



**SOLANA BEACH SCHOOL DISTRICT  
INDEPENDENT CITIZENS’ OVERSIGHT COMMITTEE GUIDELINES:  
PURPOSE, ROLES, AND RESPONSIBILITIES**

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Measure JJ was approved by 65.75% of the voters of the Solana Beach School District pursuant to the provisions of the Strict Accountability in Local School Construction Bonds Act of 2000, codified at Section 15264 and following of the Education Code. The Act requires the Board of Education (the “Board”) to appoint a Citizens’ Oversight Committee (the “Committee”) after the successful bond election.

Legal authority for formation and duties of the Committee is found in Sections 15264 and 15278 to 15282 of the Education Code. Solana Beach School District Board Policy 7214 directs the formation and actions of the Committee by reference to the statutory requirements. Where the statutory direction is insufficiently specific, the Board has furnished its interpretation and guidance. In addition, the Board sets forth below its expectations, suggestions, and desires for the operations of the Committee.

**I. ESTABLISHMENT**

The Board is required to appoint members to an Independent Citizens’ Oversight Committee as a result of the passage of Measure JJ at the election conducted on November 8, 2016.

**A. STATUTORY PURPOSES**

The Committee is charged by statute with the following purposes:

1. To promptly alert the public to any waste or improper expenditure of school construction bond money.
2. To inform the public concerning the expenditure of bond revenues.
3. Ensure that bond revenues are expended only for the purposes described in the Constitution; that is, for 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.
4. Ensure that no funds are used for any teacher or administrative salaries or other school operating expenses.

**B. ROLE OF COMMITTEE VIS-À-VIS BOARD**

1. As the legally-elected representative of the voters, the Board, on the recommendation of the Superintendent, must make all decisions relating to how bond funds are spent, how bond projects are configured, the cost, priority, and timeline for completion of the various bond projects, and all other matters necessary in connection with the District’s building

program. The Board values the Committee's input on these matters as an advisory body.

2. The Committee will need to refer to the text of Measure JJ and the Bond Project List contained therein, but the Committee's interpretations of Measure JJ are not binding on the Board.

## **II. LIMITATIONS ON ACTIVITIES**

To ensure the Committee is independent from the very decisions and activities upon which it will be monitoring and reporting, the Board set the following limitations on the actions and activities of the Committee (although the Committee may review documents relating to such activities):

1. The Committee has no authority to participate in the District's Bond issuance process or Bond sale, or to make decisions regarding the terms, timing, or structure of the Bond issuance;
2. The Committee does not have the authority, once the Bonds are issued and sold, to determine how the Bond funds shall be expended;
3. The Committee members do not have the authority to solicit, select, or participate in the negotiation or bid process for contractors or consultants for Bond-financed projects (however, Committee members may be invited to witness bid openings, Board approval of contracts, or similar actions for Bond-financed projects);
4. The Committee members do not have the authority to control, comment upon, and have no power of approval over or upon design, architectural, or engineering considerations or matters relating to facilities funded or constructed with bond proceeds;
5. The Committee, and its members, may enter upon, tour, and inspect, district job sites, project boundaries, and construction projects only with the express permission of the District's Superintendent (for reasons which include, but are not limited to, campus security, public safety, interference with contractors, and liability matters) (the foregoing limitation does not prevent or preclude Committee members from viewing district construction works or projects from an off-campus or public access location); and,
6. The Committee, and its members, may not contact district consultants or contractors without the prior permission of the Superintendent.

## **III. MEMBERS**

### **A. MINIMUM SIZE**

The Committee shall always be comprised of at least 7 members.

### **B. REQUIRED MEMBERS**

Pursuant to statute, the Board shall appoint to the Committee the following members:

1. One member active in a business organization representing the business community located within the District;

2. One member active in a senior citizens' organization;
3. One member active in a bona fide taxpayers' organization;
4. One member who is the parent or guardian of a child enrolled in the District;
5. One member who is the parent or guardian of a child enrolled in the District and who is active in a parent-teacher organization, such as the PTA/PTO or school site council; and,
6. Two other members, selected from the public at large.

#### **C. BOARD PROCEDURES FOR APPOINTMENT OF COMMITTEE**

##### **1. Appointment**

- a. Persons interested in serving as members of the Committee shall submit an application to the Superintendent, specifying such information as the Superintendent shall reasonably require. Such information shall include, at a minimum:
  - i. the specific position or positions listed in Section III.B, above, for which the applicant qualifies; and,
  - ii. such information as may be necessary to verify that the applicant meets that qualification requirement.
- b. The superintendent will recommend, from among the qualifying applications, the persons to be considered for appointment to the committee, specifying how the requirements of Section III.B are met, or as many of those requirements as possible given the applications submitted.
- c. Applicants shall be approved or rejected by a majority vote of the Board. If rejected, the Board shall direct the Superintendent to seek additional qualified applicants, including a new application procedure if appropriate.

##### **2. Failure to Appoint**

- a. 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. No vacancy, at initial appointment or otherwise, will prevent the Committee from meeting and conducting its business.

In the event that the Superintendent does not receive acceptable applications from the public to fill all of the positions specified in Section III.A, above, or if at any time there is a vacant position on the Committee, 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.

- b. The Board may determine to appoint members of the Committee from time to time, in addition to the seven positions specified in Section III.A, above, and without regard to the membership requirements so specified.

#### **D. ADDITIONAL ELIGIBILITY RESTRICTIONS**

The following persons are not eligible to serve on the Committee:

1. Any employee of the District.
2. Any official of the District.

For purposes of this limitation, the Board finds that any elected or appointed member of the Board is an “official of the District” within the meaning of Section 15282(b). The Board finds that no member of any other citizen committee of the District appointed by the Board to serve without pay is an “official of the District” within the meaning of Section 15282(b).

3. Any vendor, contractor, or consultant of the District.

The Board finds that no person is a vendor, contractor, or consultant of the District prohibited from serving on the Committee within the meaning of Section 15282(b) unless such person, or any company of which such person is an owner or part owner, agrees or has agreed to perform services or furnish goods or supplies to the District under any agreement or contract that has not been fully performed. Prior contractual relationships with the District do not disqualify a person from serving on the Committee.

#### **E. TERM**

1. Each of the members specified by statute is appointed for no more than a term of two years.
2. No member shall be appointed to more than three consecutive two-year terms. The Board hereby further establishes the following provisions on the terms of members:
3. Any additional members appointed pursuant to the Board’s reserved prerogative under the Board Procedures for Appointment of Committee section, above, may be appointed to a term of less than two years, as the Board shall specify, but shall not be appointed to a term any longer than two years.
4. Any additional members appointed pursuant to the Board’s reserved prerogative under the Board Procedures for Appointment of Committee section, shall serve no more than three consecutive terms.
5. Any member appointed to meet any of the criteria of categories 1 – 5 described in the Required Members Section III.B, above, shall serve only so long as such member continues

to fulfill the requirement of the position to which appointed.

6. Notwithstanding the two-year term required by statute, the term of any member shall terminate upon:
  - a. death of the member;
  - b. written resignation of the member;
  - c. disability or illness of the member, upon a finding by the Board that the member is unable to effectively continue to serve on the Committee;
  - d. the sale or provision of any goods or services to the District, or entry into any contract with the District for such sale or provision, whether or not related to the bond program, such that the member becomes a “vendor, contractor, or consultant” within the meaning of the Additional Eligibility Restrictions section, above;
  - e. the employment, appointment, or election of such member to a position with the District, such that the member becomes an “employee of the District” or an “official of the District” within the meaning of the Additional Eligibility Restrictions Section III.D, 1 or 2, respectively; or,
  - f. failure of the member to participate in the meetings and activities of the Committee, upon a finding by the Board that the member is unable or unlikely to effectively continue to serve on the Committee.
7. The Board requests that Committee members keep the Board informed regarding the status of other members, so that the Board can take appropriate action to replace or reappoint Committee members in a timely manner.
8. The term of any member appointed to succeed a member whose term has been terminated pursuant to the Term section, shall be two years, or such lesser time as remains in the term of the departing member, as the Board shall determine.
9. In order to provide for consistency and continuity in the Committee’s operations and deliberations, and to establish a Committee whose entire membership does not turn over every two years, the Board may request the resignation of one or more, but fewer than all, members after one year, in order to reappoint such member, or any other person meeting the requirements for the seat that has been vacated by such resignation, to a two-year term.

#### **IV. COMPENSATION**

Members serve without compensation.

##### **A. AUTHORIZED ACTIVITIES**

In furtherance of its purposes, the Committee is authorized by statute to engage in the following activities:

1. Receiving and reviewing copies of the annual, independent performance audit required by the Constitution, which shall be submitted to the Committee by March 31 of each year.
2. Receiving and reviewing copies of the annual, independent financial audit required by the Constitution, which shall be submitted to the Committee by March 31 of each year.
3. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.
4. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the District, including any reports required to be given to the Legislature by Section 17584.1 regarding a failure to set aside 1/2 of 1% of current year revenues for deferred maintenance expenditures.
5. Reviewing efforts by the District to maximize bond revenues by implementing cost-saving measures, including, but not limited to, all of the following:
  - a. Mechanisms designed to reduce the costs of professional fees.
  - b. Mechanisms designed to reduce the costs of site preparation.
  - c. Recommendations regarding the joint use of core facilities.
  - d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design.
  - e. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

## **V. MEETINGS**

### **A. INITIAL ORGANIZATION / OFFICERS**

In order that the Committee serve effectively and fulfill the purposes for which it is established, the Board recommends that the Committee shall organize and conduct meetings as follows:

1. Initial Meeting. At the initial meeting of the Committee, the Superintendent or a person designated by the Superintendent should open the meeting and facilitate the selection by the Committee members of a presiding officer. Thereafter, selection of a presiding officer and any other officers of the Committee should be by whatever means the Committee determines.
2. President. The Committee should designate a member as presiding officer or president to preside over meetings of the Committee.
3. Vice President. This person would perform the functions of the President in the event of that officer's absence.

4. Secretary. The Committee should designate a member as secretary to keep accurate minutes of the Committee's meetings and actions, in order to fulfill the legal requirement that such minutes and documents and reports be entered into the public record.

## **B. REPORTS / MEETINGS**

1. Reports. The Committee shall issue regular reports on the results of its activities. A report shall be issued at least once a year.
2. Annual Meeting of the Committee. The Committee is required to conduct at least one annual meeting, the purpose of which is to receive the reports and documents required to be provided to the Committee by the Board, and to approve a report of the Committee.
3. Other Meetings of the Committee. The Board recommends that the Committee meet as often as necessary, at least quarterly, in order to effectively perform its duties.
4. Upon request of the Committee president, the Board will reserve a place on the regular Board agenda for address by a representative of the Committee. ~~The Committee is not expected or required to make a report at each regular Board meeting.~~

## **C. NOTICE OF MEETINGS / MINUTES**

1. The Committee's meetings are governed by the Ralph M. Brown Act, commencing at Section 54950 of the Government Code.
  - a. All Committee proceedings shall be open to the public.
  - b. Notice to the public of any meeting of the Committee shall be provided in the same manner as the proceedings of the Board.
2. Minutes of the proceedings of the Committee and all documents received and reports issued by the Committee are a matter of public record.
3. The District shall maintain and make available to the Committee an Internet website for publication of proceedings of the Committee.
4. All documents received and reports issued by the Committee shall be made available to the public on the website.
  - a. In order to publicize and make available the Committee's proceedings, the Committee President shall provide to the Superintendent any documents received by, and reports issued by, the Committee, in whatever form received or issued, and minutes of the meetings of the Committee or any subcommittees created by the Committee.
  - b. District staff are directed by the Board to assist the Committee in publicizing its meetings, in complying with the requirements of the Brown Act, and in posting documents and reports on the website maintained by the District for the Committee. District staff will assist the Committee in these and the other activities of the Committee as provided in the Technical Assistance section, below.

#### **D. TECHNICAL ASSISTANCE**

1. The Board is required to provide the Committee with any necessary technical assistance and shall provide administrative assistance to the Committee in furtherance of its purpose.
2. The Board is required to provide sufficient resources to publicize the conclusions of the Committee.
3. No bond funds shall be expended on any activities or technical assistance provided to the Committee.
  - a. The Board will not treat this prohibition against expending bond funds to provide technical assistance to the Committee to include the preparation and photocopying for the members of the Committee copies of the annual independent performance audit and the annual independent financial audit of the bond program required by the Constitution.
4. At the Committee's request, the Board will endeavor to provide the materials, meeting space, and staff consultation as the Committee shall require, specifically taking into account whether the request involves a reasonable expenditure of district general funds. The Board does not expect to purchase specialized software or hardware, commit additional staff time, or engage consultants to develop information for, prepare reports for, or attend meetings of, the Committee beyond what is required by statute and what is prepared for the Board.

#### **VI. LEGAL REFERENCES**

##### **A. EDUCATION CODE**

15264 Local School Construction Bonds Act of 2000, General Provisions  
15278 - 15282 Citizens' Oversight Committee

##### **B. GOVERNMENT CODE**

54950 Meetings, Ralph M. Brown Act

##### **C. CALIFORNIA CONSTITUTION**

Article XIII A, Section 1(b)(3) Tax Limitation  
Article XIII A, Section 1(b)(3)(A) Tax Limitation

##### **D. BOARD POLICY REFERENCE**

BP 3470 Debt Issuance and Management Policy  
BP and AR 7214 General Obligation Bonds

*Board Meeting Date: April 18, 2019*

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