

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

APPLICATION FOR CITIZENS' OVERSIGHT COMMITTEE

The Board of Trustees of the North Monterey County Unified School District is seeking highly qualified, interested individuals to serve on a committee of community leaders that will serve as the independent Citizens' Oversight Committee ("COC") for the implementation of the North Monterey County Unified School District Bond Measure "H".

Interested persons are requested to complete an application and submit it by 4:00 PM on January 21st, 2014 to the North Monterey County Unified District office located at 8142 Moss Landing Road, Moss Landing, CA 95039. An application may also be faxed to (831) 633-8211 or email to ypadilla@nmcusd.org.

About the Bond Measure

The North Monterey County Unified School District Bond Measure H is a \$23.8 million bond measure that authorizes funding to

Purpose:

California State law requires that a Citizens' Oversight Committee be appointed by the Board of Education within sixty days of their certification of the election results. The purposes of the Committee are:

- To actively monitor all bond measure projects and expenditures
- To provide proper oversight, controls, and accountability to ensure that bond measure funds are used as they were intended
- To make regular reports to the community at large on the progress of the bond measure projects

Duties of the Committee:

Members of the Citizens' Oversight Committee will meet on a regular basis to provide input regarding overall bond program, budget and financing, program management, and construction schedules. Responsibilities may include the following:

- Ensure bond measure funds are spent only on projects listed in the bond measure project list and that no funds are used for any teacher or administrative salaries or general school operating expenses
- To advise District staff on specific projects, as well as the over-all North Monterey County Unified School District plans.
- Receive and review copies of the annual audits of the bond measure
- Inspect school facilities and grounds to ensure compliance with the bond measure
- Provide information to the public on the progress of the bond measure projects

Membership position(s) that applicant is qualified to fill

The California Education Code requires that the COC have at least one member representing each of the first five categories.

- Active in a business organization representing the business community
- Active in a senior citizens' organization
- Active member of a bona fide taxpayer organization
- Parent or guardian of a North Monterey County Unified student
- Parent or guardian active in the North Monterey County Unified PTA/PTSA or school site council or ELAC
- At-large community member

NOTE: Vendors, contractors, and consultants or anyone who could have a conflict of interest are prohibited by law from being members of the COC. Employees of the School District are also prohibited by law from being members of the COC.)

**Independent Citizens Oversight Committee-Measure H Obligation Bond
North Monterey County Unified School District**

Membership position(s) that applicant is qualified to fill.

The California Education Code requires that the COC have at least one member representing each of the first five categories. Please specify to which category you belong, and check all that apply.

- Active in a business organization representing the business community
- Active in a senior citizens' organization
- Active member of a bona fide taxpayer organization
- Parent or guardian of a North Monterey County Unified student
- Parent or guardian active in the North Monterey County Unified PTA/PTSA or school site council
- At-large community member

Please indicate if you have experience in the fields listed below and list any skills or knowledge in those areas.

- Construction
- Architectural design
- Public financing
- Contract Law
- Building Project/Program Management
- Other _____

Describe: _____

GENERAL INFORMATION:

Name: _____

Home Address: _____
Street
City
Zip

Home Telephone: _____

Fax Number: _____

E-Mail: _____

EMPLOYER INFORMATION:

Position: _____

Name of Employer: _____

Work Address: _____

Work Telephone: _____

Fax Number: _____

E-Mail: _____

EDUCATIONAL BACKGROUND:

College and/or University: _____

Degree/Major: _____

Certificate/Technical Training: _____

Vocational and/or Other Institutions: _____

ADDITIONAL INFORMATION:

1. Have you been a member of any North Monterey County Unified School District or school-based committee:

Yes No

If so, which one, and in what capacity? _____

2. Are you an employee of the NMCUSD District? (**NOTE:** Employees of the School District are prohibited by law from being members of the COC.)

Yes No

3. Have you ever been employed by the North Monterey County Unified School District?

Yes No

4. Are you a vendor, contractor, or consultant to the North Monterey County Unified School District? (**NOTE:** Vendors, contractors, and consultants or anyone who could have a conflict of interest are prohibited by law from being members of the COC.)

Yes No

5. Members of the COC will be required to file financial disclosure/conflict of interest statements pursuant to rules and forms established by the Fair Political Practices Commission. Are you willing to file such financial disclosure statement if appointed to the COC?

Yes No

6. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Oversight Committee?

Yes No

List present or past membership in any community service, civic, or youth organization.

List participation in seminars, workshops, volunteer work, professional organizations, etc.

Please answer the following questions:

7. How long have you been a resident within the North Monterey County Unified School District? Years _____

8. Do you have any children or grandchildren who now attend (or have attended) North Monterey Unified School District schools?

Yes No

Comments: _____

9. Are you able to complete at least one term (two years) as a member of the COC and refrain from becoming an employee, vendor, contractor, or consultant of the School District during such time period?

Yes No

10. List references that have knowledge of your character, experience, and abilities. Do not include names of relatives. (You may attach letters of reference from those listed if you wish.)

Name/Address/Phone/Business/Occupation

1. _____

2. _____

3. _____

11. Explain why you would like to be appointed to this Committee.

You may provide additional answers to the above question by attached a separate document.

CERTIFICATE OF APPLICANT:

All 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 **North Monterey County Unified School District**, 8142 Moss Landing, Moss Landing, CA 95039 or faxed to (831) 633-2811 or emailed to ypadilla@nmcusd.org no later than January 21st by 4:00 PM .

If you have any question please call the North Monterey County Unified School District Office at 831-633-3343 ext. 210 and ask to speak with Yvette Padilla, Administrative Assistant to the Superintendent.

ATTACHMENT A

CITIZENS' BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This following Ethics Policy Statement provides general guidelines for Committee members to perform 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 the 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 North Monterey County Unified School District.

COMMITMENT TO DISTRICT: A Committee member shall place the interest 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.

Date

Member, Oversight Committee