

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
APPLICATION FOR MEASURE G, INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**

The Board of Education of the Chino Valley Unified School District is seeking qualified, interested individuals to serve on a committee of community leaders which will serve as the Independent Citizens' Oversight Committee ("COC") for the implementation of the District's Measure G school facilities bond program.

**Proposition 39 Bond Election**

On November 8, 2016, voters residing within the Chino Valley Unified School District passed Measure G. Measure G is a \$750,000,000 bond measure that authorizes funding for needed repairs, upgrades, and new construction projects to the District's schools. Proposition 39 required a 55% supermajority for approval; Measure G was passed by 55.99%.

**Establishment of a Citizens' Oversight Committee**

After a bond authorized under Proposition 39 is passed, state law requires that the Chino Valley Unified School District Board appoint an Independent Citizens' Oversight Committee to work with the District.

**Committee Responsibilities**

In accordance with Education Code Section 15278(b), the Citizens' Oversight Committee shall:

- Inform the public concerning the District's expenditure of Measure G bond proceeds;
- Review expenditure reports produced by the District to ensure that Measure G bond proceeds were expended only for the purposes set forth in Measure G; and
- Present to the Board in public session, an annual written report outlining their activities and conclusions regarding the expenditure of Measure G bond proceeds.

The Bylaws which govern the Citizens' Oversight Committee are attached to this Application.

**Qualifications and Appointment of Committee Members**

The Committee shall consist of at least seven (7) members, appointed by the Board from a list of candidates submitting written applications. Committee members will be selected based on their qualifications per the criteria established by Proposition 39.

**Time Commitment and Term**

Initial appointments will be staggered, such that some of the initial appointees will be appointed to serve one full two-year term. The other initial appointments will serve a one-year term, but will be eligible for reappointment by the Board for a second and third two-year term.

**Are You Interested in Serving?**

If you wish to serve on this important committee, please review the committee Bylaws for more information about the committee's role and responsibilities and complete the attached application. Completed applications should be sent to Superintendent of the Chino Valley Unified School District.

**Chino Valley Unified School District  
5130 Riverside Drive  
Chino, CA 91710  
Telephone: (909) 628-1201, ext. 1200**

**Email: [greg\\_stachura@chino.k12.ca.us](mailto:greg_stachura@chino.k12.ca.us)**



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**If you have served on other school district, city or community committees please list and briefly describe your role:**

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**I would be able to represent the following constituencies in the District:** *(check all that apply)*

**One (1) Business Representative** - Active in a business organization representing local business.

*Organization:* \_\_\_\_\_

**One (1) Senior Citizen Group Representative** - Active member in a senior citizens' organization.

*Organization:* \_\_\_\_\_

**One (1) Taxpayer Organization Member** - Active in a bona fide taxpayers' association.

*Organization:* \_\_\_\_\_

**One (1) Parent or Guardian of a Child Enrolled in the District.**

*Child's Name and School:* \_\_\_\_\_

*Child's Name and School:* \_\_\_\_\_

**One (1) Parent /Guardian of a Child Enrolled in the District & Active in a Parent-Teacher Organization**

*Child's Name and School:* \_\_\_\_\_

*Organization:* \_\_\_\_\_

*Child's Name and School:* \_\_\_\_\_

*Organization:* \_\_\_\_\_

**Two (2) At-Large Community Members** – Resident of the Chino Valley Unified School District.

**Please note any additional information you feel should be considered as part of your application:**

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<b>Applicant Questionnaire</b>	<b>YES</b>	<b>NO</b>
1. Are you an employee of the school district?*		
2. Are you a vendor, contractor, or consultant to the school district?*		
3. Do you have conflicts that would preclude your attending quarterly meetings?		
4. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Independent Citizens' Oversight Committee?*		
5. Are you willing to comply with the ethics code included in the bylaws?		

(\*Employees, vendors, contractors, and consultants of the Chino Valley Unified School District are prohibited by law from being members of the Citizens' Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.)

**Signature of Applicant**

All answers and statements in this document are true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions, please call the Chino Valley Unified School District at (909) 628-1201, ext. 1200.

**It is the policy of the Chino Valley Unified School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.**

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**MEASURE G INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE BYLAWS**

Section 1. Committee Established. The Chino Valley Unified School District (the "District") was successful at the election conducted on November 8, 2016 (the "Election"), in obtaining authorization from the District's voters to issue up to \$750,000,000 aggregate principal amount of the District's general obligation bonds ("Measure G"). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the California Education Code ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Citizens' Oversight Committee (the "Committee") in order to satisfy the accountability requirements of Prop 39. The Board of Education of the Chino Valley Unified School District (the "Board") hereby establishes the Citizens' Oversight Committee, and the Committee shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39. The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure G. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the duties set forth in Sections 3.1, 3.2 and 3.3, and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds.

3.2 Review Expenditures. The Committee may 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 voter approved project list; and (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

- (a) 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
- (b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board and/or Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of construction contracts,
- (ii) Approval of construction change orders,
- (iii) Appropriation of construction funds,
- (iv) Handling of all legal matters,
- (v) Approval of construction plans and schedules,
- (vi) Approval of all deferred maintenance plans, and
- (vii) Approval of the sale of bonds.

3.5 Voter-Approved Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) 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 shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The adoption of a plan for publicizing the activities of the Committee and the determination as to whether a mailer, a newspaper notice or website materials would best suit the distribution of the Committee's findings and recommendations.

(h) The amendment or modification of the Bylaws for the Committee as provided herein, subject to the legal requirements of Proposition 39.

(i) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

#### Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.

(b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Assistant Superintendent, Facilities.

(c) Review copies of deferred maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

## Section 5. Membership.

5.1 Number. The Committee shall consist of a minimum of seven (7) members appointed by the Board of Education from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

(a) One (1) member active in a business organization representing the business community located within the school district's geographic boundary;

(b) One (1) member active in a senior citizens' organization;

(c) One (1) member active in a bona fide taxpayers' organization;

(d) One (1) member who is a parent/guardian of a child enrolled in CVUSD from the Chino community, Chino Hills community, or South Ontario community;

(e) One (1) member who is both a parent/guardian of a child enrolled in CVUSD and is active in a parent-teacher organization, such as a Parent Teacher Association or school site council residing in the Chino community, Chino Hills community, or South Ontario community;

(f) Two (2) at-large member residents of the Chino community, Chino Hills community, or South Ontario community.

## 5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age and reside or operate a business within the school district's geographic boundary.

(b) The Committee may not include any employee, their spouse or other family members, officials of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 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.*), and to complete the Form 700 as required by all "designated employees" of the District. Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a minimum term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than three (3) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year terms.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) appropriate local groups will be solicited for applications; (b) the

Superintendent, or his or her designee will review the applications; and (c) the Superintendent, or his or her designee will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District, (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual and (c) the Committee may only receive copies of reports and documents which have been previously presented to the Board and which are of public record.

## Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year including an annual organizational meeting to be held in July.

6.2 Location. All meetings shall be held within the Chino Valley Unified School District, located in San Bernardino County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

## Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) Preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board.

(b) Provision of a meeting room, including any necessary audio/visual equipment.

(c) Preparation and copies of any documentary meeting materials, such as agendas and reports.

(d) Retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds shall be used to provide District support to the Committee.

Section 8. Reports. In addition to the Annual Report required in Section 3.3, the Committee may report to the Board at least semi-annually in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Superintendent, or his or her designee, shall appoint the initial Chair. Thereafter, the Committee shall elect a chair and a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for two (2)-year terms. No person shall serve as chair for more than two consecutive terms.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire Board.

Section 11. Termination. The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.

**Chino Valley Unified School District**  
Board Approved and Adopted: January 12, 2017

## **ATTACHMENT A**

### **CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members to following carrying out their roles. 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 finances 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 the Ralph M. Brown Act) and all other applicable government entities, and the policies, procedures, rules and regulations of the Chino Valley Unified School District;

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