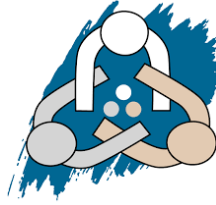


TULARE JOINT UNION HIGH SCHOOL DISTRICT



Citizens' Bond Oversight Committee

March 18, 2026

4:30 P.M.

District Office

426 N. Blackstone St.

Tulare, California 93274

AGENDA

Pursuant to Education Code § 15278 *et seq.*, the Tulare Joint Union High School District (“District”) has authorized the establishment of the Measure E Citizens’ Bond Oversight Committee (“Committee” or “CBOC”). The Committee will convene a public meeting to provide oversight and report on the proper expenditure of bond revenues.

1. Call to Order

2. Roll Call

- Laoreal Justus (Business Organization) _____
- Jessica Saltzman (Parent or Guardian) _____
- Nick Simon (Parent & Active Parent Organization) _____
- Chris Mathys (Taxpayer’s Organization) _____
- David Phelps (At Large Member) _____
- Wil Cushing (At Large Member) _____
- Jackie Zupp (Senior Citizen) _____

3. Committee Orientation and Introductory Presentations

- A. Committee members, District staff and legal counsel will all introduce themselves.
- B. District legal counsel and staff will provide the members with information about the Committee’s role and the applicable Education Code requirements. Counsel and staff will also present an overview of the Brown Act and other related requirements under which the Committee will operate.
- C. Power Point Presentation – Citizens’ Bond Oversight Committee & The Brown Act
- D. Review Bylaws

4. Action Items

- A. Election/Appointment of Committee Chairperson ACTION
Motion: _____ Second: _____ Vote: _____
- B. Election/Appointment of Committee Co-Chairperson ACTION
Motion: _____ Second: _____ Vote: _____
- C. Election/Appointment of Committee Secretary ACTION
Motion: _____ Second: _____ Vote: _____
- D. Election/Appointment of Individual or Subcommittee to draft Committee reports ACTION
Motion: _____ Second: _____ Vote: _____
- E. Set Additional Meeting Date(s) ACTION
Motion: _____ Second: _____ Vote: _____
- F. Adopt Measure E Bond Oversight Committee Bylaws ACTION
Motion: _____ Second: _____ Vote: _____

5. Audience Comments

Allow members of the public the opportunity to speak regarding issues not on the agenda.

6. Next Scheduled Meeting & Additional Meeting Dates: To be determined.

7. Adjournment

Agendas of public meetings and any other writings distributed to all or a majority of the members of the Committee in connection with a matter subject to discussion or consideration at an open meeting of the Committee are public records. IF such writing is distributed less than 72 hours prior to a public meeting, the writing will be made available for public inspection at the District Office located at 426 N. Blackstone St., Tulare, California 93274.

REASONABLE ACCOMMODATION

In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the District, upon request, in accordance with the Americans with Disabilities Act. Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Committee meeting, shall contact the district superintendent or designee in writing by noon the day before the scheduled meeting. Such notification shall provide personnel to make reasonable arrangements to assure accessibility to the meeting.



CITIZENS' BOND OVERSIGHT COMMITTEE CHECKLIST

This checklist is a summary only and not legal advice. We recommend that you consult with legal counsel to determine how these requirements apply to your specific facts and circumstances.

GOALS

- To inform the public concerning the expenditure of bond revenues.
- To oversee the spending of bond proceeds in order to verify that they are spent as promised in an effective and timely manner.
- To advise the Superintendent, the Board of Trustees and community of its findings and recommendations on a regular basis for the life of the expenditure of bond proceeds.

ROLES & RESPONSIBILITIES

- Facilitate Efficient and Economical Use of Bond Expenditures:**
 - Review District project prioritization and scheduling funded by the bond measure and advise the Superintendent and Board of Trustees of progress toward satisfying the goals of bond expenditures.
 - Advise the Superintendent and Board of Trustees on planning for bond fund issues as related to dollar value and market timing in order to facilitate effective progress in the District's construction projects.
 - Review the progress of bond construction projects and advise the Superintendent and Board of Trustees as to timeliness and cost-effectiveness.
- Provide Oversight on District Accountability:**

The Committee shall advise the public and ensure District compliance with the following:

 - Proceeds from the sale of bonds must be used ONLY for the purposes outlined in the bond language, including:
 - Construction, reconstruction, rehabilitation or replacement of school facilities.
 - Furnishing and equipping of school facilities.
 - Acquisition or lease of real property for school facilities.
 - ⊗ Proceeds CANNOT be used for any other purpose, including teacher and administrator salaries or any other operating costs.
 - The District must provide a list of the specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list.
 - The District must conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.
 - The District must conduct an annual independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities project.
- Comply with Brown Act Requirements:**
 - Establish a published list of regular meetings.
 - Publicly announce special meetings as required by provisions of the Brown Act.
 - Use the latest edition of Robert's Rules of Order for meetings and procedures.

ACTIVITIES

In order to fulfill its responsibilities, the Bond Committee may engage in any of the following:

- Meet at least annually or more frequently as the Committee deems it necessary to discharge its duty, but no more frequently than quarterly.
 - Set meeting schedule and agenda.
- Receive and review the following:
 - Annual independent performance audits
 - Annual independent financial audits
 - Deferred maintenance proposals or plans developed by the District.
- Inspect school facilities and grounds.
- Review District efforts to employ cost-saving measures, including, but not limited to:
 - Mechanisms to reduce professional fees
 - Mechanisms to reduce costs of site preparation
 - Recommendations on joint use of core facilities
 - Mechanisms to reduce cost through efficient school site design
 - Recommendations regarding the use of cost-effective and efficient reusable facility plans. Cal. Ed. Code § 15278(c).

MEMBERSHIP

- Term of Service: Minimum term of two years; Maximum of three consecutive terms
- Duration of Committee: Disbanded when all bond funds spent
- Conditions of Membership: Must avoid potential financial conflict of interest during service and two years after membership
- Attendance: Regular attendance is essential.
- Committee Actions and Decisions: Determined by majority vote, made and recorded as individual votes, noting the committee member's name and response
- Subcommittees: Created on an as-needed basis, report all findings to Committee at public meeting, must have same representation ratio as that of Committee
- Committee Support: District staff will:
 - Arrange and handle meeting logistics
 - Make contact with Committee members
 - Prepare meeting documents and reports

LIMITATIONS

The Committee shall NOT:

- ⊘ Participate in the actual bond sale and issuance process.
- ⊘ Negotiate or select contractors or consultants.
- ⊘ Inspect job sites without the prior permission from Superintendent.
- ⊘ Contact District contractors or consultants without prior permission from Superintendent.

The Board of Trustees retains final authority in all decisions and has the fiduciary responsibility over the bond implementation.



**TULARE JOINT UNION HIGH SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
BYLAWS FOR BOND MEASURE E
APPROVED BY VOTERS ON NOVEMBER 5, 2024
*Revised 02-18-2026***

Section 1. Committee Established. The Tulare Joint Union High School District (the “District”) was successful at an election conducted on November 5, 2024 (the “Bond Election”) in obtaining authorization on a bond measure from the District’s voters to issue up to \$80 million aggregate principal amount of the District’s general obligation bonds (“Measure E”). The Bond Election was conducted under Proposition 39, 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 (“Proposition 39”). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish this Citizens’ Bond Oversight Committee (the “Committee”) in order to satisfy the accountability requirements of Proposition 39. The Board of Trustees (the “Board”) of the District hereby establishes the Committee, to be known as the “Citizens’ Bond Oversight Committee for Measure E,” which shall have the duties and rights set forth in these Bylaws.

Section 2. Purposes. The purposes of the Committee are set forth in Proposition 39, and these Bylaws are specifically made subject to the applicable provisions of Proposition 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, Government Code Section 54950 *et seq.* (the “Brown Act”) and shall conduct its meetings in accordance with the provisions thereof, and further in accordance with “Roberts Rules of Order”.

The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Proposition 39, but without expending bond funds on such support.

The proceeds of general obligation bonds issued pursuant to the authority of the Bond Elections are hereinafter referred to as “bond proceeds.” The Committee shall confine its review of District expenditures specifically to expenditures of bond proceeds generated under Measure E. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee’s review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee is an advisory committee and shall inform the public concerning the District’s expenditure of bond proceeds. In fulfilling this duty, all official communications of the Committee to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only speak on behalf of the Committee or release information attributed to the Committee which reflects the view of a majority of the Committee.

3.2 Review Expenditures. The Committee is charged with the duty to review expenditure reports produced by the District to evaluate if (a) bond proceeds were expended only for the purposes set forth in Measure E; and (b) no bond proceeds have been used for teacher or administrative salaries or other operating expenses.

3.3 Annual Report. At least one time annually, commencing with no later than the end of the first fiscal year in which any bond proceeds are expended and continuing through the end of the fiscal year in which bond proceeds have been spent in full, the Committee shall prepare and approve by majority vote an annual written report, the findings of which shall be summarized by the Chair of the Committee to the Board in public session, which annual written report shall include the following:

- (a) A summary of the Committee's proceedings and activities for the preceding year, and
- (b) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution.

Annual reports of the Committee shall be posted on the District's website in accordance with Sections 7 and 8 hereto.

3.4 Duties of the Board/Superintendent. The District Board retains all decision-making authority with respect to the Bonds and the projects to be financed with the Bonds. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of contracts,
- (b) Approval of change orders,
- (c) Expenditures of bond funds,
- (d) Handling of all legal matters,
- (e) Approval of project prioritization, project plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Oversight of Measure E Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, certificates of participation, lease/revenue bonds, the general fund or

the sale of surplus property, and without bond proceeds, shall be outside the scope of oversight of the Committee.

- (b) The establishment of priorities and order of construction for bond projects, which shall be made by the Board in its sole discretion.
- (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 project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.
- (e) The selection of independent audit firm(s), performance and financial audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Proposition 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the activities authorized under Education Code Section 15278 subsection (c), including:

- (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, in accordance with any access procedure established by the District's Superintendent or business official.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of at least seven (7) members appointed by the Board. Membership of the Committee shall be based on the criteria established by Proposition 39, to wit:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) member shall be the parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- Two (2) members of the community at-large.

Members to serve as alternate members may, but do not need to be, appointed by the Board in its discretion to serve in the event of an unexpected vacancy. The Board will attempt to maintain membership reflecting an odd number of members.

5.2 Qualification Standards.

- (a) To be a qualified person, Committee members must be at least 18 years of age.
- (b) As specifically prohibited by Education Code Section 15282, the Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.
- (c) Preference will be given applicants who reside within District boundaries, however, residency within District boundaries is not a necessary qualification.

5.3 Ethics Rules Applicable to Committee: No Conflicts of Interest.

- (a) The prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government Code apply to members of the Committee. As provided therein, members of the Committee shall not be financially interested in District contracts within the meaning of

State law or engage in any activity for compensation that is in conflict with such member's duties described herein.

- (b) The Committee is established to inform the public regarding the expenditure of bond proceeds. Committee members are not public officials of a government agency with decision-making authority within the meaning of the Political Reform Act of 1974, and the Committee is not a decision-making authority.
- (c) By accepting appointment to the Committee, each member agrees to serve on a voluntary basis without any form of compensation, to comply with the Committee Ethics Policy Statement attached to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the first day of the month following appointment. No member may serve more than three (3) consecutive terms. This limitation shall not prevent a former Committee member whose term has expired from serving again following a one-year period from such expiration.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall notify the public through its customary forums that it is accepting applications for Committee members, which may include posting notice at school sites, advertising in the local newspapers, and/or posting notice on the District's website or other social media forums, as well as the solicitation of local groups for applications; (b) applications shall be made available at the District office and/or through the District's web site; (c) the Superintendent will review the applications which have been submitted by the stated deadline; and (d) the Superintendent will make recommendations to the Board with respect to appointment. Appointments shall be made by the Board upon approval by majority vote at an open meeting. Appointments shall be recorded in the Board minutes.

5.6 Removal; Vacancy. The Board may remove any Committee member for cause, which includes failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, the seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall make best efforts to fill vacancies within ninety (90) days. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed.

In the event the District is unable to appoint members meeting the criteria listed in Section 5.1, the Committee may proceed with one or more vacancies and maintain public notice on its web site regarding ongoing recruitment to fill the vacancy.

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

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the

right to address the Board as an individual or, on behalf of the Committee if said member has been authorized to do so by a majority vote of the Committee; and (c) the Committee shall have the right to request and receive only copies of any public records relating to Measure E funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, or more frequently as the Committee deems it necessary to discharge its duty, but no more frequently than quarterly. At the end of each meeting, the Committee shall identify the next approximate meeting date and District staff will facilitate the calling of said meeting. Agendas shall be coordinated between District staff and the Committee Chair.

6.2 Location. All meetings shall be held within the Tulare Joint Union High School District, located in Tulare County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the Brown Act and in accordance with Robert's Rules of Order. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 Technical and Administrative Support. As provided by Education Code Section 15280, the District shall provide to the Committee necessary technical and administrative assistance in furtherance of its purposes and to publicize its conclusions. Such support shall include:

- (a) preparation of and posting of public notices and agendas as required by the Brown Act, ensuring that all meetings notices and agendas are provided in the same manner as 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, minutes and reports;
- (d) providing bond expenditure reports produced by the District for review at each meeting; and
- (d) retention of all Committee records and reports, and
- (e) providing public access to Committee meeting minutes and reports on an Internet website maintained by the District.

7.2 Copies of Bond Audits. Pursuant to Education Code Section 15286, the District shall submit a copy of its annual bond financial audit and performance audit, prepared each fiscal year in which bond proceeds have been expended, to the Committee at the same time such audits are submitted to the Board, and in any event no later than

March 31 of each year. In addition, pursuant to Education Code Section 15280(a)(2), if findings, recommendations or concerns are identified in such audits, within three (3) months of receiving the audits, the District shall provide the Committee with responses to such findings.

7.3 Staff Support. A member of the District staff shall attend Committee meetings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. Reports. The Committee must produce at least one annual report as referenced in Section 3.3. In addition, the Committee may report to the Board from time to time in order to inform the Board on the activities of the Committee. Any such reports shall be in writing and shall summarize the proceedings and activities conducted by the Committee. Such reports shall be made available on the District's internet web site link to Measure E.

Section 9. Officers. The Superintendent or such officer's designee shall call the first meeting to order and facilitate the meeting as its acting Chair until the Chair is elected at said meeting. At the first meeting, election of officers shall appear on the agenda. The Committee shall elect by majority vote of its members a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. These Bylaws may be amended by the Board of Trustees of the District. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure E.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. 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 District.

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.



Fagen Friedman & Fulfrost LLP

Measure E Citizens' Bond Oversight Committee (CBOC) February 18, 2026, Meeting



Tulare Joint Union High School District

Jessica Ehrlich, Partner

Goldie Shen, Associate

Fagen Friedman & Fulfrost, LLP

F3law.com

Overview

- Part I: Bond Committee Roles and Responsibilities
- Part II: Brown Act Overview & Applicability
- Part III: CBOC Bylaws and Ethics



Part I: Bond Committee Basics

- Measure E
- Bond election conducted - November 2016
 - Proposition 39, Strict Accountability in Local School Construction Bonds Act of 2000
- Education Code requires formation of CBOC to satisfy Prop 39 accountability requirements.



Bond Committee Membership



- Term & Duration
- Conditions of Membership
- Attendance
- Actions & Decisions
- Committee Support



Composition of the Bond Committee

- Must have a minimum of 7 members, with one from each of the following:
 - A member active in a business organization representing the business community
 - A member active in a senior citizens' organization
 - A member who is a parent/guardian of a child enrolled in the District
 - A member who is both a parent/guardian of a child enrolled in the District and active in PTA
 - A member who is active in a bona fide taxpayers' organization



Composition of the Bond Committee

- Who cannot be on the committee?
 - District employees and officials (*see* Ed. Code § 15282)
 - Vendors, contractors, or consultants of the District
 - Persons who would have a *legal* conflict of interest
 - Persons who would hold an “incompatible” office (*see* Gov. Code § 1125, et seq.)



Bond Committee Responsibilities

- Inform the Public
- Review Bond Expenditures
- Annual Reporting



Bond Committee Responsibilities & Activities

- Facilitate Efficient & Economical Use of Bond Expenditures
- Provide Oversight on District Accountability
- Comply with Brown Act



Oversight/Advisory Capacity

THE CBOC IS AN ADVISORY COMMITTEE

- The CBOC acts in an ***advisory*** capacity to the Board and District staff.
- The CBOC provides ***oversight*** of the District's expenditures of the bond revenues.
- The CBOC's role is ***distinguishable*** from the Board — which is the elected body that holds decision-making authority related to Bond Measure E.



Items Outside of CBOC Responsibilities

- The Committee *shall not*:
 - Participate in the actual bond sale or issuance process
 - Negotiate or select contractors or consultants
 - Inspect job sites without prior permission from the Superintendent
 - Contact District contractors or consultants without prior permission from Superintendent
 - Direct staff of the District



Items Outside of CBOC Responsibilities

- District has ***not*** charged CBOC with responsibility for:
 - Projects financed through State of California
 - Establishment of priorities of bond projects
 - Selection of consultants and professional service firms, such as architects, engineers, CEQA consultants, and independent audit firms
 - Design approvals
 - Order of Construction
 - Decisions about non-Bond sources of funding
 - Appointment or Reappointment of CBOC members



Part II: The Brown Act



Brown Act

- Subject to Ralph M. Brown Act open meeting laws
- Brown Act concepts:
 - Transparency
 - Public involvement and access
 - Conducting lawful, efficient, and organized meetings



What is a Meeting?

- The Brown Act applies to “meetings” of a legislative body.
- All meetings of a legislative body are public and official business and must be transacted at a public meeting
 - Exception: Closed Session
- Majority of members gather at the same time and place to hear, discuss or deliberate upon any item within the subject matter jurisdiction of the legislative body.



The Meeting Agenda



Serial Meetings Prohibited!

- Serial Meetings: Communications outside formal meetings, each of which involve less than a quorum, but collectively encompass a majority.
- Communications of any kind ***cannot*** be used by a majority of members to discuss, deliberate, or take action on any item or business that is within the subject matter jurisdiction of the Committee. (Gov. Code § 54952.2)
 - NOTE: Applies to email and other electronic communications



Public Participation and Comment

■ Regular Meetings:

- Subject to reasonable regulations, the public must be allowed to speak on any subject on the agenda (open or closed session) or within the subject matter jurisdiction of the legislative body.



Public Records

- Documents distributed to the Committee less than 72 hours prior to an open public meeting shall be made available for public inspection when distributed to the Committee
- List on the agenda the location of where item can be viewed or alternatively, post on website



Robert's Rules of Order

- Designed to provide structure and order to legislative bodies' public meetings.
- Addresses, among other topics:
 - Quorum
 - Voting
 - Rights of committee members to make motions



Part III: CBOC Bylaws & Ethics



CBOC Bylaws

- Committee's purpose is to aid in the conduct of the people's business



Bylaws – Membership

- **Term – Section 5.4** - 2 years beginning in 2026
- **Duration – Section 5.4** - No more than three (3) consecutive terms → automatic
 - Removal – The Board may remove for any reason (Section 5.6)
- **New Members – Section 5.5** – Appointment Process

Note: All Section references are to CBOC Bylaws



Bylaws – Common Questions

■ **New Members – Section 5.5 –**

Appointment Process

- Appropriate local groups solicited for applications
- Superintendent or designee reviews application, confirms CBOC Requirements are met, and makes recommendations to Board
- Board approves new member via agenda item or resolution



Bylaws – Common Questions

■ Amendments to Bylaws

- Bylaws – Section 10

- Process –

- CBOC Review and Discussion
- Staff Can Make Recommendations to the Board
- District Board Agenda Item & Resolution
- 2/3 Vote of District Board

Note: All Section references are to CBOC Bylaws



Bylaws – CBOC Meetings

- Regular Meetings w/Organizational Meeting
- Held in the District
- District staff and/or consultants must attend to report on status of projects and related expenditures



Bond Committee Ethics

- Financial Conflicts of Interest
- Incompatible Activities
- Ethics Policies



Ethics Compliance



Ethics Compliance

- FPPC
 - Fair Political Practices Commission Website
- Ethics Policy Statement



Gifts - Questions to Ask

- Did the gift come from a source listed in the conflict-of-interest code?
- Is this gift/benefit available to the public generally or just to a select few?
- Is this gift/benefit related to my position?
- What is my relationship with the person offering the gift?





Thank you!

- Thank you for your service on the CBOC.
- Your duties and efforts are integral to the District's success.
- Your commitment to the District and the community is greatly appreciated.





Business, Facilities & Real Estate
Charter School
eMatters
Governance & Leadership
Labor & Employment
Litigation
Student Services & Special Education
Higher Education

FRESNO | INLAND EMPIRE | LOS ANGELES
OAKLAND | SACRAMENTO | SAN DIEGO

www.f3law.com

Information in this presentation, including but not limited to PowerPoint handouts and the presenters' comments, is summary only and not legal advice. We advise you to consult with legal counsel to determine how this information may apply to your specific facts and circumstances.





BOARD OF TRUSTEES

Laura Fonseca
Craig Hamilton
Cathy Mederos
Kelley Nicholson
Tyler Ribeiro

**DISTRICT
ADMINISTRATION**

Lucy Van Scyoc, Ed.D.
Superintendent

Tammy Aldaco
Assistant Superintendent
Human Resources

Maria Bueno
Assistant Superintendent
Student Services and Special
Programs

Kevin Covert
Assistant Superintendent
Curriculum, Technology and
Assessment

Dereck Domingues
Executive Director Child
Welfare and Safety

Gretchen Van Der Tuig
Executive Director
Special Education and
Support Systems

Vivian Hamilton
Chief Business Officer

Jason Bonds
Director of Facilities

Donny Trimm
Director of Technology

MEMORANDUM

TO: Measure E
Citizens' Bond Oversight Committee Members
Tulare Joint Union High School District

FROM: Tulare Joint Union High School District Administration

DATE: February 18, 2026

RE: Citizens' Bond Oversight Committee
Roles, Responsibilities, and Annual Reporting Requirements

This memorandum sets forth the specific roles, responsibilities, and annual reporting requirements for the Tulare Joint Union High School District Measure E Citizens' Bond Oversight Committee ("CBOC").

I. Annual CBOC Compliance Requirements

Pursuant to the Strict Accountability in Local School Construction Bonds Act of 2000, California Education Code section 15264 *et seq.* ("Proposition 39"), the Tulare Joint Union High School District Measure E CBOC must satisfy the following annual compliance requirements:

- A. Meet at least once per year in a location within the District, including an annual organizational meeting, but no more frequently than quarterly.
 - 1. Meetings must comply with the provisions of the Ralph M. Brown Act, California Government Code §§ 54950 *et seq.*
- B. Prepare and present to the District's Board of Trustees ("Board") in public session, an annual written report, which includes the following:
 - 1. 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
 - 2. A summary of the Committee's proceedings and activities for the preceding year.
- C. The Committee may also report to the Board at least semi-annually in order to advise the Board on the activities of the Committee.

1. Should the Committee decide to report to the Board on a semi-annual basis, the report must be in writing and must summarize the proceedings and activities conducted by the Committee.
- D. Committee members will comply conflict of interest laws, including Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 8100 *et seq.*). Committee members will also comply with the Committee's Ethics Policy, attached as "Attachment A" to the Bylaws of the Committee.
 1. Prohibited activities of Committee members include, but are not limited to, the following:
 - (a) Committee members shall not be financially interested in an any contract made by the District; and
 - (b) Committee members shall not engage in any employment, activity, or enterprise for compensation, which is in conflict with his or her duties.

II. CBOC Member Roles

- A. In accordance with applicable law, the Measure E CBOC is comprised of seven (7) members. Each member fills the following designated positions on the CBOC:
 1. **Member Active in a Bona Fide Taxpayers' Organization:**
 2. **Member Active in a Senior Citizens' Organization:**
 3. **Member Active in a Business Organization:**
 4. **Parent/Guardian of Child Enrolled in the District:**
 5. **Parent/Guardian of a Child Enrolled in the District and Active in a Parent-Teacher Organization:**
 6. **At Large Members:**

III. CBOC Responsibilities and Duties

- A. CBOC Members **must** carry out the following duties:
 1. Inform the public concerning the District's expenditures of bond proceeds. Specifically, advise the public as to whether the District is spending the bond monies for construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities.

2. 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; and (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses.
3. Receive and review copies of the District's annual independent performance audit to ensure that the bond funds have been expended only on the specific projects listed.
4. Receive and review copies of the District's annual independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.
5. Within its discretion, inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedures and timelines established by the Superintendent.
6. Review copies of deferred maintenance proposals or plans developed by the District, including reports on the presence and removal of lead-containing materials.
7. Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures, including, but not limited to:
 - (a) Mechanisms to reduce professional fees;
 - (b) Mechanisms to reduce costs of site preparation;
 - (c) Recommendations on joint use of core facilities;
 - (d) Mechanisms to reduce cost through efficient school site design; and
 - (e) Recommendations regarding the use of cost-effective and efficient reusable facility plans.

B. CBOC members **cannot** engage in the following activities. These activities will be carried out within the sole discretion of the Tulare Joint Union High School District Board of Trustees and/or its designees:

1. Participate in the actual bond sale or issuance process.
2. Establish priorities and the order of construction for the bond projects.
3. Negotiate or select contractors or consultants.
4. Approve the designs for each project.
5. Inspect job sites without prior permission from the Superintendent.

6. Contact District contractors or consultants without prior permission from the Superintendent or designee.
7. Select independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
8. Approve an annual budget for the Committee or adopt a plan for publicizing the activities of the Committee.
9. Direct staff of the District.
10. Exercise responsibility for projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund, or the sale of surplus property without bond proceeds.

I. **ROBERT'S RULES OF ORDER**

A. Henry Martyn Robert was a 19th century engineer who wanted local legislative bodies to use congressional procedures. Thus, Robert's Rules of Order is designed to provide structure and order to legislative bodies' public meetings.

B. **Quorum**

1. In order for a legislative body to make a decision, a quorum of the members is required. A quorum is the number of members that must be present to legally transact business.
2. In the absence of a Committee's determination of what number is a quorum, it typically represents a majority of members (e.g., 5 members present on a 7 member committee are able to make a decision).
3. The purpose of a quorum is to prevent a small unrepresentative group from making decisions for the entire Committee.

C. **Voting**

1. Every legislative body member is afforded one (1) vote and the general rule is that all voting members should cast a vote in favor or against the measure before the body for action.
2. Exceptions: Robert's Rules of Order does provide for specific circumstances when abstention and/or recusal are appropriate. (a) When a member has a personal economic or noneconomic/common law conflict of interest.

(b) When a member believes there was insufficient information for making a decision.
3. If an exception does not apply, each member should cast a vote on all issues put before him or her. A failure to do so may be deemed a breach of fiduciary duty.
4. When voting takes place, the Committee chair should announce the minority votes, i.e., "hearing one 'nay' and no others ... "
5. Be aware a tie vote is a lost vote because no majority was obtained.
6. The Brown Act requires that all votes be recorded.
7. The Committee should consider using a resolution when the issue requires more formality, attention, and matters of policy are being adopted.

D. Rights of the Minority

1. The minority has the right to be heard, including voicing his or her dissent.
2. The minority has the right to have his or her dissent noted in the record.
3. However, once the dissent is given and a vote is taken, it is the decision of the collective body, even for those who dissented/objected.

E. Right to Make a Motion

1. Each Committee member has the right to make a motion on any issue or question under consideration. The motion must be "in order." To be "in order," the motion must be **directly related** to the question under consideration.
2. Frivolous, vague, incoherent, and duplicative motions are "out of order."
3. Every motion requires a second vote.
4. After the second vote, the Committee chair should inquire if there is any discussion on the motion.
5. The member who made the motion has the first right to speak and amend the motion if he or she desires.
6. After the Committee discusses the motion, or if no discussion occurs, the members will then vote on the motion.
7. Motion to Amend: To amend a motion, the amendment must be germane to the main question. The amendment may include adding words or phrases, striking out words or phrases, and/or substituting words or phrases.
 - (a) The amendment to the motion must be offered *before* the vote on the motion. Remember, the motion to amend and main motion are always two separate votes.
 - (b) A vote is first taken on the motion to amend then on the original motion. And, the motion to amend requires a second too.
 - (c) There should be no more than two motions (amending and original) pending at any given time.

