

Attachment B
Interim Representative Responsibilities

The responsibilities of the Interim Representative shall include:

- 1) Participate in discussions at Board Meetings, sit adjacent to Board Members, be called upon by the Chair of the meeting as if a Board Member and be able to make motions as if a Board Member;
- 2) Serve on Board Committees and serve as Chair of Committees;
- 3) Make appointments to District committees, panels and bodies similar to Board Members;
- 4) Sponsor Board Initiated resolutions;
- 5) Represent the Board of Education at conferences and similar events;
- 6) Interact with elected officials, government entities, and constituents;
- 7) Liaison between contractors and vendors and the District;
- 8) Maintain office hours and the Board District 1 Field Office;
- 9) Review contracts;
- 10) Direct expenditure of Board Office Determined Needs funds;
- 11) Direct expenditure of Board Determined Needs funds for facilities projects;
- 12) Initiate ribbon cutting activities;
- 13) Be notified of and participate in the naming of new and existing schools as described in the school naming bulletin;
- 14) Be subject to the District's Code of Ethics and the Board Code of Conduct;
- 15) Be subject to filing Form 700 Statement of Economic Interest;
- 16) Attend Closed Session meetings of the Board and participate when the Interim Representative is deemed a necessary employee eligible to attend closed session;
- 17) Receive briefings and confidential information for which the Interim Representative is deemed a necessary employee eligible to attend closed session;
- 18) Receive briefings on Office of Inspector General investigations and audits;
- 19) Supervise Board District 1 staff; and

20) Other lawfully acceptable activities as determined by the Board.

Preferable qualifications of the person who would hold this position include:

- 1) Understanding of the communities in District One and the issues facing families living in these communities
- 2) Experience with and understanding of the significant issues facing LAUSD and the public education in Los Angeles
- 3) Experience with and understanding of the distinct issues facing students and schools in Board District One.
- 4) Understanding of the process of developing, debating and adopting public policy and the budgets needed to implement that policy
- 5) Experience with gathering, analyzing and reporting community input on important education issues.