

OAK PARK UNIFIED SCHOOL DISTRICT
5801 E. CONIFER STREET
OAK PARK, CALIFORNIA 91377
(818) 735-3200

BOND MEASURE CITIZEN OVERSIGHT COMMITTEE

MINUTES

DATE: Wednesday, October 26, 2011
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: Mike Green, Ann Waldman, Melody Rafelson,
Sherwin Samuels, Vance Taylor, Eric Christensen, Carl
Belichesky, Daniel Perini, Jason Wilburn, Stephen Yeoh.
Staff: Martin Klauss, Linda O’Gara.
ABSENT: Kristine Vail, Barbara Schwartz

- I. Call to Order: The meeting was called to order at 7:10 P.M.
- II. Roll Call/Introductions were conducted
- III. Approval of Agenda for October 26, 2011 Meeting: All present approved.
- IV. Committee Responsibility and Organization: Martin Klauss handed out the following documents for review and discussion on the ballot measures and authorizations: Measure C6, Technology and Equipment – Resolution 06-06, Measure C, Parcel Tax – Resolution 08-01, Measure R, Facility Repair and Maintenance – Resolution 08-18, and the revised Committee Bylaws, Procedures, Policies and Guidelines.

Martin Klauss distributed and discussed the current committee roster and term of membership and made note that some member’s terms will end in the middle of the year and would like each member to contact him to discuss their choice to extend their membership on the committee to ensure completion of the reporting to the board in June 2012.

The establishment of committee organization and the appointment of officers are as follows:

Chairperson: Ann Waldman

Vice Chair Person: Carl Belichesky

Recorder: None at this time; the committee requested that Business Assistant Linda O’Gara provide this service at meetings of the full OPCOC.

Subcommittee organizations were established and chairpersons were voted on as follows:

Measure R Subcommittee: Mike Green Chairperson, Ann Waldman, Barbara Schwartz, Melody Rafelson, Sherwin Samuels, Vance Taylor.

Measure C6 Subcommittee: Eric Christensen Chairperson, Carl Belichesky, Daniel Perini, Jason Wilburn, Kristine Vail, Stephen Yeoh.

The establishment of committee and subcommittee meeting schedules are as follows:

OPCOC (full committee): January 18, 2012; April 18, 2012, May 23, 2012, all at 7:00 P.M. in the District Office Conference Room, and presentation of the Annual Report at the Board Meeting on June 19, 2012 at 6:00 P.M. at Oak Park High School in Room G-9.

Subcommittee Meeting Schedules:

C6 Subcommittee schedule will be decided on at their first meeting sometime in January 2012.

Measure R Subcommittee schedule will be decided at its first meeting scheduled for November 8, 2011 at 7:00 P.M. at the District Office Conference Room.

Martin discussed and distributed a copy of the Board agenda item implementing Oak Park Citizens' Oversight Committee recommendation regarding communications. All communications will be sent in a timely manner via E-Mail to all members on the following items: OPUSD Board agendas and action items, OPCOC activities, Facility Planning Committee agendas and minutes, and Technology Committee actions including minutes, agendas, and meetings.

V. 2010-11 Performance and Financial Audits: Martin Klauss stated that the District has engaged a new audit firm, Christy White and Associates, to perform the required bond performance and financial audits for 2010-11. After discussion, the Committee indicated that it was satisfied with the form and scope of 2009-10 audit, and that the format should be utilized by CWA for the 2010-11 bond audits. CWA will present the 2010-11 bond audits to the board of Education on January 17, 2012 and to the full OPCOC on January 18, 2012.

VI. Salaries Charged to Bond Funds: Martin Klauss distributed an excerpt of official Board minutes regarding the authorization of the new classified position of Senior Accountant, of which a portion of the salary will be charged to Measure R. Due to the amount of time directly spent on Measure R activities by the District's Director of Business Operations, the Board has authorized a portion of that salary to also be charged to the bond measure. It was noted that a portion of salary of the Director of Educational Technology is charged to Measure C6. Martin distributed the legal opinion of State Attorney General Bill Lockyer supporting the use of bond proceeds to pay district employee salaries on which the Board based its decision.

As directed by the Board, the portion of the Senior Accountant salary to be charged to the bond will not exceed 30%, and the portion of the Director of Business Operations salary will not exceed 55%. Any and all charges of these salaries will be documented on timesheets specifying the activities performed in support of Measure R projects. In addition to the percentages, the Committee requested the actual dollar amount for each position.

VII. Martin Klauss distributed a Measure R work program update and a list of C6 expenditures from the summer technology projects.

VIII. Open Discussion/Future Agenda Items: The Committee requested the following information: a copy of the legal opinion of District bond counsel Orrick Harrington Sutcliffe regarding the use of bond proceeds to pay employee salaries; an updated membership roster including terms of service; the revised Board-approved Measure R Master Plan; all actions/minutes from June 2011 to date; and as noted, the actual dollar amount from Measure R for the Senior Accountant and Director of Business Operations positions.

IX. Adjournment Ms. Waldman moved and all approved a motion to adjourn at 8:55 p.m.

Recorded by Linda O'Gara