



MEASURE A BOND OVERSIGHT COMMITTEE

DATE: December 5, 2022
TIME: 6:00 pm
PLACE: Teleconference

The regular meeting of the Bond Committee will begin at 6:00 pm via teleconference. Pursuant to Government Code § 54956, no business other than what is set forth in this regular meeting agenda may be considered by the "Committee". In accordance with Government Code § 54954.3.

In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Assistant Superintendent's office at least two days before the meeting date.

A complete agenda packet is available www.oxnardunion.org.

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF AGENDA
4. ADOPTION OF MINUTES OF Regular Meeting August 15, 2022
5. AUDIENCE TO ADDRESS THE BOND COMMITTEE

On March 12, 2020, Governor Newsom issued Executive Order N-25-20 in regard to the COVID-19 virus, which included provisions relating to the Brown Act in regard to local legislative bodies, such as school boards, holding meetings via teleconference. One of the stated reasons for issuing this Executive Order was to, "further efforts to control the spread of the virus and to reduce and minimize the risk of infection."

NOTICE IS HEREBY GIVEN that the Oxnard Union High School District Measure A Bond Oversight Committee Regular Meeting scheduled for December 5, 2022, will be a teleconference meeting where the members and public of the Oxnard Union High School District Measure A Bond Oversight will be attending the meeting via teleconference/video conference.

Members of the public will continue to have the right to observe and offer public comment at the public meeting, consistent with the public's rights of access and public comment otherwise provided for by the Bagley Keene Act and the Brown Act.

- a. **You may give public comment remotely by emailing the Assistant Superintendent Business Services at:**
ted.lawrence@oxnardunion.org.

Those persons wishing to address the Bond Committee may do so at this time. Individual presentations are limited to three (3) minutes each, or in the case of a group of people speaking on a specific item, ten (10) minutes will be permitted.

MEASURE A BOND OVERSIGHT COMMITTEE Regular Meeting

DATE: December 5, 2022

PAGE 2 of 2

TOPIC: MEASURE A OVERSIGHT COMMITTEE MEETING

TIME: DEC 5, 2022 06:00 PM PACIFIC TIME (US AND CANADA)

JOIN ZOOM MEETING

[HTTPS://ZOOM.US/J/92076820203?pwd=L0ZDcTJ6SGpLS3dFeVBRAWxwMLNQUT09](https://zoom.us/j/92076820203?pwd=L0ZDcTJ6SGpLS3dFeVBRAWxwMLNQUT09)

MEETING ID: 920 7682 0203

PASSCODE: 179882

ONE TAP MOBILE

+16699006833,,92076820203# US (SAN JOSE)

+16694449171,,92076820203# US

DIAL BY YOUR LOCATION

+1 669 900 6833 US (SAN JOSE)

+1 669 444 9171 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (WASHINGTON DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (CHICAGO)

+1 360 209 5623 US

+1 386 347 5053 US

6. STATUS REPORTS

- a. Measure A Projects Update
- b. Measure A Financials Update

7. ACTION ITEM

- a. Acceptance of Resignation of William Belcher

8. INFORMATION

- a. Modifying our bylaws to adopt the California Association of Board Oversight Committee's best practices draft
- b. Annual Report
- c. Fill Vacancy of Vice Chair

9. FUTURE MEETINGS – LOCATIONS, DATES AND TIMES

10. ITEMS FOR FUTURE CONSIDERATION

11. ADJOURNMENT

**Oxnard Union High School District
Measure A Bond Oversight Committee
Minutes of the Meeting**

Date: August 15, 2022

Time: 6:00 PM

Place: Via Zoom

Members Present

Renee Dehesa – Chair
Rosa Balderrama
Mary McDonnell
Butch Britt
Ronald Arruejo
William Belcher
Jeanne Nelson
Susan Martinez

Members Absent

William Honnef– Vice Chair
Mayte Alonso - Secretary
Don Pyne
Kim Dawson

Staff Present

Ted Lawrence

Guests

Karl Albridge, Bernards

1. Call to Order – Meeting called to order by Chair Dehesa at 6:07 PM.

2. Pledge of Allegiance – Waived

3. Adoption of Agenda –

Motion made to adopt the agenda as presented.

Motion: William Belcher

Second: Renee Dehesa

Abstention: Susan Martinez

Motion passed, no objections

4. Adoption of Minutes of Regular Meeting April 25, 2022

Motion made to adopt minutes of Regular Meeting April 25, 2022.

Motion: Jeanne Nelson

Second: Mary McDonnell

Abstention: Susan Martinez

Motion passed, no objection

5. Audience to address the Bond Committee

No requests to speak from the public were received or made.

6. Introductions

A. Susan Martinez introduced herself to the committee.

7. Status Reports

A. Measure A Projects Updates

a. Karl Albridge walked the committee through the updates.

Mr. Albridge reported change colors with gray/white and orange to match mascot; Del Sol just got permit for offsite improvements may put pinch in schedule but open by fall 2023 still; all

foundation poured; plumbing is 85% complete; structural steel is being put in along with fire sprinkler; 43% completion and on track.

- 13 projects on Measure A: for PLA, it's 51%, and currently at 66%.

- HVAC Modernizations:

 - we're in default with CIHS with original contractor

 - Oxnard and ACHS are running on schedule

 - everything tracking for closeout on March 2023

 - Bleachers

 - Rio Mesa and CI bleachers won't get delivered until September(?)

2022/23 expectations

- Hueneme and Rio Mesa are complete on security fencing by October/November

- Frontier is getting new/updated weight room/gym before November holiday break

- Del Sol HS is still on track for August 2023

- There is a barbecue at ACHS this Thursday (8/18) at 11:00 am behind the gym

- Tuesday (8/16) lunch at Del Sol at/around 11:15 am (look up Karl, Brittany, & Ted)

 - b. Pictures of updates at the school sites were requested by Mary McDonnell.

B. Measure A Financials Update

- a. Karl Albridge walked the committee through updates on the financials.

8. Action Item

A. Chair Replacement

- a. Rennee Dehesa will wait until replacement is elected.

B. Appointment of Secretary

- a. Motion made to elect Susan Martinez as Secretary.

 - Motion: Butch Britt

 - Second: Rennee Dehesa

 - Motion passed, no objections

C. Vice Chair Replacement

- a. Vacancy to be announced now that William Honnef has confirmed his resignation.

9. Information

A. Resignation of Jeanne Nelson

- a. She will wait until replacement is appointed.

B. Resignation of Rennee Dehesa

- a. She will wait until replacement is appointed.

C. Resignation of William Honnef

- a. Resignation is announced to be confirmed.

D. Resignation of Mayte Alonso

- a. Mayte Alonso resigned because she has become an OUHSD employee.

E. Other Resignations

- a. William Belcher announces resignation due to health.

10. Future Meetings - Locations, Dates, and Times

A. Monday, November 14, 2022, at 6:00 pm

- a. Most likely to be remote.

11. Items for Future Consideration

- A. Please send items to the Chair at least 2 weeks prior to the meeting.

12. Adjournment – Meeting adjourned at 7:18 PM



OXNARD UNION HIGH SCHOOL DISTRICT

Building Powerful Futures for *Every* Student

Measure A Update 10.26.22 Meeting

TED LAWRENCE-OUHSD

BRITTANY VILLASENOR – OUHSD

KARL ALDRIDGE - BERNARDS

Table of Contents



DEL SOL



CHANNEL ISLANDS
HIGH SCHOOL



ADOLFO CAMARILLO
HIGH SCHOOL

PLA Goals and Update

Del Sol High School Update

Construction Photo Updates

HVAC Project Updates



CONDOR
HIGH SCHOOL



OXNARD
HIGH SCHOOL



HUENEME
HIGH SCHOOL



OXNARD
MIDDLE COLLEGE
HIGH SCHOOL



RIO MESA
HIGH SCHOOL



RANCHO CAMPANA
HIGH SCHOOL



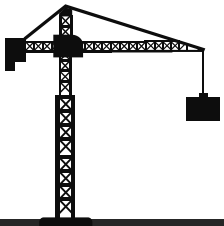
OXNARD
ADULT SCHOOL



PACIFICA
HIGH SCHOOL



FRONTIER
HIGH SCHOOL



10

MEASURE A – Ongoing Projects with PLA Goals and Achievements

Measure A – Current PLA “Overall” Percentage 66.0%

Measure A – District Overall Goal 51%

* Del Sol High School Progress:

- Building Construction at 53% Complete with all trades on schedule at this time
 - Offsite Sewer on Rose Avenue in progress
 - On Schedule at this Time
-

* Challenges:

- City Requirements and Ongoing Changes
- Southern California Edison Installation Commitment







HVAC Modernization and New Projects

- Channel Islands Buildings B,C and Cafeteria P are fully functional.
- District in Negotiation with Surety to complete remainder of CIHS HVAC.
- Hueneme Building HVAC 78% Complete to date
- Rio Mesa Building HVAC 80%Complete to Date- Oxnard High Building HVAC 85% Complete to Date
- Adolfo High Building HVAC 78% Complete to Date
- Pacifica Building HVAC 85% Complete to Date
- Oxnard Building HVAC 85% Complete to Date
- Rancho Campana Complete
- Rio Mesa and Adolfo Camarillo Security Fencing are delivered and installation in progress

Oxnard Union High School District
Measure A Balance as of 11/30/22

	011 OHS	012 ACHS	013 HHS	014 RMHS	015 CIHS	016 PHS	017 FHS	023 RCHS	041 OAS	SubTotal	022 DSHS	Contingency	Total
Measure A Estimated Funding	17,067,105	46,491,838	43,267,000	47,679,955	41,876,704	21,598,649	2,396,000	7,260,538	2,570,000	230,207,789	105,412,055	14,380,156	350,000,000
ESSR Funding	0	0	(18,615,000)	0	0	0	0	0	0	(18,615,000)	0	18,615,000	0
Additional Funding	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	17,067,105	46,491,838	24,652,000	47,679,955	41,876,704	21,598,649	2,396,000	7,260,538	2,570,000	211,592,789	105,412,055	32,995,156	350,000,000
Site Safety & Security 0800-0819													
2022-23 Encumbered	1,534	156,730	305,482	1,101,183	35,980	0	0	0	0	1,600,910	0	143,000	1,743,910
2022-23 Expenditures	0	11,450	841,726	1,004,748	0	0	0	0	0	1,857,925	2,071,447	11,775	3,941,147
2021-22 Expenditures	52,958	917,512	916,046	613,488	149,959	73,575	59,510	2,177	700	2,785,925	0	9,393	2,795,319
2020-21 Expenditures	631,007	3,273,262	302,759	698,136	364,442	504,169	115,116	271,921	0	6,160,813	0	3,102,351	9,263,164
2019-20 Expenditures	596,434	463,511	449,948	157,189	504,401	957,684	27,033	319,258	0	3,475,457	0	1,139,913	4,615,371
2018-19 Expenditures	349,002	631,874	424,135	406,630	623,902	316,508	86,713	94,929	40,846	2,974,539	0	190,352	3,164,891
Total	1,630,936	5,454,339	3,240,097	3,981,375	1,678,684	1,851,936	288,371	688,285	41,546	18,855,569	2,071,447	4,596,784	25,523,800
Playfields & Grounds 0820-0829													
2022-23 Encumbered	1,185	45,496	31,937	28,840	28,020	1,050	0	0	0	136,528	0	0	136,528
2022-23 Expenditures	0	125,575	225,770	16,100	2,380	0	0	0	0	369,825	0	0	369,825
2021-22 Expenditures	91,255	1,611,293	3,905,378	2,296,845	223,956	314,639	(3,912)	3,785	0	8,443,240	0	0	8,443,240
2020-21 Expenditures	6,423,366	4,100,983	2,511,125	6,189,984	7,506,169	4,262,366	80,540	0	0	31,074,532	0	481	31,075,013
2019-20 Expenditures	2,535,580	3,197,668	3,469,409	1,311,236	602,460	2,611,261	8,038	85,851	0	13,821,503	0	61,760	13,883,262
2018-19 Expenditures	141,183	132,723	122,021	102,077	96,446	104,521	10,240	33,116	0	742,326	0	17,999	760,325
Total	9,192,569	9,213,738	10,265,639	9,945,082	8,459,431	7,293,837	94,906	122,752	0	54,587,954	0	80,239	54,668,193
HVAC & Utilities 0830-0839													
2022-23 Encumbered	1,342,310	4,912,200	579,956	5,272,033	3,383,599	682,956	0	1,142,318	0	17,315,371	0	27,558	17,342,929
2022-23 Expenditures	1,644,485	2,709,248	309,439	2,308,018	3,276,163	1,852,965	0	55,435	0	12,155,754	0	17,014	12,172,767
2021-22 Expenditures	6,862,800	11,353,292	1,000,515	11,184,190	12,624,465	6,921,791	12,500	2,275,810	0	52,235,364	0	82,361	52,317,724
2020-21 Expenditures	3,835,934	2,688,679	1,199,583	3,798,177	2,889,385	4,598,153	8,557	6,576,400	0	25,594,868	0	761,615	26,356,482
2019-20 Expenditures	155,108	683,993	619,982	1,112,189	900,907	109,624	3,445	405,375	0	3,990,622	0	133,423	4,124,045
2018-19 Expenditures	0	527,324	0	603	0	8,385	0	210,374	0	746,685	0	0	746,685
Total	13,840,637	22,874,737	3,709,475	23,675,210	23,074,519	14,173,873	24,502	10,665,711	0	112,038,663	0	1,021,970	113,060,633
Building Modernization 0840-0849													
2022-23 Encumbered	4,617	857,654	105,895	344,337	35,144	0	0	0	0	1,347,647	0	0	1,347,647
2022-23 Expenditures	3,860	812,309	52,900	509,098	240,763	0	0	0	0	1,618,930	0	0	1,618,930
2021-22 Expenditures	314,060	1,246,946	1,303,286	1,792,440	1,512,357	177,267	440,722	23,493	436,808	7,247,379	0	5,415	7,252,794
2020-21 Expenditures	501,234	1,280,977	1,797,213	727,001	722,130	207,403	397,446	77,960	1,550,661	7,262,026	0	45,690	7,307,715
2019-20 Expenditures	1,039,004	124,572	466,027	152,474	575,319	761,720	360,116	3,877	0	3,483,109	0	102,975	3,586,084
2018-19 Expenditures	43,821	0	30,619	29,327	50,984	29,528	0	0	0	184,279	0	0	184,279
Total	1,906,595	4,322,459	3,755,941	3,554,677	3,136,696	1,175,919	1,198,284	105,330	1,987,469	21,143,370	0	154,080	21,297,450
Relocateable Replacement 0850-0859													
2022-23 Encumbered	144,549	236,004	153,285	66,938	79,318	85,300	0	28,353	0	793,749	0	535	794,284
2022-23 Expenditures	38,500	30,800	3,350	0	32,800	46,200	0	0	0	151,650	0	535	152,185
2021-22 Expenditures	300,624	367,644	1,822,555	1,489,721	1,303,896	457,269	98,438	154,158	31,529	6,025,835	0	30,514	6,056,349
2020-21 Expenditures	721,883	1,320,016	2,156,367	(48,985)	2,166,602	1,020,708	53,616	1,562,345	23,454	8,976,006	25,485	64,040	9,065,531
2019-20 Expenditures	154,714	455,066	230,137	14,763	1,841,488	252,996	0	1,183,900	0	4,133,063	0	36	4,133,099
2018-19 Expenditures	0	0	78	2,900	0	0	0	11,240	0	14,217	0	0	14,217
Total	1,360,271	2,409,531	4,365,771	1,525,338	5,424,104	1,862,473	152,054	2,939,996	54,982	20,094,520	25,485	95,660	20,215,666
Misc. New Construction 0860-0899													
2022-23 Encumbered	613	0	0	88,128	0	0	19,770	0	0	108,510	0	0	108,510
2022-23 Expenditures	0	0	0	608	0	0	14,314	0	0	14,921	0	0	14,921
2021-22 Expenditures	526,413	24,692	0	25,825	0	0	415,974	0	0	992,904	0	28,585	1,021,489
2020-21 Expenditures	122,906	0	0	0	24,834	9,880	140,735	0	0	298,354	0	0	298,354
2019-20 Expenditures	2,400	2,405	1,990	298	6,155	0	1,523	0	0	14,770	0	6,300	21,070
2018-19 Expenditures	2,876	0	0	0	8,765	0	0	0	0	11,641	0	0	11,641
Total	655,208	27,097	1,990	114,858	39,754	9,880	592,315	0	0	1,441,101	0	34,885	1,475,986

Oxnard Union High School District
Measure A Balance as of 11/30/22

	011 OHS	012 ACHS	013 HHS	014 RMHS	015 CIHS	016 PHS	017 FHS	023 RCHS	041 OAS	SubTotal	022 DSHS	Contingency	Total
Misc. & DSHS													
2022-23 Encumbered					1,185					1,185	57,119,972	33,632	57,154,789
2022-23 Expenditures	0	804								804	16,687,600	17,071	16,705,475
2021-22 Expenditures	(192)	250	250	(311)	988	304	(30)	2,283	0	3,542	35,061,648	283,264	35,348,454
2020-21 Expenditures	14,180	11,665	7,975	5,152	14,527	8,290	341	8,664	987,670	1,058,462	10,100,458	753,649	11,912,569
2019-20 Expenditures	6,593	4,174	2,903	1,449	5,327	4,833	724	1,456	0	27,458	2,343,128	304,261	2,674,848
2018-19 Expenditures	475	1,000	475	475	475	475	475	475	475	4,801	4,347,520	478,278	4,830,600
Total	21,055	17,892	11,602	6,764	22,503	13,902	1,511	12,878	988,145	1,096,253	125,660,327	1,870,155	128,626,735
Total													
2022-23 Encumbered	1,494,808	6,208,085	1,176,555	6,901,459	3,563,246	769,306	19,770	1,170,671	0	21,303,901	57,119,972	204,724	78,628,597
2022-23 Expenditures	1,686,845	3,690,186	1,433,186	3,838,572	3,552,106	1,899,165	14,314	55,435	0	16,169,809	18,759,047	46,395	34,975,251
2021-22 Expenditures	8,147,919	15,521,630	8,948,030	17,402,198	15,815,622	7,944,845	1,023,202	2,461,706	469,037	77,734,190	35,061,648	439,532	113,235,370
2020-21 Expenditures	12,250,510	12,675,582	7,975,021	11,369,465	13,688,087	10,610,969	796,350	8,497,291	2,561,785	80,425,060	10,125,943	4,727,825	95,278,828
2019-20 Expenditures	4,489,832	4,931,389	5,240,396	2,749,597	4,436,057	4,698,118	400,878	1,999,716	0	28,945,983	2,343,128	1,748,668	33,037,779
2018-19 Expenditures	537,357	1,292,920	577,328	542,011	780,572	459,417	97,428	350,134	41,321	4,678,489	4,347,520	686,629	9,712,638
Total	28,607,271	44,319,793	25,350,516	42,803,302	41,835,691	26,381,820	2,351,942	14,534,953	3,072,142	229,257,430	127,757,259	7,853,774	364,868,463
Estimated Funding	17,067,105	46,491,838	24,652,000	47,679,955	41,876,704	21,598,649	2,396,000	7,260,538	2,570,000	211,592,789	105,412,055	32,995,156	350,000,000
Remaining Budget	(11,540,166)	2,172,045	(698,516)	4,876,653	41,013	(4,783,171)	44,058	(7,274,415)	(502,142)	(17,664,641)	(22,345,204)	25,141,382	(14,868,463)



CALIFORNIA ASSOCIATION OF

BOND OVERSIGHT COMMITTEES

November 28, 2022

Best Practices Exposure Draft

California Association of Bond Oversight Committees is preparing a series of "Best Practice" standards to guide School Proposition 39 Citizens' Bond Oversight Committees (CBOC).

These standards can guide CBOC members in providing effective independent oversight of the expenditures of billions of dollars of Proposition 39 school bond funds.

Each "Best Practice" will go through a vigorous and comprehensive review process by various stakeholders prior to final publication including:

- CBOC members.
- School district officials.
- County office of education officials
- State officials
- Related associations
- Taxpayers' associations

The comment period for the attached Best Practice Bylaws will end on Tuesday, December 20, 2022.

Please click below to submit your comments. A response will be provided for each comment submitted.

[Click Here to
Submit Comments](#)

About California Association of Bond Oversight Committees (CABOC)

CABOC was founded in 2019 as a Nonprofit California Public Benefits Corporation. CABOC is exempt from Federal income tax under Internal Revenue Code Section 501(c)(3).

"The California Association of Bond Oversight Committees is dedicated to the proposition that taxpayers deserve information on proper school bond expenditures through facilitation of independent citizens' bond oversight committees in accordance with the passage of Proposition

39 (School Facilities. 55% Local Vote. Bonds, Taxes. Accountability Requirements.) Our mission is to develop and deliver support for thorough oversight through training, newsletters, conferences and workshops; and to represent our collective interests at the statewide level to benefit all Californians."

CABOC is the only statewide nonprofit organization providing training and support for CBOCs.

**BYLAWS XXXXXX DISTRICT
MEASURE XX CITIZENS' BOND OVERSIGHT COMMITTEE**

INTRODUCTION

CABOC recommends that all Citizens' Bond Oversight Committees adopt bylaws, but they are not required to do so. A Proposition 39 independent school Citizens' Bond Oversight Committee (CBOC) has the sole authority to approve its bylaws.

What is the purpose of the bylaws?

Bylaws set forth the rules for the internal operation of the organization.

What are bylaws meant for?

Bylaws are rules established by a CBOC to regulate itself and how it does its internal business, as allowed by California Education Code Section 15278 (a) and the construction bond ballot measure(s) approved by the voters.

What are the bylaws for a CBOC?

Bylaws are secondary principles that govern the internal affairs of a CBOC. Bylaws essentially expand the Education Code Section 15278 (a) and the construction bond ballot measures approved by the voters. They describe the procedures and steps the CBOC will follow to conduct business effectively, efficiently, and adequately.

What should be included in the bylaws?

Bylaws generally define things such as:

1. The organization's official name
2. The organization's purpose
3. The organization's legal address and contact information
4. Officers' duties, responsibilities, how officers are selected, and terms of service
5. Meeting schedules and how CBOC members, the public, and other parties at interest shall be notified (for CBOCs, following the same process as meetings of the governing board of the entity it oversees, which means the California "Brown Act," also known as the "Open Meetings Act")
6. How meetings should be conducted (including compliance with the Brown Act/ California Open Meetings Act)
7. Meetings schedule and process for special meetings
8. Process to establish, distribute, and publicize meeting agendas

CABOC Bylaws Best Practice

Why do CBOCs have bylaws?

CBOCs have bylaws because they want to maintain consistency in the running of the committee and for CBOC actions to comply with the applicable legal requirements. They use bylaws to communicate committee rules to avoid internal disputes and conflicts. CBOCs also use bylaws to educate incoming members, and officers refer to bylaws so meetings and elections of the CBOC run smoothly.

There are many issues and topics that may arise at meetings that bylaws cannot anticipate. Most organizations include in their bylaws a statement that meetings will be conducted by the most recently adopted version of Robert's Rules of Order for all matters not explicitly addressed in its bylaws.

Who should approve the CBOC bylaws?

Like almost all organizations, a Proposition 39 independent school Citizens' Bond Oversight Committee (CBOC) has the sole authority to prepare, approve, and modify its bylaws.

There are currently many CBOCs that, rather than developing and approving their bylaws, have had bylaws imposed on them by the district governing board. Because, by statute, CBOCs must be independent of the district they oversee to perform their duties, only the CBOC can prepare, approve, and modify its own internal operating rules, its bylaws.

Of course, matters relating to how the CBOC works with the district board and staff, such as CBOC access to construction sites, data, reports, personnel, and meetings with the governing board; district financial support of the CBOC, and district support for the CBOC web site and reports to the public, need to be negotiated between the CBOC and the district.

There are several documents on the CABOC website (bondoversight.org) Resources tab on this matter, including the *Bylaws of the Citizens' Bond Oversight Committee* and *CBOC Memorandum of Understanding (MOU) and Bylaws*.

CABOC Bylaws Best Practice

1. Purpose of Bylaws

The (full name of CBOC) (the "Committee") hereby adopts these Bylaws to articulate the role, duties, and purpose of the Committee, its place in the organization of the district, its relationship with the district, and the need for the district to provide the Committee with the resources, support, and cooperation required to accomplish its mission.

2. Mission and Purpose

2.1. The vision of the Committee is to ensure that the district builds, modernizes, and maintains schools that promote the full development of the student; are educationally and environmentally sound; provide for the safety and protection of students, district faculty and staff, neighbors, and visitors; and reflect the wise and efficient use of limited land and public resources.

2.2 California Education Code §15278(b) states, "The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The citizens' oversight committee shall actively review and report on the proper expenditure of taxpayers' money for school construction. The citizens' oversight committee shall advise the public as to whether a school district or community college district complies with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution."

California Constitution, Article XXX A, Section 1. (b)(3), defines the allowed uses of "Proposition 13" school construction bond funds as "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,"

3. Membership

3.1. The Committee's membership shall be determined by the district consistent with Education Code §15282(a).

3.2. Members are expected to attend all meetings. If a member without a good reason acceptable to the Committee fails to attend either (a) two or more consecutive meetings or (b) three or more meetings in a year, then the Committee shall define the member as inactive and inform the Board of its action. The Committee Chair may also request the member to resign.

3.3 A CBOC Nomination Committee of four members will be established to include two Board members chosen by the Board and two CBOC members selected by the

CABOC Bylaws Best Practice

CBOC. This Committee will review applications and interview applicants at a Brown Act noticed public meeting and make a recommendation to the Board for CBOC appointments by the Board.

4. Committee Governance

4.1. The Committee shall meet monthly or as the Committee shall deem necessary to conduct its business. All Committee proceedings shall be open to the public except as required to consider legally privileged matters consistent with State law. Notice to the public shall be provided in the same manner as the proceedings of the Board, California Open Meeting Act (known as the Brown Act).

4.2 Robert's Rules of Order's latest version shall govern the parliamentary procedures, including removing Committee Officers.

4.3 The Committee shall post the date and time of future meetings on its website at least six months in advance.

4.4 The draft minutes of a meeting shall be posted and distributed to each CBOC member within two weeks.

4.5 District governing board members, staff, and external advisors attending CBOC meetings shall be identified by nameplate or name tags.

5. Committee Reports

5.1 The Committee shall issue regular reports on the results of its activities. Minutes of the Committee's proceedings and all documents received and reports issued shall be a matter of public record and available at Committee meetings. Such minutes, papers, and reports shall be posted on the Committee's website and provided and maintained by the district.

5.2 The Committee shall periodically examine the CBOC's website to ensure current and up-to-date.

5.3 The CBOC website shall have a fillable membership application.

5.4 No later than 60 days after the Committee submits a recommendation to the governing board, the governing board shall comment on the recommendation to the Committee in writing.

CABOC Bylaws Best Practice

6. Commitment to the Committee

Effective oversight by the Committee is not only required by law but is essential to the district's ability to accomplish its schools' construction, repair, and modernization. It is necessary to cooperate with the district to provide access to information and sufficient logistical support so that the Committee can effectively perform its oversight function.

7. Access to Information

7.1 The district must provide the Committee with the necessary information to engage in effective oversight. Timely receipt and complete data are essential for the Committee to perform its duties.

7.2 All expenditures by the district of funds obtained through local bond proceeds authorized shall be subject to the review and oversight of the Committee, which shall review and report on all bond fund expenditures considering whether the expenses were consistent with the purposes for which the bonds were authorized. The Committee is responsible for informing the public concerning the use of bond proceeds following the provisions of Education Code §15278.

7.3 The Committee shall review annual, independent performance and financial audits of the bond fund expenditures and report to the public at least once each year on which bond funds are being spent regarding the use of the funds. Furthermore, per Education Code §15280(a)(2), the Board shall provide the Committee with responses to all findings, recommendations, and concerns addressed in the audits within three months of receiving the audits.

7.4 The annual performance audit shall meet the requirements of the *California Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, Appendix A* and *Government Auditing Standards* Section 1.22a, program effectiveness, and results from audit objectives.

7.5 The Committee shall participate in the auditor selection process.

7.6 The Committee shall have an entrance and exit conference with each auditor.

7.7 The district shall simultaneously provide the Committee with draft and final copies of audits as they are delivered to the district.

7.8 The Committee shall participate in annual auditor performance reviews.

CABOC Bylaws Best Practice

8. Logistical Support from the District

8.1 The District shall provide the Committee with technical and administrative assistance and financial resources to further its mission and purpose. Financial support will not come from bond funds except to the extent permitted by law.

8.2 The District shall provide independent legal counsel, responsible only to the Committee, to advise the Committee on relevant legal issues. The district will pay for such legal counsel, but all legal privilege and client loyalty shall be accorded solely to the Committee. The Committee shall select its independent legal counsel working according to applicable State statutory and regulatory provisions and district procurement rules and procedures.

8.3 Committee meetings shall be recorded with translators available at the meetings as needed.

9. Officers

9.1 The officers shall be a chair, vice-chair, and secretary. The Committee shall elect officers at its initial meeting and its regular meeting before the expiration of terms. Officer terms are one year or until their successors are elected. The term of office shall begin at the beginning of the regular meeting after the election.

9.2 Duties of chair: preside at meetings, establish and appoint a chair of standing or ad hoc subcommittees subject to the ratification of the Committee, and appoint individuals who are not members as advisors to the subcommittee subject to the ratification of the Committee.

9.3 Duties of vice-chair: preside at meetings in the absence of the chair, other duties as assigned.

9.4 Duties of Secretary: maintain a roster of members, keep an up-to-date meeting attendance record, review draft minutes prepared by the district, and circulate to the members for approval.

9.5 The chair, vice-chair, and secretary shall determine the agenda for each meeting, considering requests from members. Two Committee members can place an action item on the next meeting agenda.

APPROVED AND DULY ADOPTED on (date)

Chair

Secretary