

**Live Oak School District  
Citizens' Bond Oversight Committee**

**Measure H General Obligation Bonds**

**Applicant Packet**

The Live Oak School District is establishing a Citizen's Oversight Committee to review expenditures from expenditures associated with Measure H, which was approved by Live Oak School District voters on March 5, 2024. 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 of Trustees of the District invites all interested community members to apply for service on the Committee.

**Who will be on the Committee?**

The Committee must have at least seven members. **In addition to two members** of the community at large, there must be members 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 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 preference will be given to members who live in the geographic boundaries of the District.

**What will the Committee do?**

The committee will be responsible for making reports to the Board and the community about bond expenditures.

**How often will the Committee meet?**

The Committee is required to meet at least one time per year, and it is estimated that the Committee will meet approximately four times per year. Specific meeting dates will be determined by the Committee. Committee members will be appointed by the Board to serve an initial two-year term. A maximum of three consecutive, two-year, terms is allowed under the law.

**How will the Committee be selected?**

The Board will select members of 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 California 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 Conflicts of Interest Provision. In order to ensure no conflicts of interests exist and ensure transparency of the Committee, members will be required to acknowledge an [Ethics Policy Statement](#) (see below) and file with the District Form 700 (Statement of Economic Interests of the Fair Political Practices Commission).

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

### **Where is more information available?**

Please call the Live Oak School District at 831-475-6333 for additional information.

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## **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 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 Live Oak School District.
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

## Live Oak School District

### Application for Bond Oversight Committee

The Board of Trustees of Live Oak School District is establishing a Citizens' Oversight Committee to monitor school construction activities associated with Measure H.

Applicant's Name: \_\_\_\_\_

Home address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Number of years residing in the Live Oak District: \_\_\_\_\_

***Proposition 39 requires that the Committee have at least one member representing each of five categories and two members at-large. Please check all that apply to you.***

1. \_\_\_\_\_ I am active in a business organization representing the business community located in the Live Oak School District.

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

2. \_\_\_\_\_ I am active in a senior citizen's organization.

Name of organization \_\_\_\_\_

3. \_\_\_\_\_ I am a parent or guardian of a child enrolled in the Live Oak School District.

Name of school \_\_\_\_\_

4. \_\_\_\_\_ I am active in a parent-teacher organization and a parent or guardian of a child enrolled in the Live Oak School District.

Name of school \_\_\_\_\_

Name of organization \_\_\_\_\_

Position in the organization \_\_\_\_\_

5. \_\_\_\_\_ I am active in a bona fide taxpayer's organization.

Name of bona-fide association \_\_\_\_\_

6. \_\_\_\_\_ I am a member of the community at-large.

Please answer the following questions:

- |    |  |     |    |
|----|--|-----|----|
| 1. | Are you an employee of the Live Oak School District?<br><i>(Note: employees of the District are prohibited by law from being members of the Committee)</i>   | YES | NO |
| 2. | Are you a vender, contractor or consultant to the Live oak School District?<br><i>(Note: vendors, contractors and consultants to the District are prohibited by law from serving on the Committee)</i> | YES | NO |
| 3. | Are you able to regularly attend meetings and complete at least 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 |

**This completed application must be received no later than 4:00 PM on May 29, 2024 to:**

Michelle Cefaloni, Executive Assistant  
984-1 Bostwick Lane  
Santa Cruz, CA 95062

OR

mcefaloni@losd.ca