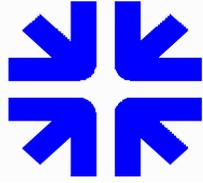


**City/School Committee**

Councilmember Jennifer West, Co-Chair  
 School Board Member Joshua Simon, Co-Chair  
 Councilmember Kurt Brinkman  
 Councilmember Nora Davis  
 Councilmember Ken Bukowski  
 Councilmember Ruth Atkin  
 School Board Member Miguel Dwin  
 School Board Member Melodi Dice  
 School Board Member Cheryl Webb  
 School Board Member Pat Hooper  
 Student Member Marcus Howard  
 Student Member VACANT

**AGENDA****City/School Committee**

Regular Meeting of the Advisory Committee

Special Meeting of the Emeryville City Council and Emery Unified School District Board of Trustees

**December 2, 2010 - 5:30pm**Emery Secondary School, 1100 47<sup>th</sup> Street, Emeryville, CA

All Advisory Committee meetings are noticed as Special City Council and School District Board of Trustees Meetings so that any or all of the City Council or School District Board of Trustees may attend and participate in the Advisory Committee's deliberations. However, actions taken by Advisory Committees are not official actions of the City Council and School District Board of Trustees but must be ratified at a regular City Council and School District Board of Trustees Meeting. All writings that are public records and relate to an agenda item below which are distributed to a majority of the City/School Committee (including writings distributed to a majority of the City/School Committee less than 72 hours prior to the meeting noticed below) will be available at the Information Counter, 1333 Park Avenue, Emeryville, California during normal business hours (9am to 5pm, Monday through Friday, excluding legal holidays).

- I. Roll Call
- II. Public Comment
- III. Approval of 11/04/10 minutes
- IV. Information Items
  - A. Project Scope for the ECCL work (Miller/Kim – 15 mins)
  - B. MOU Budget Update (Miller – 10 mins)
  - C. Update regarding the Ravens Football program (Laven/Chinn – 10 mins)
  - D. Thank You Emeryville – Measure J (Dwin/Atkin – 10 mins)
  - E. Goldman School of Public Policy project for Emeryville (Miller – 10 mins)
  - F. Discussion with Martin Blank, President, Institute for Educational Leadership and Director, Coalition for Community Schools (Sugiyama – 15 mins)
- V. Action Items
  - A. Approval of Citizens Oversight Committee bylaws and membership application (Sugiyama/Miller – 10 mins)
  - B. Adoption of COC Guiding Principles as recommended by Partners (Simon- 10 mins)
- VI. Staff Comments
- VII. Committee Member Comments
- VIII. Adjournment

**FURTHER INFORMATION** may be obtained by contacting Melinda Chinn, City/School Committee Secretary, at (510) 596-4314

Dated: 11/23/2010

Post on: 11/24/2010

Post until: 12/03/2010

\_\_\_\_\_ Karen Hemphill, City Clerk

All documents are available in alternative formats, on request. In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid or service to participate in this program should contact the sponsoring department at (510) 450-7813 or ADA Coordinator as far in advance as possible, but no later than 72 hours before the scheduled event. The best effort to fulfil the request will be made.

Dominique B. Burton, ADA Coordinator

City of Emeryville 1333 Park Avenue Emeryville, CA 94608

Direct Line: 510.596.4380, Facsimile: 510.596.3724, TTY Relay: 711 [dburton@ci.emeryville.ca.us](mailto:dburton@ci.emeryville.ca.us)

City/School Committee  
Action Minutes +  
11/4/10  
5:30pm

1. Roll Call
  - a. Committee:
    - i. EUSD Board of Directors: Simon, Webb, Dice, Dwin, Hooper
    - ii. City Council: Brinkman, Davis, Atkin, West, Bukowski
    - iii. Student: Howard
  - b. Staff:
    - i. City: Turner, Laven, Chinn
    - ii. EUSD: Sugiyama, Miller, Stewart, Kim
2. Public Comment
  - a. None
3. Approval of 7/21/10 (not 7/18/10 as stated in the agenda) and 10/7/10 Minutes
  - a. Davis moved to approve, Dice seconded, passed without exception
4. Information Items
  - a. Discussion of Ravens Football Program
    - i. Davis noted that the neighbors have had unfortunate experiences with the Ravens Football Program. Complaints from 53<sup>rd</sup> Street and Emery Bay Village need to be addressed by the City as a permit of the City. Davis will place this item before the City Council agenda on the December 7<sup>th</sup> Council meeting agenda. Staff has been asked to agendize a discussion on the Ravens for the December 2<sup>nd</sup> City/School Committee for further discussion.
      1. Public Comment: Mr. Solomon spoke on behalf of the Ravens as the President of the organization. He noted that this was the Ravens first year in Emeryville and because of the tremendous turnout of 160 football players, the organization spent its funding on equipment and uniforms. They did not have the funding for the Police Overtime, as it was only brought up one week prior to the last game. The Ravens plan on returning next year and addressing the parking issues, complete more fundraising to pay for the services incurred, create a stronger staff and volunteer board to help with traffic/parking, and be better neighbors in Emeryville.
  - b. Update on Measure J
    - i. Sugiyama thanked the campaign committee for the hours of time canvassing the neighbors and getting out the vote. The challenge now is to now engage the community in a way other neighboring

cities do not. Overall in the State, 45 of the 60 school bonds passed. Renewal of parcel taxes had a more difficult time, 2 of 18 passed statewide. Committee members also thanked the public and committee for making the commitment to the schools and community.

- c. Review of the Citizens Oversight Committee (COC) materials from the Partners for Community Life
  - i. Sugiyama reported that the passage of Measure J mandates the Citizen Oversight Committee (COC) be appointed. The COC's purpose is to oversee the Measure J funding is being spent appropriately and that they report on the progress of the project to the citizens. Sugiyama reviewed the schedule to create the COC before the January 19<sup>th</sup> School Board meeting. Sugiyama then noted the COC bylaws. Important to note is that the at least 7 community members make up the COC from various stakeholder groups. The Emeryville COC will be made up of 17 members. Finally Sugiyama noted that a copy of the overview of the COC. Questions/comments from the Committee included what is a bona fide taxpayers association, ideas to edit the application, bylaws, and overview materials, setting the meeting location, setting a realistic quorum for the COC to operate, and what is the response if EUSD is in non-compliance with Measure J spending. The Partners of Community Life will take into consideration the Committee's comments and refine the documents to bring back before the City/School Committee in December.
  
- d. Next Steps for the Center of Community Life
  - i. Sugiyama presented two documents. The first reviews the facilities development and program development areas of the project. Tasks, notes on the tasks, and a decision path for each task is listed. The decision paths are not final, but staff would like to have them detailed for clarity. Miller presented the second document that was showing key milestones dates for the Center of Community Life Planning. Committee members noted to add public tours and meeting be listed in the documents, videos of these tours be placed on the websites/compact discs, these documents placed on public websites/newsletters, physical billboards showing the public progress of the project, and that pursuing additional funds will be ongoing throughout the project. Staff will continue to refine these documents and bring them back to the City/School Committee in December.
  
- e. Partners of Community Life Report
  - i. Simon recapped the Partners were created 9 years ago after the School District went bankrupt on to meet the goals of education,

support families, children, and the community. The District has changed tremendously in positive ways and through the current Parcel Tax Oversight Committee and coming soon a new Measure J Oversight Committee, the Partners believe their may be enough Committees to steer the school. The Partners are planning on disbanding after the Measure J COC is formed. Committee members noted that COC members should have written consent to follow the guidelines formed by the Partners, make sure that such a requirement is legal by the bond council, and that the Partners have a party to recognize the work done. Staff will work on combing the City and School Holiday

- f. Update of Youth Sailing Program
  - i. Sugiyama reported that City and District are working together to make a joint venture with the youth sailing program. Anakarita Allen, Principal of Emery Secondary School, and Cindy Montero, Community Services Department Manager of Youth and Adult Services, will be meeting with the foundation to brainstorm the best activities and logistically how best serve the youth of Emeryville through the sailing program.

#### 5. Action Items

- a. Application for Membership for Partners for Community Life
  - i. Simon so moved to allow Brain Donahue to join the Partners of Community Life. Davis seconded. Roll Call vote:
    - 1. Ayes: West, Simon, Brinkman, Davis, Atkin, Dwin, Dice, Webb, Hooper, Howard
    - 2. Nays: Bukowski
  - ii. Motion passes 10-1

#### 6. Staff Comments

- a. Laven announced that the City of Emeryville is holding a revamped Holiday Tree Lighting Ceremony on Friday, December 3<sup>rd</sup>, from 5:30-6:30pm, at the Historic City Hall, located at 1333 Park Avenue. The event will feature a California style tree lighting, youth groups leading holiday songs, a visitor from the North Pole for the children, a toy drive sponsored by the Emeryville Fire Department, free refreshments, and more. Stewart recommended that staff invite high school students to help with the logistics and event staffing.
- b. Stewart escorted several students to the East Bay Development Organization Awards. Stopwaste.org recognized the EUSD students who worked to educate the community on composting and recycling at the Emeryville Public Market. Novartis also won an award at the event, which really placed Emeryville in a good light regionally. On a separate note, Stewart stated funding for next year's summer internship program is

not going to be available and is asking the community to brainstorm and find ways to support this valuable program.

- c. Sugiyama reported the leaders of the City Council, School District, and Business Leaders will visit Washington, D.C. to lobby on behalf of the community on January 25<sup>th</sup> and 26<sup>th</sup>. The School District has a \$250,000.00 request for an appropriations request for student internships and it is currently alive and well, so hopefully this funding will fill in the gap from the previous program funding.
- d. Sugiyama also noted that EUSD was one of five school or community organizations to be chosen for the John Gardner Foundation to work on collaborative work between schools, cities, and other local organizations.
- e. Sugiyama reported that EUSD was funded by the Stewart Foundation for second and third year funding to support reform work. EUSD was the only traditional public school district chosen (five others are charter schools) and the foundation would like to glean the ways in EUSD has been successful to shape future education policy.
- f. Sugiyama finally reported that the staff of the School District and Community Services Department have been meeting the past 6 weeks to challenge the ways we interact and collaborate to come up with the most innovative and effective programs to serve our community. He noted the Committee may see staff bringing up unusual ideas and requests to provide services, but to be open minded.

#### 7. Committee Member Comments

- a. Atkin noted that the Giants parade helped BART set the all time record ridership level.
- b. Davis noted a 'hooray' for Measure J
- c. Simon noted that a student team is working on a project to look at creating more family friendly housing in Emeryville and he'll be helping them.

#### 8. Adjournment at 7:08pm

ECCL Actual Expenditures  
as of November 30, 2010

Object Description	MOU Budget	2009-2010 Actual	Year-to-Date Actual	Encumbrances	Difference
4300 Supplies	10,000.00	1,560.48	362.77	988.11	7,088.64
5800 Community Events	40,000.00	22,322.78	27,656.23	26,627.25	(36,606.26)
5845 Legal Fees	70,000.00	14,636.56	2,949.00	7,051.00	45,363.44
5870 Printing	17,000.00	0.00	215.11	0.00	16,784.89
5900 Postage	3,000.00	0.00	0.00	0.00	3,000.00
6140 Preliminary Testing	45,000.00	12,252.03	0.00	0.00	32,747.97
6210 Architectural Fees/Stipends	595,000.00	316,705.57	44,758.40	129,036.03	104,500.00
6240 Environmental Studies	150,000.00	0.00	0.00	0.00	150,000.00
6250 Other Costs	197,000.00	92,882.09	42,862.85	50,191.98	11,063.08
6260 Builder Pre-Construction Fees	0.00	0.00	0.00	0.00	0.00
6270 CDE/Agency Fees	5,000.00	0.00	0.00	0.00	5,000.00
6297 Contingency	142,700.00	0.00	0.00	0.00	142,700.00
6298 Reserve	230,300.00	0.00	0.00	0.00	230,300.00
ECCL Staff	295,000.00	110,000.00	147,735.37	37,264.63	0.00
	<u>1,800,000.00</u>	<u>570,359.51</u>	<u>266,539.73</u>	<u>251,159.00</u>	<u>711,941.76</u>
Prior to MOU: ECCL Staff	276,538.00	80,875.51	0.00	155,514.00	40,148.49
Total	2,076,538.00	651,235.02	266,539.73	406,673.00	752,090.25

## **Key City/School Policies to Support the ECCL Development and Implementation**

*Draft, 11/29/10*

### **1) Partnerships**

- Engage in strategic planning to support organizational collaboration and integrated program development
- Provide adequate staffing and funding of ECCL programs and initiatives
- Develop comprehensive assessment and evaluation benchmarks of partnership strategies

### **2) Wellness**

- Enhance the quality of life for all community members
- Develop programs and opportunities that address physical, mental, emotional, and social well-being
- Ensure that each person has the resources, choices, and access to pursue personal goals

### **3) Equity**

- Commit to equitably distributed outcomes
- Inspire social justice with every act, every day
- Provide opportunities for consistent and honest communications

### **4) Engagement**

- Promote opportunity and access for all members of the community
- Engage in proactive outreach to youth, families, and community members
- Develop shared governance strategies and practices that distribute responsibility and accountability

### **5) Sustainability**

- Encourage highest and best use of public assets, while promoting frugal and creative use of limited resources
- Apply the “Precautionary Principle” to all decisions and policies
- Promote regeneration of social, financial and physical assets as part of long-term planning

# CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

## Section 1. Committee Established.

The Emery Unified School District (the "District") was successful at the election conducted on November 2, 2010, in obtaining authorization from the District's voters to issue up to \$95,000,000 aggregate principal amount of the District's general obligation bonds, pursuant to a greater than 55% vote. 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 Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District established the Citizens' Bond Oversight Committee (the "Committee") at a special meeting held on [insert date here] in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Emery Unified School District (the "Board") hereby adopts the Citizens' Bond Oversight Committee Bylaws setting forth the duties and rights of the Committee. **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, set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds."

## Section 3. Duties.

To carry out its stated purposes, the Committee shall perform the following duties:

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

**3.2 Review Expenditures.** The Committee shall 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; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses, (c) bond proceeds are maximized.

**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 Steering Committee.** The Committee shall act as a Steering Committee for the scope of work associated with the Measure J projects.

**3.5 Community Engagement.** The Committee shall ensure community engagement as stipulated by the Measure J bond language.

**3.6 Relationship with City/Schools Committee.** The Committee shall provide a monthly update on COC activities to the City/Schools Committee and shall make recommendations to the City/Schools Committee as needed to move the Measure J bond project work forward.

**3.7 Duties of the Board/Superintendent.** The Committee shall not have responsibility for the following types of activities. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved exclusively to it:

- (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 Deferred Maintenance Plan, and
- (vii) Approval of the sale of bonds.

The Committee shall review, in summary form, items (ii) through (iii) above as part of its financial oversight duties. The Committee may review, in summary form, others of these items to the extent that the Board/Superintendent approves and to the extent that they are necessary to the Committee's duties.

## **Section 4. Authorized Activities.**

**4.1** In order to perform the duties set forth in Section 3, 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 site facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the Director of Maintenance and Operations.

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

(d) Review the District's efforts to maximize bond proceeds in ways designed to: (1) reduce costs of professional fees, (2) incorporate efficiencies in school site design; (3) encourage joint use of core facilities; (4) involve cost-effective and efficient reusable facility plans, or (5) reduce costs to the bond funds for site acquisition or construction.

**4.2** Make requests for copies or inspection of District records in writing to the District's Chief Business Officer, Business Services.

## **Section 5. Membership.**

**5.1** The committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39 as follows:

- One (1) parent.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) parent active in a support organization for the District, such as the Parent Teacher Organization.
- Two (2) members of the community at-large appointed by the Board.

In addition to the membership required by Prop 39 listed above, the following additional members shall be appointed to the COC:

- Two additional (2) Community-at-Large members - Must be resident, or work in Emeryville or has child in EUSD
- One (1) Parent member of AY PTO
- One (1) Parent member of ESS PTO
- One (1) member with experience w/Facilities Management/Dev.
- One (1) member of a recognized arts organization
- One (1) student alumnus/alumna of the school district
- One (1) member who has education/community services/rec. experience
- Two (2) students

Total members on the COC shall not be less than 17.

Unless otherwise stipulated, members of the COC are not required to be residents within Emeryville.

**5.2 Qualification Standards.** To be eligible for membership, the following qualifications must be met:

(a) To be a qualified person, he or she must be at least 12 years of age.(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District. The

committee may not include any elected members of the City Council. **Student members of the COC may cast votes that shall be counted for the purposes of determining the outcome of any formal action taken by the COC.**

**(b) Members must conduct their responsibilities in a manner consistent with these by-laws and the “Guiding Principles” adopted by the City/Schools Committee for the bond projects.**

**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, **8** members will be appointed to one-year terms and **9** members will be appointed to two-year terms. All appointees, regardless of the original term of appointment, are limited to a second term not to exceed two years.

**5.5 Removal: Vacancy.** The Board may remove any Committee member for cause, including failure to attend three consecutive Committee meetings or for failure to comply with the Committee Ethics Policy, or for repeated disruptive behavior that interferes with the Committee’s ability to conduct its work in an orderly fashion. Upon a member’s removal, his or her seat shall be declared vacant. The Board shall fill by appointment any vacancies on the Committee or any additional membership on the Committee.

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

**5.7 Authority of Members.** **Committee members shall not have the authority to direct staff of the District. Individual members of the Committee retain the right to address the Board as an individual.**

## **Section 6. Meetings of the Committee.**

**6.1 Regular Meetings.** The Committee shall establish a schedule for the date and time of regular meetings to be held monthly to include an annual organizational meeting to be held in July.

**6.2 Location.** **All meetings shall be held at a location within the Emery Unified School District.**

**6.3 Procedures and Quorum.** 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. Seven (7) Committee members shall constitute a quorum for the transaction of any business except adjournment.

**6.4 Meeting processes.** **All meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the meeting may adopt.**

## **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, meeting minutes, and reports, and
- (d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District Board.

**7.2 District staff.** As identified by the Superintendent of Schools, shall include individuals whose work responsibilities directly relate to the bond projects and those who can provide the Committee with support in the accomplishment of the Committee's responsibilities. As identified by the Superintendent, those District staff shall attend all Committee proceedings in order to report on the status of projects, the expenditures of bond proceeds, and any other matter within the jurisdiction of the Committee.

## **Section 8. Reports.**

In addition to the Annual Report required in Section 3.2, the Committee shall report to the Board following each quarterly meeting 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. The Committee shall also give a status update monthly to the City/Schools Committee at their regular monthly meeting.

## **Section 9. Officers.**

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.

# **ATTACHMENT A – CITIZENS’ BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members to follow while 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 a 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 Emery 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.

The undersigned acknowledges he or she has received a copy of this Ethics Policy Statement, understands the provisions of this policy and agrees to adhere to its requirements.

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Date

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Member, Citizens Oversight Committee



## **Overview of the Citizens' Oversight Committee**

In November, 2000, the voters of the State of California approved an amendment to the California Constitution (Proposition 39) lowering the voter approval requirement from 2/3rds to 55% for school districts that provide voters a specific list of projects, a committee of appointed citizens to oversee the expenditure of funds and an annual performance audit and financial audit of the bond funds and bond projects. Proposition 39 provides that the Citizens' Oversight shall have at least seven (7) members who shall serve up to two (2) terms of two (2) years each. Initially, 3 members will be appointed to one-year terms and 4 members will be appointed to two-year terms. All appointees, regardless of the original term of appointment, are limited to a second term not to exceed two years.

### **Purpose**

**Because the District elected to pursue a bond election under the provisions of Proposition 39, State law requires the District to establish a Citizens' Oversight Committee appointed by the District's Governing Board. The Committee purposes are:**

- To actively monitor all projects and expenditures approved by the voters.
- To provide proper oversight and accountability to ensure that Measure J funds are used as they were intended.
- To report to members of the community on the progress of Measure J projects.

In addition to the purposes required by Proposition 39, the District's governing board has identified the additional purposes for the Committee:

- Steering Committee. The Committee shall act as a Steering Committee for the scope of work associated with the Measure J projects.
- Community Engagement. The Committee shall provide oversight of the community engagement activities stipulated by the Measure J bond language.
- Relationship with City/Schools Committee. The Committee shall provide a monthly update on COC activities to the City/Schools Committee and shall make recommendations to the City/Schools Committee as needed to move the Measure J bond project work forward.

### **Duties**

Duties of the Committee will include:

- Ensure Bond funds are spent only on projects listed in the Bond Project List and that no funds are used for salaries or general operating expenses.
- Monitor progress of Bond projects.
- Receive and review copies of the annual performance and financial audits of Bond projects as required by California State law (Proposition 39).
- Provide information to the public on the progress of Bond projects and expenditures of Bond funds.

## Committee Membership Designation

State law requires that representatives of designated special interest organizations, if any, fill certain positions on the Citizens' Oversight Committee. Please indicate the Committee designation(s) for which you are qualified:

- Active Member of a Business Organization; Company Name: \_\_\_\_\_  
(e.g. Chamber of Commerce)
- Active Member of Senior Citizen Group; Group Name: \_\_\_\_\_
- Active Member of Taxpayer Organization; Organization Name: \_\_\_\_\_
- At-Large Member of the Public (must be an Emeryville resident, or work in Emeryville, or have a child attending EUSD): \_\_\_\_\_
- Parent with Child (ren) Currently Enrolled in District: \_\_\_\_\_
- Active Parent Member of a District Support Organization; Org. Name: \_\_\_\_\_  
(e.g. District advisory council, PTA, etc. with Child (ren) Currently Enrolled in District)

In addition to the above designations, the Governing Board of the Emery Unified School District has identified the following additional Committee member designations for membership on the Citizen's Oversight Committee. Please indicate the Committee designation(s) for which you are qualified:

- \_\_\_ Parent member of AY PTO
- \_\_\_ Parent member of ESS PTO
- \_\_\_ Active Member of a recognized arts organization
- \_\_\_ Have experience w/Facilities Management/Dev.
- \_\_\_ Have education/community services/rec. experience
- \_\_\_ Student alumnus/alumna of the school district
- \_\_\_ Student currently enrolled in EUSD

### General Information

Applicant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ E-mail \_\_\_\_\_

### Employee Information

Name of Applicant's Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Telephone #: \_\_\_\_\_ E-mail \_\_\_\_\_

### Educational Background *(Response Optional)*

(e.g. college and/or university, degree/major, vocational and/or other training, certificates, technical training, etc.)

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**Additional Information**

Are you now or have you ever been employed by the District? Yes      No  
If yes, please explain:

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Describe your community service background including participation and membership in local civic organizations. Also specifically describe your experiences relating to educational and recreational services participation. *(Please attach an additional page if needed for this response (resume is desired but not required).)*

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Describe your professional skills and training in finance, facilities, and/or construction or other relevant experience, including participation in professional organizations. *(Please attach an additional page if needed for this response (resume is desired but not required).)*

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**Please answer the following questions**

1. How long have you lived, worked, or attended school within the boundaries of the District? \_\_\_years\_\_\_months

2. Have you or your children ever attended EUSD schools? Yes      No

Comments: \_\_\_\_\_

3. Do you have or have you had any other relatives or close friends who have attended EUSD schools? Yes      No

Comments: \_\_\_\_\_

4. Do you know of any reason, such as a potential conflict of interest (real estate, business, litigation, etc.), which would adversely affect your ability to impartially serve on the Citizens' Oversight Committee? Yes      No

Comments: \_\_\_\_\_

5. Is there any reason why you will not be able to complete a two-year term on the Committee?

Yes      No

6. Explain why you would like to be appointed to this committee.

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**Certification of Applicant**

I certify that answers and statements in this document are true and complete to the best of my knowledge and belief.

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

Completed applications must be received by the Office of the Superintendent, Emery Unified School District, 4727 San Pablo Avenue, Emeryville, CA 94608, or faxed to 510 601-4913. Applications will be accepted until DATE, at which time the Board of Trustees will determine whether the Committee may be seated or if additional applications will be accepted. For more information or if you have any questions, please contact the Superintendent's Office at the District at (510) 601-4906.

*FINAL DRAFT: revised August 31, 2010*

**Partners for Community Life**

**Guiding Principles for Community Life**

**Emeryville builds a community where:**

- **People connect in partnerships that increase individual strengths.**
- **Wellness enhances everyone's quality of life.**
- **Diversity challenges inequality and inspires social justice.**
- **Opportunity for access to programs and activities is available to all.**
- **Innovation sustains and regenerates relationships.**

PCL bring these Guiding Principles to the 12/02/10 City/Schools meeting with a recommendation that City/Schools adopt them for the on-going joint programs and facilities work of the District and City.