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**Sierra Unified School District  
Citizens Bond Oversight  
Committee (CBOC)  
March 17, 2025**

# Agenda

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1. Call Meeting to Order
2. Welcome & Introductions
3. Roll Call
4. Discussion Items
  - a. Review Bylaws
  - b. Summary of Role and Responsibility of CBOC
  - c. Select members with one-year and two year terms
  - d. Election of Officers
  - e. Measure U
    - i. Series A Overview
    - ii. Bond Financial Status
    - iii. Bond Projects in Planning
  - f. Community Communication
  - g. Next Meeting

# Election of Officers

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The Committee shall elect by majority vote its members a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent

- 1-year term and may be re-elected by vote of a majority of the members of the Committee
- Election
  - Nominations
  - Vote

## ❖ Measure U Series A Overview

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On November 5, 2024, taxpayers in Sierra Unified School District authorized the District to issue \$24.15 million in general obligation bonds. Measure U passed with a 66.9% affirmative vote (55% approval required).

Summary: Issue \$15 million in bonds using a new tax in an amount of \$45 per \$100,000 of assessed value within the District

Assumptions:

- Annual assessed valuation growth rate: 2.5%
- 2% secured assessed valuation delinquency

Financing term: 28.5 years Est. interest rate: 4.4%

Estimated total cost \$29,000,000



# Measure U Financial Status

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## Sierra Unified USD GO Bonds 2024 Election, Series A

Amount of Bond	Interest Earned	Expended	Encumbered	Balance
\$15,000,000.00	\$0	\$0	\$0	\$15,000,000.00
Breakdown of Expenditures				
Cost of Issuance		\$0	\$0	
Sierra High		\$0	\$0	

# Bond Projects in Planning

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Measure U Project List [..\Project List 11-19-24.xlsx](#)

## **EXHIBIT A**

### **INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE BYLAWS**

#### **Section 1. COMMITTEE ESTABLISHED**

The Board of Trustees (the "Board") of the Sierra Unified School District (the "District") hereby establishes the Independent Citizens' Oversight Committee (the "Committee") which shall have the purposes and duties set forth in these Bylaws.

#### **Section 2. PURPOSE**

The purpose of the Committee is to inform the public annually concerning the expenditure of Measure U bond (the "Bond") proceeds, approved by the voters in November, 2024, by issuing a written report.

#### **Section 3. DUTIES**

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

3.1 Review Expenditures. The Committee shall review expenditure reports produced by the District to (a) ensure that Bond proceeds are expended only for the purposes set forth in the ballot measure; and (b) ensure that no Bond funds are used for any teacher or administrator salaries or any other operating expenses.

3.2 Annual Report. The Committee shall present to the Board an annual written report (the "Annual 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.

#### **Section 4. AUTHORIZED ACTIVITIES**

4.1 In order to perform the duties set forth in Section 3 hereof, 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 to ensure that bond funds are expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution in accordance with any access procedure established by the Superintendent or designee.

- (c) Receive and review copies of any deferred maintenance proposals or plans developed by the District, including any reports required by Section 17584.1 of the California Education Code (the “Education Code”).
- (d) Review efforts by the District to maximize Bond proceeds by implementing cost-saving measures, including, but not limited to, all of the following: (1) mechanisms designed to reduce the costs of professional fees; (2) mechanisms designed to reduce the costs of site preparation; (3) recommendations regarding the joint use of core facilities; (4) recommendations regarding the use of cost-effective and efficient reusable facility plans; or (5) mechanisms designed to reduce costs by incorporating efficiencies in school site design.

4.2 Any Committee requests for copies or inspection of District records shall be made in writing to the Superintendent or designee.

## **SECTION 5. MEMBERSHIP**

5.1 Number. The Committee shall consist of not more than fourteen members, as follows:

(a) The Board shall appoint at least five members of the Committee from nominees provided by the following organizations:

- (1) one member from a Business Organization; and
- (2) one member of a parent organization who is also a parent or guardian of a child currently enrolled in the District; and
- (3) one member in a senior citizens’ organization; and
- (4) one member from a Taxpayers Association.
- (5) one member who is the parent or guardian of a child currently enrolled in the District; and

5.2 Qualification Standard.

(a) To be a qualified member of the Committee, a person must:

- (1) be at least 18 years of age and a citizen of the State of California in accordance with Section 1020 of the California Government Code (the “Government Code”).
- (2) not be an employee or official of the District; and
- (3) not be a vendor, contractor, or consultant of the District.

(b) If a member fails to meet the qualification standards set forth above at any time during the term of service, such member shall be disqualified and the position shall be declared vacant.



The Board shall appoint a new person to serve the remainder of the term, in accordance with the appointment process set forth in Section 5.3 below.

5.3 Appointment. The Board shall appoint members to the Committee at each vacancy or at the termination of each two-year term. Prior to appointment, the District Superintendent shall conduct a nomination process to ensure that each person nominated meets the qualification standards set forth in Sections 5.1 and 5.2. The Superintendent shall establish a process that provides reasonable notice to Board members, specified nominating organizations and individuals. When an appointment is necessary to fill a vacancy, the Superintendent shall ensure that a nomination is received from a like organization or category as the Committee member whose position is vacant.

5.4 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Article 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 (Government Code §§ 81000 *et seq.*), and to complete the Form 700 as required by certain designated employees of the District.

5.5 Term. Each member of the Committee shall serve for a term of two years and for no more than two consecutive terms, except at its first meeting the members shall draw lots to establish which four members will serve an initial one year term in order to stagger the terms of office of members.

5.6 Removal; Vacancy. The Board may remove any Committee member for cause, including failure to attend three consecutive committee meetings. Upon the removal of a member, his or her seat shall be declared vacant. The Board shall fill any vacancies on the Committee in accordance with the appointment process set forth in Section 5.3 hereof.

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

## **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 at least quarterly to include an annual organizational meeting to be held in June.

6.2 Location. All meetings shall be held at the administrative offices of the District located at 21943 Auberry Rd., Prather, CA 93651.

6.3 Procedures. All meetings shall be open and public in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et. seq.* (the "Brown Act"). Meetings shall be conducted according to such 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 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; and
- (d) retention of all Committee records and public access to such records, including the posting of Committee records on the internet website maintained by the District.

7.2 District shall maintain all Committee records and provide public access to such records.

7.3 The District shall not use any Bond proceeds to provide the support set forth in this Section 7.

## **Section 8. OFFICERS**

The Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent; such positions shall continue for two year terms. No person shall serve as Chair for more than two consecutive terms.

## **Section 9. POWERS RESERVED TO THE GOVERNING BOARD**

9.1 In order to clarify that the Committee's duties and activities are limited to those set forth in Sections 3 and 4 respectively, by way of example the Governing Board maintains the exclusive authority with respect to all, but not limited to, the following powers and activities:

- (a) projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, CFD Bonds, the general fund or the sale of surplus property without bond proceeds.
- (b) the establishment of priorities and order of construction for Bond projects.
- (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 Bond projects.
- (d) the approval of the design for each Bond project including exterior materials, paint color, interior finishes, site plan and construction methods.
- (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 Proposition 39 and included herein.
- (g) the allocation of State School Building Program grant funds to projects in the order and in an amount determined by the Board.
- (h) the adoption of a plan for publicizing the activities of the Committee.
- (i) the appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted by the Governing Board.

#### **Section 10. AMENDMENT OF BYLAWS**

Any amendment to these Bylaws shall be approved by the Board prior to becoming effective.

#### **Section 11. TERMINATION**

The Committee shall automatically terminate and disband at the earliest of the date when (a) all Bond proceeds are spent, or (b) all projects funded by Bond proceeds are completed.

#### **Section 12. APPLICABILITY OF THE CALIFORNIA LAW**

The Committee was established by the District in order to comply with Sections 15278 *et seq.* of the Education Code. Nothing in these Bylaws shall be interpreted in a manner that is inconsistent with such provisions of the Education Code.

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**SIERRA UNIFIED SCHOOL DISTRICT  
CITIZENS OVERSIGHT COMMITTEE**

***SUMMARY OF ROLE AND  
RESPONSIBILITY  
OF OVERSIGHT COMMITTEE***

# CITIZENS OVERSIGHT COMMITTEE

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- ❖ Authorization to Establish Committee
- ❖ Composition of the Committee
- ❖ Purpose and Activities of the Committee
- ❖ Governing Board Support of the Committee
- ❖ Meetings of the Committee



# CITIZENS OVERSIGHT COMMITTEE

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## ❖ Authorization to Establish Committee

- Created with passage of Proposition 39
- Implementing legislation – Assembly Bill 1908
- Governing Board must appoint committee within 60 days of Board certification of election results

# CITIZENS OVERSIGHT COMMITTEE

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## ❖ Composition of Committee

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- Consist of at least 7 members
- Term is for 2 years with no more than 2 consecutive terms
- Committee must include representatives of:
  - Business community located in district
  - Senior citizens' organization
  - Parent/guardian of child in district
  - Parent/guardian of child in district and active in parent organization
  - Taxpayers' organization
- Committee may not include employee/official of district or any vendor, contractor, consultant doing business with district

# CITIZENS OVERSIGHT COMMITTEE

## <sup>4</sup> ♦ Committee Members

<u>Name</u>	<u>Membership Category</u>
▪ Raquel Hickman	Business Community
▪ Owen Purdy	Senior Citizens' Organization
▪ Wade Kimbler	Taxpayers' Association
▪ Peter McManus	Parent in District
▪ Rebecca Riley	Parent Active in School Organizations
▪ Connie Schlaefter	At Large
▪ Kathleen Bisko	At Large
▪ Pamela Smedley	At Large
▪ Carli Walker	At Large





# CITIZENS OVERSIGHT COMMITTEE

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## ❖ Purpose and Activities of the Committee

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- Purpose shall be to inform public regarding expenditure of bond proceeds
  - Committee shall carry out the following:
    - Review and report on bond expenditures
    - Advise the public as to whether bond funds are being spent on official ballot project list
    - Ensure bond funds are expended only on capital facility projects
    - Ensure no funds are used for teacher/administrative salaries or other operating expenses
  - Promptly alert public to any waste or improper expenditure of school construction bond funds

# CITIZENS OVERSIGHT COMMITTEE

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## ❖ Purpose and Activities of the Committee *(con't)*

- Authorized to engage in following activities:
  - Review annual performance audit on status of approved projects
  - Review annual independent financial audit on use of bond proceeds
  - Inspect facilities and grounds to ensure bond proceeds are being spent on approved projects
  - Review efforts of district to implement cost saving measures
- At least annually, issue report on the results of committee activities



# CITIZENS OVERSIGHT COMMITTEE

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## ❖ Governing Board Support of the Committee

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- Role and responsibility of Board remains the same (*i.e. award bids, approve contracts, approve projects budgets, hire architects, consultants, etc.*)
- Board shall provide:
  - Necessary technical and administrative assistance
  - Sufficient resources to publicize reports
  - Staff resources



Janelle Bryson, CBO



Kelly Capps, Director of Facilities



# CITIZENS OVERSIGHT COMMITTEE

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## ❖ Meetings of the Committee

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- All meetings shall be open to the public
- Subject to provisions of Brown Act
- Committee documents/reports shall be part of public record
- Documents/reports shall be placed on Website maintained by District

