



San Diego Unified School District

PHYSICAL PLANT OPERATIONS CENTER ANNEX, ROOM 9
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ICOC Exhibit 2.5
April 22, 2009

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MEMORANDUM

TO: ICOC

FROM: S. B. Markey 

DATE: April 22, 2009

SUBJECT: SUBCOMMITTEES/DUTIES

The following paragraphs represent the purpose, authorized activities, Web site requirements, and meeting procedural requirements of the ICOC in accordance with provisions of AB 1908, ED Code Section 15578, and the Brown Act. These paragraphs serve to guide initial Committee discussions pertaining to subcommittee duties.

1. PURPOSE OF THE (AB 1908) (ED CODE SECTIONS 15278, et seq)

The following language pertains to the overall purpose of the ICOC in accordance with AB 1908 and ED CODE section 15278. The purpose of the ICOC is to:

- Actively review and report on the proper expenditure of taxpayers' money for school construction
- Advise the public as to whether the school district is in compliance with the requirements of Article XIII, Section 19(b)(3) of the California Constitution, specifically:
 - Bond Funds are expended only 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 properties
 - No bonds are used for teacher or administrator salaries, other administrative salaries, or other school operating expenses
 - To ensure a list of projects to be funded was included on the ballot
 - To ensure an annual independent performance audit is performed
 - To ensure an annual independent financial audit is performed

Authorized Activities of the Committee (ED CODE 15278 (c) (1)-(4))

The following list represents authorized activities of the ICOC in accordance with ED CODE Section 15278:

- Receive and review copies of the annual independent performance audit
- Receive and review copies of the annual independent financial audit
- Inspect school facilities and grounds to ensure bond funds are expended for the purposes set forth in the bond measure approved by the voters
- Receive and review copies of any deferred maintenance proposal or plans developed by the school district
- Review efforts by the school district to maximize bond revenues by implementing cost savings measures including but not limited to:
 - Mechanisms designed to reduce the cost of professional fees
 - Mechanisms designed to reduce the cost of site preparation
 - Recommendations regarding the joint use of core facilities
 - Mechanisms designed to reduce cost by incorporating efficiencies in school site design
 - Recommendations regarding the use of cost effective and efficient reusable plans
- The Committee shall issue regular reports of the results of its activities. The Committee must issue at least one report each year.

Meeting Procedures (Meetings are held in accordance with the Ralph M. Brown Act)

The following represents action to ensure ICOC compliance with the Ralph M. Brown Act. The ICOC shall:

- Establish regular meeting dates, time, and place
- Ensure the meeting times, dates, and places must be posted
- Ensure all documents received by the Committee are a matter of public record
- Ensure all Committee meetings are open to the public and held in accordance with the Brown Act provisions

WEB Site Requirements (ED CODE 15280(b))

The following represents ICOC WEB Site requirements in accordance with ED CODE 15280(b). The ICOC shall ensure:

- All meeting minutes are posted to the Web site
- All reports issued by the committee are posted to the Web site
- All documents received by the Committee are posted to the Web site
- Other documents are posted to the Web site as directed by the Committee

2. Subcommittee Duties

The following proposed Subcommittee duties have been taken from ED CODE provisions and are offered for consideration, or are actions required for the efficient execution of Committee Operations:

1. Governance Subcommittee

- Coordinate the development of an annual budget
- Coordinate the development of Committee By-Laws
- Establish regular meetings, dates, time and places
- Ensure all regular meetings are posted in accordance with the Brown Act
- Ensure all meetings are held in accordance with the Brown Act
- Ensure that regular Committee activity reports are issued at least annually
- Ensure meeting minutes shall be posted to the Web site.
- Ensure reports issued by the Committee are posted to the Web site
- Ensure documents received by the Committee are posted to the Web site
- Schedule the review of annual financial and performance audits
- Schedule and coordinate regular reports to the Board of Education
- Coordinate the work and performance of contracted support

2. Finance, Planning and Controls

Review efforts by the school district to maximize bond revenues by implementing cost savings measures pertaining to:

- Mechanisms designed to reduce the cost of professional fees
- Review of planned projects scope and compare to voters guide
- Ensure no bonds are used for teacher or administrator salaries, other administrative salaries, or other school operating expenses
- Ensure a list of projects to be funded on the ballot are in the construction plan
- Review the expenditure of taxpayers' money for school construction
- Ensure that all bond fund project expenditures are accurately accounted for
- Review and ensure that the Bond Fund Finance plan adequately provides for the scope of work in the voter guide
- Ensure that Bond Funds are expended only for the acquisition or lease of real property for school properties as listed in the voters guide

3. Construction & Implementation

- Ensure that Bond Funds are expended only for construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities.
- Inspect school facilities and grounds to ensure bond funds are expended for the purposes set forth in the bond measure approved by the voters

- Receive and review copies of any deferred maintenance proposal or plans developed by the school district

Review efforts by the school district to maximize bond revenues by implementing cost savings measures pertaining to:

- Mechanisms designed to reduce the cost of site preparation
- Mechanisms designed to reduce cost by incorporating efficiencies in school site design
- Recommendations regarding the joint use of core facilities
- Recommendations regarding the use of cost effective and efficient reusable plans
- Recommendations regarding the joint use of core facilities
- Review of Funded Projects Implementation and Completion
- Recommendations regarding the joint use of core facilities

4. Audit and Performance

- Ensure an annual independent performance audit is performed and presented to the Committee for review
- Ensure an annual independent financial audit is performed and presented to the Committee for review