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Memo

To Facilities Committee

From Timothy White, Deputy Chief of Facilities

Board Meeting Date Facilities Committee Special Meeting, March 22, 2019

Subject 7-11 Candidate Initial Screening

Action Staff will provide an initial screening of the 73 candidates for the 7-11 committee based on the criteria for a 7-11 committee. The Facilities Committee will respond to the initial screening and decide on a recommendation to bring to the full board for a vote on April 10.

Background The school board passed the [Community of Schools Policy](#) in the spring of 2018 which calls for the superintendent to create a [Citywide Plan](#) that aims to create more quality and sustainability in the school district. The plan is to address 5 areas:

- A. Facilities
- B. Enrollment & Transportation
- C. Charter Authorization
- D. Sharing Best Practices
- E. Defined Autonomy

The Facilities component of the plan includes the following key strategy: To finalize an updated **Facilities Master Plan** and initiate a **7-11 Committee** that will identify how to best leverage vacant, underutilized and surplus properties and utilize facility use agreements to strategically engage all Oakland public schools.

The purpose of the meeting today is for the Facilities Committee to make a recommendation to the full board for candidates for a 7-11 Committee. As required by Education Code Section 17387-17391, the 7-11 Advisory Committee shall consist of not less than seven (7) nor more than eleven (11) members, who must be representative of each of the following:

- The ethnic, age group and socioeconomic composition of the District
- The business community, such as store owners, managers or supervisors
- Landowners or renters, with preference to be given to representatives neighborhood associations
- Teachers
- Administrators
- Parents/guardians of students
- Persons with expertise in environmental, legal, construction and/or land use planning, including, but not limited to, knowledge of the zoning and other land use restriction of the City of Oakland.

The purpose of the 7-11 Advisory Committee is to advise the Governing Board, based on community input, regarding the use or disposition of school buildings, space, or property that is not needed for school purposes (Education Code Section 17388). The Advisory Committee will be supported by a facilitator and will be presented with information about potential under-utilized real property assets to help inform their recommendations. The committee will also reference the [Board Policy 7350 on Asset Management](#) which indicates a preference for long term lease over a sale.

The 7-11 Advisory Committee will meet five to six times between April and June 2019, as needed to complete its review and recommendations to the Governing Board by June 27, 2019.

As a member of the 7-11 Advisory Committee, an individual may be subject to the Government Code Section 1090 prohibition against financial interests in any contracts of the District, if the individual participates in the making of such contracts. In addition, members of the 7-11 Advisory Committee may also be subject to the general prohibition against conflicts of interests set forth in the Political Reform Act of 1974. All meetings of the 7-11 Advisory Committee will be open to the public and will be subject to the open meeting laws of the Brown Act. All documents and reports received or published by the Committee will be a matter of public record. The District will provide the 7-11 Advisory Committee with a meeting room, administrative support, and sufficient resources to prepare the committee reports.

In addition to the 7-11 Committee Requirements, Board Bylaw 9131, [insert title, which refers to committees and commissions] states that all committee requirements include that we have representation from each district.

Discussion

Given the legal requirements for a 7-11 committee and Board Bylaw 9131, staff performed an initial review of the candidates to ensure that all requirements were met. We did an initial screening and have made a potential recommendation for the Facilities Committee to consider. See Below.

For some of the required categories there were many eligible applicants. For other categories, there were fewer. The applicant pool is robust and meets the State and the Board's requirements. Staff is recommending 11 applicants be appointed to the 7-11 Committee. We have also included a short list of alternate candidates to be considered by the committee for their final recommendation.

Staff is available at the Special Committee Meeting to answer any questions about the initial screening of candidates to support in the committee making their recommendation.

Attachment

[7-11 Application](#)

[Board Bylaw 9131](#)

[7-11 Applicants Full List](#)

[Board Policy 7350 on Asset Management](#)

[Community of Schools Policy](#)

[Citywide Plan](#)

DRAFT RECOMMENDATIONS BASED ON CRITERIA FOR 7-11 COMMITTEE FOR DISCUSSION

City District Representation (Need 1 person per district, Per our own district requirement for committees)	Demographic matches the District (The ethnic, age group and socioeconomic composition of the District)	Teacher (Teachers)	Principal (Administrators)	Parent (Parents/guardians of students)	Landowner (Landowners or renters, with preference to be given to representatives neighborhood associations)	Business Owner (The business community, such as store owners, managers or supervisors)	Expertise (Persons with expertise in environmental, legal, construction and/or land use planning, including, but not limited to, knowledge of the zoning and other land use restriction of the City of Oakland)
2 from D1, 2 from D2 1 from D3 1 from D4 2 from D5	3 Black 4 Latinx 2 Asian	Vilma Serrano Teacher - Melrose	Cliff Hong Principal - Roosevelt Middle School	Xochitl Leon Parent - Kaiser and East Bay Innovation Academy (EBIA)	Veronica Martinez Santa Fe Neighborhood	Noni Sessions Low-income housing business - East Bay	Craig Hine Real estate expertise D2 White

2 from D6 1 from D7	2 White 4 Low-Middle Income 7 Middle-Upper Income	Leadership Academy (MLA) D2 Latinx Female	D5 Asian Male (also a parent)	D6 Latinx Female James Robins Experience California Environmental Quality Act (CEQA), Oakland Tech Parent D5 White? (Unknown) Male Shaeonna Muhammad Parent - North Oakland Community Charter School(Oakland Reach) D1 Black Female	Association, financial background (also a Parent) D1 Latinx Female	Permanent Real Estate Cooperative D3 Black Female Tiffany Rose Lacsado Small Business Owner - The Lei Company (Also a Parent - Greenleaf Academy) D6 Asian Female	Male Bryan Quevedo Policy analyst - San Francisco City D4 Latinx Male Ay'Anna Moody OUSD staff member - college access/Futures Centers VP of National Association for the Advancement of Colored People (NAACP) D7 Black Female
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Alternate and/or Additional Appointees
<p>Jason Bartlett Financial expertise (also former OUSD employee) D3 White Male</p> <p>David Kakishiba Business Owner, Chair of Measure N Commission</p>

D2
Asian
Male

Susan Piper

Former PTA president at Kaiser/Oakland Tech/Former OUSD Employee

D1
White
Female

Sele Nadel-Hayes

Budget expertise (also former OUSD employee), COO of Envision Charter School

D3
Black
Female

Hugo Lawton

Teacher - Greenleaf

D6
White
Male

Profile

[Redacted] _____
First Name Last Name

[Redacted]
Email Address

Which Boards would you like to apply for?

7-11 Committee: Submitted

[Redacted] _____
Street Address Suite or Apt
[Redacted] _____ [Redacted] _____
City State Postal Code

Which Board of Education election district (1, 2, 3, 4, 5, 6, or 7) do you live in? *

[Redacted]

[Redacted] _____
Primary Phone Alternate Phone

[Redacted] _____
Employer Job Title Occupation

Employer's Street Address

Employer's City

Employer's State

Employer's Zip

Work Phone

Work Email

Interests & Experiences

Please explain briefly your interest in serving on this Committee or Commission:

[Redacted]

Please indicate your other community involvement (work with public agencies, volunteering, other committees, Commissions, groups, etc.):

[Redacted]

[Redacted]

Upload a Resume

Question applies to 7-11 Committee, Measure N - College & Career Readiness Commission

Please Select all categories that apply to you:

Landowner or renter (including neighborhood association representative). If association, please specify _____

Question applies to 7-11 Committee, Measure N - College & Career Readiness Commission

If you have student(s) in the District, please indicate how many, their grades, and the schools they attend:

[Redacted]

Question applies to 7-11 Committee

Question applied to the 7-11 Committee

[Redacted]

[Redacted]

Demographics

[REDACTED]
or serving.

Ethnicity



[REDACTED]

Gender



[REDACTED]

Socio-Economic Group



[REDACTED]

Verification

Please indicate your agreement with the following statement

I have reviewed and understand the duties of the Commission or Committee for which I am submitting this application. I agree to perform said duties. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.



I Agree

Your application must be **completed and submitted on-line via this web form**. For assistance, if needed, or response to questions, please contact Edgar Rakestraw, Jr., Executive Assistant, Board of Education, Oakland Unified School District, 1000 Broadway, Suite 680, Oakland, CA 94607-4009 or 510/879-8658 or via email at Edgar.Rakestraw@ousd.org. Your application must be **submitted** by the applicable deadline, if any.

Note: This application and your responses are a Public record and subject to disclosure.

OAKLAND UNIFIED SCHOOL DISTRICT 7-11 COMMITTEE APPLICATION PACKET

The Governing Board of the Oakland Unified School District is establishing an advisory committee to advise the District and the Governing Board in connection with the potential sale or lease of surplus real property owned by the District ("7-11 Advisory Committee"). The Governing Board invites all interested community members to apply for membership on the 7-11 Advisory Committee.

Who can be members of the 7-11 Advisory Committee?

As required by Education Code Section 17387-17391, the 7-11 Advisory Committee shall consist of not less than seven (7) nor more than eleven (11) members, who must be representative of each of the following:

- The ethnic, age group and socioeconomic composition of the District
- The business community, such as store owners, managers or supervisors
- Landowners or renters, with preference to be given to representatives neighborhood associations
- Teachers
- Administrators
- Parents/guardians of students
- Persons with expertise in environmental, legal, construction and/or land use planning, including, but not limited to, knowledge of the zoning and other land use restriction of the City of Oakland

What will the 7-11 Advisory Committee do?

The purpose of the 7-11 Advisory Committee is to advise the Governing Board, based on community input, regarding the use or disposition of school buildings, space, or property that is not needed for school purposes (Education Code Section 17388). The Advisory Committee will be supported by a facilitator and will be presented with information about potential under-utilized real property assets to help inform their recommendations.

How often will the 7-11 Advisory Committee meet?

The 7-11 Advisory Committee will meet five to six times between April and June 2019, as needed to complete its review and recommendations to the Governing Board by June 27, 2019.

What else should the applicant know?

As a member of the 7-11 Advisory Committee, an individual may be subject to the Government Code Section 1090 prohibition against financial interests in any contracts of the District, if the individual participates in the making of such contracts. In addition, members of the 7-11

Advisory Committee may also be subject to the general prohibition against conflicts of interests set forth in the Political Reform Act of 1974. All meetings of the 7-11 Advisory Committee will be open to the public and will be subject to the open meeting laws of the Brown Act. All documents and reports received or published by the Committee will be a matter of public record. The District will provide the 7-11 Advisory Committee with a meeting room, administrative support, and sufficient resources to prepare the committee reports.

Submit the completed application and, if desired, a resume or summary of interest or qualifications, to the OUSD Board of Education at _____. Deadline for applying is 5 p.m. on Friday, March 8. Applications submitted after that time will not be processed. If you have questions or need assistance, please contact Edgar Rakestraw at edgar.rakestraw@ousd.org.

Contact Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Telephone Number: _____

Membership Criteria (check all of those that apply):

___ Business community member; Please specify name of business: _____

___ Landowner or renter -- If you're a representatives neighborhood Associations, please specify which one: _____

___ Teacher

___ School Administrator

___ Parents of student(s)

___ Expertise in environmental impact, legal contracts, building codes and land use planning

o Please specify: _____

The 7-11 Committee should reflect the diversity of the District to the extent possible. Please describe:

Race/ Ethnicity: _____

Gender: _____

Highest Education Level: _____

Socio-economic status:

- ___ \$250,000 or above annually
- ___ \$187,850 to \$250,000 annually
- ___ \$78,442 to \$187,849 annually
- ___ \$25,624 to \$78,441 annually
- ___ Below \$25,624 annually

Do you need any accommodations to serve on the 7-11 Committee? If so, please describe:

Board Member District (Find your Board Member District here:

<http://gisapps1.mapoakland.com/ousd/>): _____

Written Responses

1. Why are you interested in serving on OUSD's 7-11 Committee?

2. Please identify any considerations or other information you would like the District to know about your ability to serve on the 7-11 Advisory Committee. Examples include work or educational experience, experience with financial matters or construction, or other committees or boards you have served on.

3. Are you interested in any particular use or particular District property that may be surplus property? If so, please describe.

OAKLAND UNIFIED SCHOOL DISTRICT

Board Bylaw

BB 9131

Advisory and Oversight Committees, Commissions

Section 1 General Guidelines

Purposes

1.4.1 The Board shall establish advisory or oversight committees or commissions for the purpose of meeting legal requirements and to provide advice and involvement concerning matters of interest and welfare to the Board of Education. Advisory Committees shall focus their work on the goals and objectives of the District. Oversight committees or commissions have specific mandates outlined in authorizing legislation or voter-approved bonds and parcel taxes. These committees or commissions are advisory to the Board of Education; the Board of Education retains final authority.

1.4.2 All meetings of Advisory and Oversight Committees or Commissions are open to the public and shall have designated times for public comment.

Appointment, Term of Membership, and Attendance

1.2.1 Persons interested in serving on advisory committees, oversight committee or commission shall submit an application and any documents that outline their qualifications for and commitment to serve on the body, such as a resume.

1.2.2 Information regarding openings for each advisory committee, oversight committee or commission, the mission, and anticipated number of meetings for each body and applications for each body shall be available from the Office of the Board of Education and the OUSD website.

1.2.3 Information regarding the mandate, membership, and meeting schedule for each body shall be available from the Office of the Board of Education and the OUSD website.

1.2.4 Unless otherwise specified, the attendance requirement for each body shall provide that if a member misses two consecutive meetings without a valid excuse, as determined by the body, the member shall be considered to have resigned.

1.2.5 Unless otherwise specified, the term of a member, shall be for a two-year period. Fifty percent of the members are to be appointed each year. In instances where all committee members are appointed simultaneously, the minority of members shall be appointed to one-year terms, and the majority of members shall be appointed to two-year terms.

1.2.6 Terms of members shall be limited to a total of six years or three full terms. Members are eligible for re-appointment after one year off the committee, commission.

1.2.7 Committees, Commissions unless otherwise specified, shall expire on June 30th of the academic year in which formed unless extended by the Board. Committees, Commissions shall be in recess during the month of July.

1.2.8 A decision regarding any replacement to fill vacancies shall be made by the Board, according to the application process outlined above, unless otherwise specified.

Size and Composition

1.3.1 Committees, Commissions unless otherwise specified, shall be limited to seven members. Individuals interested in serving on an advisory committee, commission shall submit an application and any supporting documents such as a resume. All applications shall be reviewed by the Board President or the Board President's designee. The Board President's recommendations for the appointment of members to each committee shall be forwarded to the Board of Education for ratification.

1.3.2 The composition of committees, commissions shall be representative of the following, unless otherwise specified in the creation resolution:

- ♣ the ethnic, age group, and socio-economic composition of the District;
- ♣ the City's seven electoral districts;
- ♣ the business community;
- ♣ community organizations;
- ♣ teachers, administrators, and other school employees;
- ♣ parents;
- ♣ students; and
- ♣ labor organizations.

Operating Procedures

1.4.3 The specific function of the committee, commission shall be determined by the Board resolution establishing the committee.

1.4.4 Each committee, commission shall elect a chairperson, vice-chairperson, and secretary.

1.4.5 Written minutes shall be kept of all meetings held and shall record attendance and recommendations made. Copies of un-adopted minutes shall be forwarded to the Board and to the Superintendent within ten days after each meeting. Adopted minutes shall be made available to the public by posting on the OUSD website.

1.4.6 Copies of all recommendations shall be forwarded by separate letter to the Board and to the Superintendent within ten days after the meeting at which the recommendations were adopted by the committee.

1.4.7 The quorum for each meeting shall be fifty percent + one of the membership.

1.4.8 There shall be no proxy votes.

1.4.9 All committees, commissions shall comply with the provisions of the Brown Act (Government Code 54950-54961).

1.4.10 Committee, commission members shall not be compensated for their services.

Board Liaisons

The Board President shall appoint a Board Director (each year at the Board's Annual Organization Meeting) to serve as a Board Liaison to each Advisory and Oversight committee, commission. The Board Liaison shall attend and observe all committee, commission meetings, and provide consultative support to the committee, commission chairperson.

Support Services

The Superintendent shall designate a Chief (senior management) to serve as the coordinator to each committee, commission and said liaison shall be responsible for providing support services as needed. A staff person designated by the Superintendent shall support all committees, commissions on behalf of the Superintendent. The Superintendent shall publicize the availability of vacancies on advisory, oversight committees, commissions. The Superintendent shall inform the public of the appointment of members of advisory, oversight committees, commission made by the Board.

District Impact

To the extent possible, the liaison to each committee, commission shall provide a District Impact Statement on behalf of the Superintendent providing an analysis of the financial and programmatic impact of recommendations made by committees, commissions.

Evaluation

If recommendations are enacted, the effectiveness of the recommendations shall be evaluated to determine if they are meeting the identified goals.

Section 2 Mandated Advisory or Oversight Committees, Commissions

Advisory or oversight committees, commissions that are mandated by law, court decision, or regulation shall conform and operate in compliance with the legal requirements for the body. Prior to the time at which the mandate of such an advisory or

oversight committee, commission ends, the Board shall determine if or in what form the committee, commission, consistent with law, shall continue to function.

Mandated committees, commissions include the Citizens' Bond Oversight Committee and the Measure G Parcel Tax Oversight Committee, and the Measure N – College and Career Readiness Commission.

Measures A, B, and J Citizens Bond Oversight Committee

Date created: February 27, 2013; Resolution No. 1213-0103

Purpose: To provide advice and recommendation to the District regarding the expenditure of funds for bond related projects, to actively review and report on the proper expenditure of taxpayers' money for school construction and to take any necessary action in furtherance of its purpose including, but not limited to, receiving and reviewing copies of annual independent financial audits and deferred maintenance proposals, inspecting school facilities and grounds, receiving and reviewing cost-saving measures designed to reduce the costs of professional fees and site preparation. The Committee shall have the option to tour sites where Bond funds are being expended, with support from the Superintendent.

Number of members: Nine (9)

Special selection process: Pursuant to Proposition 39 (2000), the Committee shall have at least nine members and shall include the following persons:

- One (1) member who is a parent or guardian of a child enrolled in the District.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member who is both a parent and guardian of a child enrolled in the District and active in a parent-teacher organization, such as the Parent- Teacher Association or a school site council.
- At least three (3) members of the community-at-large appointed by the Board.

A single individual may be appointed as a representative of more than one of the above categories, if applicable. The Board of Education shall seek to ensure that the committee is representative of the diversity of the District.

Qualification Standards:

- (a) To be a qualified person, he or she must be at least 18 years of age.

(b) The Bond Oversight Committee may not include any employee, official of the District, or any vendor, contractor, or consultant of the District.

(c) A majority of the members of the Committee shall possess expertise in one or more of the following areas:

- Large scale construction operations
- Municipal / Public finance matter
- Multiple years experience with agency/entity budgeting
- Construction related project management
- Real Estate acquisition or sales

Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and Bylaw of the Board 9270.

Measure G Parcel Tax Oversight Committee

Date created: August 27, 2008 Resolution No. 0809-0043

Purpose: To inform the public concerning the expenditure of parcel tax revenues and to review and report on the proper expenditure of taxpayers' money generated by the 2009 Measure G parcel tax. The committee shall:

- ♣ Receive and review a report from the Superintendent no later than December 31st of each year that details: (1) the amount of Education Parcel Tax revenues received and expended in the prior year, including District reports and independent annual audit reports pertaining hereto; and (2) the status of any projects of descriptions of any program funded from proceeds of the tax.
- ♣ Produce an annual report on the preceding fiscal year expenditures for public distribution and distribution to the Board of Education not later than February 28th annually that communicates the Committee's finding as to whether tax proceeds are being spent for the purposes permitted by the Measure and recommendations, if any.

The Committee shall have the option to tour sites where Parcel Tax revenues are being expended.

Special Selection Process: The Committee shall consist of seven (7) members, and shall possess expertise in or represent the following:

- One member shall be the parent or guardian of a child enrolled in the District;
- One member shall be both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the School Site Council or Parent Teacher Association;
- One member shall be a community member who does not currently have a child enrolled in the District
- One member shall be a representative of the business community; and
- At least two members shall have demonstrated financial expertise.

At least four members of the committee shall be property owners in the City of Oakland. A single individual may be appointed as a representative of more than one of the above categories, if applicable. The Board of Education shall seek to ensure the Committee is representative of the diversity of the District.

Measure N – College & Career Readiness Commission

Date Created: December 10, 2014; Effective February 1, 2015

Purpose: The Measure N College & Career Readiness Commission shall advise and report to the Board of Education and shall be responsible for:

Planning

- a) Reviewing each high school’s School Quality Review findings, Balanced Scorecard results, and education improvement plans;
- b) Submitting school funding recommendations to the Board of Education for action.

Oversight

- a) Oversight of proper allocation and use of all parcel tax monies;
- b) Reviewing annual independent audit reports;
- c) Submitting recommendations to the Board of Education any new or modified policies and administrative regulations to ensure the Oakland Unified School District’s compliance with the requirements and intent of Measure N.

Membership/Qualifications: The College & Career Readiness Commission shall be comprised of five (5) persons who demonstrate extensive knowledge and expertise in high school and postsecondary curriculum, instruction, and leadership; education research, evaluation, and analytics; and financial management and audits.

Measure G1 – Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission

Date Created: January 25, 2017; Effective February 16, 2017

Purpose: The Measure G1 – Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission shall advise and report to the Board of Education and shall be responsible for (a) oversight of proper allocation and use of all parcel tax monies, (b) reviewing annual independent audit reports, and (c) submitting recommendations to the Board of Education for any new or modified policies and administrative regulations to ensure the Oakland Unified School District’s compliance with the requirements and intent of Measure G1.

Membership/Qualifications: The Measure G1 – Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission shall be comprised of five (5) persons, giving preference to persons who demonstrate extensive knowledge and expertise in middle school education, with a focus on arts, music, and world languages, school safety, and in compensation for K-12 educational professionals.

Section 3 Ongoing Advisory Committees

The Board shall designate clearly the purpose, scope of activities, and membership of other advisory committees.

Ongoing other advisory committees include the Audit Committee. The Audit Committee is maintained at the recommendation of the Financial Crisis Management and Assistance Team as a best practice for highly functioning school districts.

Audit Committee

Date created: December 13, 2006; Board Policy 3461

Purpose: The responsibilities of the Audit Committee shall include but not be limited to the following:

1. Recommend to the Board for approval the independent auditors.
2. Review the independent audit engagement including the fee, scope and timing of the audit, and any other services to be rendered, including non-audit services.
3. Review with the independent auditor's district policies and procedures regarding internal auditing and internal accounting and financial controls.
4. Upon completion of their audit, review with the independent auditors the cooperation they received from district personnel during the audit, the extent to which district resources could be used to minimize the time spent on the audit, and any significant matters of concern arising from the audit.
5. Review with the independent auditors any significant transactions which are not a normal part of the district's business, any changes in accounting principles and practices, all significant proposed audit adjustments, and any recommendations that they may have for improving internal controls, choice of accounting principles or management systems.
6. Review with the district's financial and accounting staff district policies regarding internal accounting and financial controls.
7. Review and recommend district policies to the Board to prohibit unethical, questionable, or illegal activities by district employees.
8. Review with the internal auditor the organization and independence of the internal audit function; the goals and plans of internal audit including the nature and extent of

work; problems and experiences in completing internal audits; and findings, conclusions, and recommendations as a result of internal audits.

9. Upon completion of the independent audit, review with the district's financial and accounting managers their perception of the independent auditors, any significant matters of concern arising from the audit, and the extent to which recommendations made by the independent auditors have been implemented.

10. Prepare semi-annual written reports to the Board relating the results of committee activities.

The Board of Education shall provide written guidance to the Audit Committee on an annual basis regarding those areas on which the Audit Committee should focus.

Number of members: Five (5): At least three members shall possess expertise in internal and/or external audits, and/or management of a public school system.

Selection procedure: Community members shall apply consistent with the procedures outlined above.

7-11 Committee

Date created: February 13, 2019

Purpose: the duties of the 7-11 Committee include: (a) Review the projected school enrollment and other data provided by the District to determine the amount of surplus space and real property; (b) Establish a priority list of use of surplus space and real property that will be acceptable to the community; (c) Cause to have circulated throughout the attendance area the priority list and provide for hearings of community input on acceptable uses, including sale or lease for child care development purposes per Education Code section 17458); (d) Make a final determination of limits of tolerance of use; and (e) Provide a report to the Board recommending a determination of whether real property is surplus space and real property (Education Code § 17390)

Number of members: 7-11. The Committee must be comprised of at least seven members who represent each of the following:

- The ethnic, age group and socioeconomic composition of the District
- The business community, such as store owners, managers or supervisors
- Landowners or renters, with preference to be given to representatives of neighborhood associations
- Teachers
- Administrators
- Parents of students
- Persons with expertise in environmental impact, legal contracts, building codes and land use planning, including, but not limited to, knowledge of the zoning and other land use restrictions of the cities or cities and counties in which surplus space and real property is located.

A single individual may be appointed as a representative of more than one of the above categories, if applicable. The Board of Education shall seek to ensure the Committee is representative of the diversity of the District.

Selection procedure: Community members shall apply consistent with the procedures outlined above.

Section 4 Task Forces of Limited Duration

4.1 The Board shall designate clearly the purpose, scope of activities, membership, and duration of task forces that are, by design, of limited duration.

Section 5 Committee Ethics Policy Statement

This Ethics Policy Statement provides general guidelines for all advisory and oversight Committee, Commission members in carrying out their responsibilities. Not all ethical issues that Committee, Commission 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, Commission members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

CONFLICT OF INTEREST. A Committee, Commission member shall not make or influence a District decision related to: (1) any contract funded by bond or parcel tax proceeds or (2) any program, project which will benefit the committee, commission 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, Commission 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 or parcel tax proceeds, or (2) any construction project. A Committee, Commission member shall not make or influence a District decision related to any construction project or contact with the District 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, Commission, a former Committee, Commission member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee, Commission member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, Commission, a former Committee, Commission 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 or parcel tax proceeds; and
- (2) Any construction project.

COMMITMENT TO UPHOLD LAW. A Committee, Commission 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 Oakland Unified School District;

COMMITMENT TO IMPROVEMENT OF DISTRICT. A Committee, Commission member shall place the interests of the District above any personal or business interest of the member.

3/27/13; 11/19/14A; 1/25/17A; 2/13/19A