



Application Process for Filling Vacancy  
*on the*  
Grossmont Union High School District  
Citizens' Bond Oversight Committee

The Grossmont Union High School District is seeking applications to fill a vacancy within the eleven-member Citizens' Bond Oversight Committee (CBOC). The CBOC oversees the implementation of Proposition H, the \$274 million general obligation bond measure passed in March 2004, and Proposition U, the \$417 million general obligation bond measure passed in November 2008, to bring facility improvements and renovations to the district's schools. The appointee will serve a two-year term beginning January 2014, in the capacity of "Community Member-at-Large" and will be eligible for up to three consecutive two-year terms total.

In order to apply, you must....

- a) Be at least 18 years of age
- b) Not be an employee or official of this district
- c) Not be employed as or by a vendor, contractor, or consultant of this district
- d) Be willing and able to attend monthly meetings of the committee (*Monthly meetings are typically scheduled on the last Wednesday of each month at district headquarters and school sites beginning at 5:00 p.m.*)
- e) Be willing and able to attend monthly subcommittee meetings

Please note that there will be a preference for residents within the physical boundaries of the Grossmont Union High School District. Preference may be given for individuals possessing skills, training and experience in finance, facilities, and/or construction or related experience.

Applications may be submitted up through 12:00 noon, Tuesday, January 7, 2014. Applications received after that time will not be considered. Application forms are available as follows:

1. Pages 3 – 6 of this document
2. On-line at [www.guhsd.net](http://www.guhsd.net)
3. At the district administrative offices, 1100 Murray Drive, El Cajon, CA 92020
4. At high school administrative offices

The completed application can be submitted the following ways: Scanned as PDF document, attached and emailed to [cmelick@guhsd.net](mailto:cmelick@guhsd.net); Faxed to (619) 465-1349, Mailed to GUHSD, Business Services, P.O. Box 1043, La Mesa, CA 91944-1043; or personal delivery to the: Reception Desk, GUHSD Office, 1100 Murray Drive, El Cajon, CA.

Once applications are received, all eligible and qualified applicants will be reviewed by a screening committee. After screening is complete, selected applicants will be invited to attend the January Governing Board meeting, and will answer questions from Board members. Selection will be made subsequently at the Board meeting.

The GUHSD Governing Board meeting will be:

January 16; 6:00 p.m.  
East County Regional Education Center  
924 East Main Street, El Cajon, CA 92021

Please contact Catherine Melick at 619.644.8010 with any questions.

**As a committee member, your duties would include . . .**

Receive and review copies of the annual, independent performance audits to ensure that the funds have been expended only on the specific projects set forth under Propositions H and U.

Receive and review copies of the annual, independent financial audits of the proceeds from the sale of the bonds until all of those proceeds have been expended for the specific school facilities projects.

Ensure that no bond revenues are used for any teacher salaries or to supplant administrative salaries or other school operating expenses.

**Additional Activities . . .**

In addition to the above, and in furtherance of its purpose, the committee may engage in any of the following activities:

- Inspecting school facilities and grounds to ensure that bond revenues are expended as promised to the voters
- Reviewing copies of any deferred maintenance proposals or plans developed by the district and provided to the committee
- Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including but not limited to, all of the following:
  - Mechanisms designed to reduce the costs of (a) professional fees and (b) site preparation;
  - Recommendations regarding (a) the joint use of core facilities and (b) the use of cost-effective and efficient reusable facility plans; and
  - Mechanisms designed to reduce costs by incorporating efficiencies in school site design
- The committee may review documents provided to them by the Governing Board and make recommendations. However, the Board, in its sole discretion, may act on the recommendations, as it deems appropriate.

**GROSSMONT UNION HIGH SCHOOL DISTRICT**

**APPLICATION FOR APPOINTMENT TO PROPOSITION H  
CITIZENS' BOND OVERSIGHT COMMITTEE**

*Please type or print in ink.*

Name: \_\_\_\_\_

Home Address\* \_\_\_\_\_

Cell Phone \* \_\_\_\_\_ Business Phone\*: \_\_\_\_\_ E-mail\*: \_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Business Address\*: \_\_\_\_\_

Have you ever been a member of a district school-based committee? \_\_\_\_ Yes \_\_\_\_ No

If so, in what capacity and for which school district? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been employed by Grossmont Union H.S. District? \_\_\_\_ Yes \_\_\_\_ No

If so, in what capacity? \_\_\_\_\_

\_\_\_\_\_

Are you related to anyone employed by Grossmont Union H.S. District? \_\_\_\_ Yes \_\_\_\_ No

If so, list name(s) and relationship(s):

**NAME**

**RELATIONSHIP**

\_\_\_\_\_

\_\_\_\_\_

**\*Will be redacted (blacked out) prior to public distribution.**

Explain why you want to serve on the Citizens' Bond Oversight Committee.

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Qualifications: Describe your skills, training and experience in finance, facilities, and/or construction or related experience.

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List present membership in any community service or civic organization, if any:

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Please check all areas in which you are qualified to serve:

- Active in a business organization representing the business community within the District
- Active in a senior citizens' organization
- Active in a bona fide taxpayers' organization
- Parent or guardian of a child enrolled in the District
- Parent or guardian of a child enrolled in the District and who is active in a parent-teacher organization, such as a PTA or a schoolsite council.
- Community member

Personal references: List up to four references who have knowledge of your character, experience, and ability, and who are neither relatives nor your present employer.

**NAME**

**PHONE NUMBER**

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*Additional information may be attached.*

Certification of applicant: All answers and statements in this document are true and complete to the best of my knowledge and belief.

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Signature

Date

**The completed application for membership on the  
Citizens' Bond Oversight Committee can be returned via  
Email/PDF Attachment: [cmelick@guhdsd.net](mailto:cmelick@guhdsd.net);  
Fax: (619) 465-1349;  
U.S. Mail: GUHSD, Business Services, P.O. Box 1043, La Mesa, CA 91944-1043;  
or Personal Delivery: Reception Desk, GUHSD Office, 1100 Murray Drive, El Cajon, CA**

*☞ Only Required if Appointed ☞*

**Grossmont Union High School District**

**CITIZENS' BOND OVERSIGHT COMMITTEE  
ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for committee members to follow in carrying out their roles. Not all ethical issues that committee members face are covered in this statement. However, this statement captures some of the critical areas that help define ethical and professional conduct for committee members. The provisions of this statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

**POLICY**

- **CONFLICT OF INTEREST** – A committee member shall not attempt to 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 personal finances or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT** – A committee member shall not influence a district decision related to any construction project involving the interests of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind.
- **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 Grossmont Union High School District.
- **COMMITMENT TO DISTRICT** – A committee member shall place the interests of the district above any personal or business interests of the member.

I have read and understood the above Ethics Policy and will abide by its provisions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date