COC Proposal

Response to Last Revised May 18, 2011 version

Please Note: underlined text has been added by District Superintendent to the 05/18/11 COC Proposal

The Citizens' Oversight Committee is pleased to be in partnership with the City of Emeryville and the Emeryville Unified School District to provide oversight for Measure J. As we endeavor to meet our commitment and responsibilities, we need to clarify the monitoring process and data requirements.

To enable the Measure J Oversight Committee to perform its obligation to actively review and report on the proper expenditure of taxpayers' money for school construction and to ensure that bond revenues are expended only for the purposes described in the Measure J bond project list, and with the overall understanding that the purpose of the following agreement is to enable the Measure J Oversight Committee and the District to identify any expenditures at the earliest possible time, the Measure J Oversight Committee and the Emery Unified School District agree that:

1. Each School Board staff report discussing a potential Measure J expenditure will clearly indicate:
    a. The *amounts* of funds to be approved, contractually obligated, or expended; and
    b. Whether the expenditure is a *one-time or recurring* expenditure and if recurring, its frequency.
    Response: Yes, staff reports discussing a potential Measure J expenditure will clearly indicate the information listed in 1a and 1b.
2. At each monthly meeting of the Oversight Committee, the Committee will receive a report covering all Measure J expenditures since the last such report, whether spent or approved by the School Board directly or by the Program Manager. The report shall indicate whether expenditure is:
    a. Approved by the School Board but not yet the subject of a contractual obligation (meaning the item is budgeted),
    b. The subject of a contractual obligation, but not yet spent (meaning the item is encumbered), or spent (meaning the item is already expended).
    Response: Yes, these requested items will be implemented. The report format will be similar to the format that has been used so far to report monthly MOU #1 budget information to the City/Schools Committee.
3. The Measure J Expenditures Report will also indicate, so far as is possible, Measure J expenditures that are expected to be the subject of School Board or Program Manager action within the next month.
    Response: Staff will prepare monthly expenditure reports for COC review per Item #2 above. Those reports will go first to the COC meeting on the 3rd Wednesday of the month and will report the expenditures of the month immediately preceeding. Following the COC review, that expenditure report will then go to the next City/Schools Committee meeting which occurs the first Thursday of each month. So, for example, the expenditures for the month of August 2011 will go to the COC meeting on September 21 for review and then to the City/Schools meeting on October 6 .

4. The Measure J Expenditures Report will, to the extent possible, also be provided to the Committee in an agreed-upon electronic format.

   Response: Reports will be furnished to the Committee in hard copy and as secured pdf's. Any format other than a pdf compromises the security of any official expenditure report. It is a matter of regular practice of most school districts that items such as this are provided in pdf format.

5. The Oversight Committee will review each Measure J Expenditure Report promptly and will immediately report any questions or concerns about an expenditure in writing to the School Board.

   Response: Yes, we appreciate prompt review from the COC. In order for the COC's review of monthly expenditures to go forward to the City/Schools Committee at their next meeting, the COC will need to review the expenditure reports at the meeting where they are presented first and foremost because the COC can take action only at an agendized meeting and second because the expenditure report can then move forward to City/Schools in a timely way.