

**RESOLUTION OF THE BOARD OF EDUCATION OF THE  
HILLSBOROUGH CITY SCHOOL DISTRICT  
ESTABLISHING A CITIZENS' OVERSIGHT COMMITTEE TO  
OVERSEE BOND PROCEEDS, EXPENDITURES AND AUDITS**

**RESOLUTION 2002-19**

**WHEREAS,** on June 5, 2002, the Board of Education (the "Board") of the Hillsborough City School District (the "District") adopted Resolution number 2002-13, as amended by Resolution number 2002-16 adopted on August 1, 2002 (collectively, the "Resolution"), ordering a school bond election, establishing specifications of the election order, and requesting consolidation with other elections;

**WHEREAS,** the Board adopted the Resolution for the purpose of submitting to the electors the question of whether the bonds of the District ("Bonds") shall be issued and sold for purposes outlined in the Facilities Master Plans submitted to the Citizens' Advisory Committee in January, 2002.

**WHEREAS,** by way of the Resolution, the Board declared its intent to establish a citizens' oversight committee to ensure that the proceeds of the Bonds are expended only for the specific projects identified on the bond measure approved by the voters.

**WHEREAS,** consistent with the Resolution, the Board of Education is required to establish a citizens' oversight committee to increase accountability, communication, oversight and representation for the planning, scheduling, budgeting and execution of plans outlined in the Measure B Resolution.

**NOW, THEREFORE,** the Board of Education of the Hillsborough City School District does hereby resolve, determine and order as follows:

Section 1 – Establishment of the Citizens' Oversight Committee

Subject to the passage of the bond measure a Citizens' Oversight Committee is hereby established for the purpose, and operating under the criteria, listed below.

Section 2 – Purpose of the Citizens' Oversight Committee

The purpose of the Citizens' Oversight Committee shall be to:

1. Review spending of Measure B proceeds and ensure that these funds are used only on school improvements, as described in the official ballot.
2. Establish and maintain quality communications between the Hillsborough City School District and the community.
3. Assure the Board of Education that the goals of the Measure B bond are being met.

Section 3 – Membership on the Citizens' Oversight Committee

1. The Citizens' Oversight Committee shall consist of a minimum of seven citizens who have had no current or past financial relationship with the School District (other than as donors to the Hillsborough Schools Foundation).
2. Committee Members shall serve for a term of two-years, without compensation and for no more than two consecutive terms. The terms shall be staggered by lot for the first Committee. Committee membership shall include, but not be limited to the following:
  - a. One member shall be active in a business organization representing the business community located within the district.
  - b. One member shall be active in a senior citizens' organization.
  - c. One member shall be active in a bona fide taxpayers' organization.
  - d. One member shall be the parent or guardian of a child enrolled in the district.
  - e. One member shall be both a parent or guardian of a child enrolled in the district and an active member of school site council in Hillsborough City School District..
3. Citizens' Oversight Committee membership shall include no vendors and no current Board of Education Members; it shall not have any overemphasis on government employees or on union or employee association members.
4. Qualifications for membership will be based on:
  - a. broad representation of the community;
  - b. interest and experience in construction, finance and/or auditing;
  - c. volunteering and involvement in school activities;
  - d. length of time in the community.
5. Committee members shall be Board appointed after completing an application process established by the Board of Education.

#### Section 4 – Responsibilities of the Citizens' Oversight Committee

The Citizens' Oversight Committee will pursue five primary goals in order to achieve its charter.

1. Receive an annual auditor's report.
2. Ensure that funds are used only for purposes approved by the voters.
3. Provide annual reports to the Hillsborough City School District Board of Education that the expenditures match those promised during the bond campaign. In addition, release these findings to the general public.
4. Review the district's maintenance effort ensuring proper maintenance of school buildings after repair and renovation.
5. Review district's school building repair funding plan comprised of local and state bond funds, and other funding sources.

#### Section 5 – Operation and Organization of the Citizens' Oversight Committee

1. The committee shall conduct its business in compliance with the Ralph M. Brown Act.
2. The committee shall follow parliamentary procedures and keep and provide regular minutes of all meetings.
3. The committee shall review the annual financial audit of the Bond.
4. The committee shall review the annual performance audit to ensure that Bond funds have been expended only on the specified projects.

5. The members of the committee shall serve for two year terms and shall serve no more than two consecutive terms.
6. The committee shall elect a chair and a co-chair who shall each serve a two-year term.
7. The total committee shall have an odd number of appointees.
8. Unless excused by the committee chair or co-chair, members who have been absent for more than two consecutive meetings shall be deemed to have resigned from the committee.
9. Vacancies on the committee shall be filled based on the original appointment criteria and process.
10. The committee shall be disbanded when the Bond proceeds have been fully expended and all projects completed.
11. The committee shall not be required to meet when there is no construction activity occurring.

**Section 6 – Oversight Defined**

1. Ensure to the Board of Education, the Superintendent and the general public that Measure B ballot language and plans are followed.
2. Review and comment to the Board of Education regarding the Measure B audit.
3. Report and comment to the Board of Education regarding the Measure B construction reports.
4. Submit accountability assessments to the Board of Education.
5. Review and comment on various aspects of Bond Plans as required by the Board of Education or the Superintendent.

**PASSED AND ADOPTED** by the Hillsborough City School District Board of Education at a meeting held on the 24th day of September 2002.

**REVISION PASSED AND ADOPTED** by the Hillsborough City School District Board of Education at a meeting held on the 24th day of September 2002 by the following vote:

AYES:	<u>5</u>
NOES:	<u>0</u>
ABSENT:	<u>0</u>

  
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 Secretary to the Board of Education