

Windsor Unified School District Guidelines for Citizen's Oversight Committee¹

Composition of the Committee

The Committee shall consist of at least seven (7) members to serve for a term of two (2) years without compensation and for no more than three (3) consecutive terms.

The Committee must include:

Members

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| One member who is active in a business organization representing the business community located within the school district; | Walt Averill |
| One member active in a senior citizens' organization; | Neil Smart |
| One member who is the parent or guardian of a child enrolled in the school district; | Michael Gossman Steve Stangland |
| One member who is both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization; and | Stephanie Ahmad |
| One member who is active in a bona fide taxpayers' organization. [Education Code 15282(b)]. | Jeffrey Leasure |
| At-large community member | Sherri Kahn |

If fewer applications are received, the school district may need to identify members of particular groups that the Committee must represent to meet the minimum statutory requirements for composition of the Committee.

The Committee may not include any employee or official of the school district or any vendor, contractor or consultant of the school district. [Education Code 15282(b)] In addition, the Committee may not include persons who have a conflict of interest pursuant to Government Code sections 1090 et seq.

Purpose and Activities of the Committee

The purpose of the Committee shall be to inform the public concerning the expenditures of the bond proceeds. The Committee shall engage in activities under the following guiding principles:

- Meetings will be held at least quarterly;
- Attendance is mandatory;
- All meetings shall be open to the public and subject to the Brown Act. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment; and
- All documents received by the Committee and reports issued by the Committee shall be a matter of public record and made available on the District's website.

¹ Guidelines were developed from the Board discussion at the March 4, 2008 Board meeting and from Proposition 39, Best Practices Handbook, California Coalition for Adequate School Housing. Guidelines were presented at the June 3, 2008 Board Meeting.

- The Committee will:
 - Receive and review copies of the annual independent performance audit and annual independent financial audit required by Articles XIII A, Section 1(b)(3)(C) & (D) of the California Constitution;
 - Inspect completed school facilities and grounds to ensure bond revenues are expended in compliance with Article XIII A, Section 1(b)(3) of the California Constitution;
 - Issue regular annual reports of the results of its activities, including questions, to the Board;
 - Report expenditures of bond proceeds to their constituency groups.

- The Committee has a fiduciary responsibility only and:
 - The Committee has no authority to participate in the school district's actual bond sale and issuance process, or make decisions regarding the time, terms, or structure of a bond issuance;
 - The Committee does not have the authority, once bonds have been sold and issued, to determine how bond funds shall be spent;
 - Committee members do not have the authority to select, or participate in the negotiation or bid process for contractors or consultants for bond projects;
 - The Committee may not inspect job sites or construction projects without prior permission of the school district's superintendent, reserving the right to determine frequency and timing of visits to the superintendent;
 - The Committee may not contact school district contractors or consultants without prior permission of the superintendent.