) attend?

8. Category under which you are eligible to apply (check all categories that apply).

_____ Active in a business organization representing the business community of the District:

Name of business organization you are active in:

_____ Active in a senior citizens' organization, which may be a local, regional, statewide or national organization:

Name of senior citizens' organization you are active in:

_____ Active in a bona fide taxpayers' organization, which may be a local, regional, statewide or national organization:

Name of bona fide taxpayers' organization you are active in:

_____ A parent or guardian of at least one child currently enrolled in a school of the District:

Name of your child and school he/she is enrolled in:

_____ Both a parent or guardian of at least one child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA, or school site council:

**Dublin Unified School District
Citizens' Bond Oversight Committee
Member Application Form**

Name of your child and school he/she is enrolled in:

Name of the district parent-teacher organization you are active in:

_____ Member of the community-at-large:

Application Process and Deadline

OPEN until filled

Mail to: Citizens' Bond Oversight Committee
 c/o Joe Sorrera, Associate Superintendent Business
 Services Dublin Unified School District
 7471 Larkdale Avenue
 Dublin, CA 94568