

OAK PARK UNIFIED SCHOOL DISTRICT
5801 E. CONIFER STREET
OAK PARK, CALIFORNIA 91377
(818) 735-3254

OAK PARK CITIZENS' OVERSIGHT COMMITTEE
REGULAR MEETING

MINUTES

DATE: Wednesday, January 18, 2012
TIME: 7:00 p.m. Open Session
PLACE: Oak Park Unified School District Office
Conference Room
5801 E. Conifer Street
Oak Park, CA 91377

PRESENT: Members: Ann Waldman, Barbara Schwartz, Carl Belichesky, Eric Christensen, Helene Winston, Jason Wilburn, Mike Green, Sherwin Samuels, Vance Taylor.
Staff: Martin Klauss, Linda O'Gara. Visitor: Christy White from Christy White Accountancy Corporation
ABSENT: Stephen Yeoh, Melody Rafelson

I. Call to Order: The meeting was called to order by Ms. Ann Waldman at 7:03 p.m.

II. Roll Call/Introductions: All introduced themselves including new member Ms. Helene Winston and Auditor Ms. Christy White.

III. Approval of Agenda for January 18, 2012 Meeting: All present approved.

Handouts: Oak Park Board Meeting Agenda 1.17.12 OPUSD; Measure R and C6 Audit Reports, fiscal year 2010, 2011; approved OPUSD December 6, 2011 Master Plan with Facilities Planning Committee cover memorandum to Board of Education; new COC roster; copy of the legal opinion of District bond counsel Orrick Harrington Sutcliffe regarding the use of Measure R bond proceeds for certain employee salaries.

Handouts still due to the COC committee are all action items from June 2011 including Measure R financial reporting for the Senior Accountant and Director of Business Operations positions.

A COC member inquired about where to find updated information of the Facility Planning Meeting Agendas and Minutes. Mr. Klauss reported the FPC website is updated.

IV. Approval of COC meeting minutes of October 26, 2011: The minutes were approved as corrected. Motion by Mr. Mike Green, second by Mr. Eric Christensen.

V. Presentation of Annual Bond Financial and Performance Audits for fiscal year 2010-11: Ms. Christy White presented and explained per Prop. 39 the financial and performance audit of the Measure R and Measure C6 bonds. Ms. White pointed out only a certain percentage of the bond activity was audited; about half. In the Measure R audit there was one minor accounting error per Generally Accepted Accounting Principles: the accounts payable balance at year end must reflect liabilities for all goods and services received by the Measure R Bond Building Fund that are unpaid as of the

balance sheet date. Only a few recommendations were made. The committee had questions regarding interest earned on the C6 bond on page 12 of the audit report as well as the interest rate on Measure R on page 10 of the Measure R audit report. Ms. White will check the interest figures, which will be communicated to Mr. Klauss and in turn to the COC.

VI. Review of the Board-approved Measure R Master Plan: Committee members will e-mail Mr. Klauss any questions they may have.

VII. Discussion – Expectations and Delivery Schedule of Subcommittees: Subcommittee meeting dates for preparation of annual reports were established. The Measure R subcommittee will meet on February 15th and March 28th, 2012. Mr. Green asked Mrs. Schwartz to help chair both meetings. The Measure C6 subcommittee meeting date will be February 8th, 2012 with both Dr. Jane Mintz and Mrs. Susie Harris in attendance. The C6 subcommittee also established a tentative meeting date of March 14th. The COC meeting dates are as follows: April 18 and May 23, 2012, at 7:00 p.m. in the District Office conference room, and presentation of the Annual Reports at the Board of Education meeting on June 19, 2012 at 6:00 p.m. at Oak Park High School in Room G-9.

VIII. Measure R subcommittee status report: The subcommittee met on November 30th, 2011. They discussed the closeout of old outstanding DSA project applications. They also reviewed Measure R work that occurred over the summer. Members had attended the Facilities Planning Committee meeting on November 30th and a new draft Master Plan was reviewed and discussed. Mr. Green reported the Facilities Planning Committee did a great job on the preparation and presentation of the revised Facility Master Plan. The subcommittee requested a breakout of ADA funds totaling \$304,000 for “Field ADA/DSA compliance.” Mr. Klauss will provide the information to the subcommittee.

IX. Prop 39 Member Affiliation Requirements, as follows, were discussed:

- A. Member association to bona fide taxpayer association
- B. Senior citizen association
- C. Local business association
- D. District parent district parent active in PTO
- E. Members at large

All are covered except for the (A) Member association to bona fide taxpayer association. Mr. Belichsky volunteered to join the Howard Jarvis Taxpayers Association for only \$15 per year. Mr. Klauss will check with bond council to see if a member can be on two affiliations.

X. Open Discussion/Future Agenda Items: Review of Measure R & C6 subcommittee draft annual reports, as well as the Parcel Tax annual report. Mr. Klauss will provide information for this report to Mrs. Schwartz.

XI. Adjournment: Mr. Vance Taylor moved Mr. Mike Green second, all approved motion to adjourn at 8:36 p.m.

Recorded by Linda O’Gara