



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

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MEMORANDUM

TO: Measure BB
Citizens' Bond Oversight Committee Members
Hacienda La Puente Unified School District

FROM: Hacienda La Puente Unified School District Administration

DATE: June 7, 2017

RE: Citizens' Bond Oversight Committee
Roles, Responsibilities, and Annual Reporting Requirements

This memorandum sets forth the specific roles, responsibilities, and annual reporting requirements for the Hacienda La Puente Unified School District Measure BB Citizens' Bond Oversight Committee ("CBOC").

I. Annual CBOC Compliance Requirements

Pursuant to the Strict Accountability in Local School Construction Bonds Act of 2000, California Education Code section 15264 *et seq.* ("Proposition 39"), the Hacienda La Puente Unified School District Measure BB CBOC must satisfy the following annual compliance requirements:

- A. Meet at least once per year in a location within the District, including an annual organizational meeting to be held in October.
 1. Meetings must comply with the provisions of the Ralph M. Brown Act, California Government Code §§ 54950 *et seq.*
- B. Prepare and present to the District's Board of Education ("Board") in public session, an annual written report, which includes the following:
 1. 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
 2. A summary of the Committee's proceedings and activities for the preceding year.
- C. The Committee may also report to the Board at least semi-annually in order to advise the Board on the activities of the Committee.

Vision Statement:

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1. Should the Committee decide to report to the Board on a semi-annual basis, the report must be in writing and must summarize the proceedings and activities conducted by the Committee.
- D. Committee members will comply conflict of interest laws, including Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*). Committee members will also comply with the Committee's Ethics Policy, attached as "Attachment A" to the Bylaws of the Committee.
1. Prohibited activities of Committee members include, but are not limited to, the following:
 - (a) Committee members shall not be financially interested in an any contract made by the District;
 - (b) Committee members shall not engage in any employment, activity, or enterprise for compensation, which is in conflict with his or her duties; and
 - (c) Committee members shall adhere to requirements regarding the filing of the Statement of Economic Interest ("Form 700") pursuant to applicable law and District policies.

II. CBOC Member Roles

- A. In accordance with applicable law, the Measure BB CBOC is comprised of 11 members. Each member fills the following designated positions on the CBOC:
1. **At Large Members:** Leticia Covarrubius, Henry Huang, Joe Moore, Olivia Roberts, Reina Schmitz, Adria Ybarra
 2. **Member Active in a Bona Fide Taxpayers' Organization:** Charlie Klinakis
 3. **Member Active in a Senior Citizens' Organization:** Louis Perez
 4. **Member Active in a Business Organization:** Margarita Sudjono
 5. **Parent/Guardian of Child Enrolled in the District:** Savina Low
 6. **Parent/Guardian of a Child Enrolled in the District and Active in a Parent-Teacher Organization:** Neal Noborio

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III. CBOC Responsibilities and Duties

A. CBOC Members **must** carry out the following duties:

1. Inform the public concerning the District's expenditures of bond proceeds. Specifically, advise the public as to whether the District is spending the bond monies for 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.
2. Review quarterly expenditure reports produced by the District to ensure that: (a) bond proceeds are expended only for the purposes set forth in the ballot measure; and (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses.
3. Receive and review copies of the District's annual independent performance audit to ensure that the bond funds have been expended only on the specific projects listed.
4. Receive and review copies of the District's 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.
5. Within its discretion, inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedures and timelines established by the Superintendent.
6. Review copies of deferred maintenance proposals or plans developed by the District, including reports on the presence and removal of lead-containing materials.
7. Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures, including, but not limited to:
 - (a) Mechanisms to reduce professional fees;
 - (b) Mechanisms to reduce costs of site preparation;
 - (c) Recommendations on joint use of core facilities;
 - (d) Mechanisms to reduce cost through efficient school site design; and
 - (e) Recommendations regarding the use of cost-effective and efficient reusable facility plans.

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- B. CBOC members **cannot** engage in the following activities. These activities will be carried out within the sole discretion of the Hacienda La Puente Unified School District Board of Education and/or its designees:
1. Participate in the actual bond sale or issuance process.
 2. Establish priorities and the order of construction for the bond projects.
 3. Negotiate or select contractors or consultants.
 4. Approve the designs for each project.
 5. Inspect job sites without prior permission from the Superintendent.
 6. Contact District contractors or consultants without prior permission from the Superintendent or designee.
 7. Select independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
 8. Approve an annual budget for the Committee or adopt a plan for publicizing the activities of the Committee.
 9. Direct staff of the District.
 10. Exercise responsibility for 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.

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