

**MILLBRAE SCHOOL DISTRICT**  
**555 Richmond Drive**  
**Millbrae, CA 94030**  
November 24, 2008

Dear Parents, Staff, and Community:

I am truly pleased to be able to send you this letter. Thanks to the support of the voters of our school district for Measure X, we will be able to move forward to renovate and modernize the schools serving Millbrae.

Measure X was a bond placed on the ballot under the provisions of Proposition 39. In order to begin, the Board of Trustees is legally required to establish an independent Citizens' Oversight Committee.

The legal purpose of the Citizens' Oversight Committee is to:

- Inform the public concerning the expenditure of bond revenues.
- Review and report on the proper expenditure of taxpayers' money for the renovation and modernization of our five schools.
- Advise the public as to whether our District is in compliance with the requirements of the law with regard to these expenditures. The Committee will use as its guide the Bond Project List approved by voters on November 4.

The law requires that the Oversight Committee consist of at least seven members who will serve for a period of two years without compensation. No member of the Committee may serve for more than two consecutive terms.

The law also says that the Committee shall be comprised of:

- One member who is a parent or guardian of a child enrolled in the District.
- One member who is active in a business organization representing the business community located within the District.
- One member who is active in a senior citizens' organization.
- One member who is active in a bona fide taxpayers' organization.
- One member who is a parent or guardian of a child enrolled in the District and active in a Parent-Teacher organization.
- The two remaining members shall be individuals with backgrounds determined by the Board of Trustees.

Also:

- No employee or official of the District may be appointed, and
- No vendor, contractor or consultant for the District may be appointed.

The Oversight Committee shall hold meetings in accordance with the Brown Act (the same rules that govern School Board meetings). These meetings will likely need to be held at least quarterly to perform necessary duties. The agenda will provide for project updates by District staff and other items requested by Committee members. The agenda shall be posted at least 72 hours in advance of a meeting.

To get the Committee started, the law provides that the initial Chairperson of the Committee shall be appointed by the School Board. Subsequent to the establishment and organization of the Committee by its initial Chairperson, the Committee members shall select their own Chairperson and other officers, if needed.

We hope to begin the process of forming the Committee at the December 8, 2008 Board meeting, at which time we plan to announce when applications will be available on our web site and at the District Office. We will also establish the last date on which applications will be accepted.

The Board expects to appoint the Committee on or before February 6, 2009.

Again, the Board of Trustees and I want to thank the voters of the Millbrae School District for supporting and passing our Bond Measure (Measure X).

Sincerely,

Shirley Martin, Ed.D.  
Superintendent