

OAK PARK UNIFIED SCHOOL DISTRICT
5801 E. CONIFER STREET
OAK PARK, CALIFORNIA 91377
(818) 735-3206

BOND MEASURE CITIZEN OVERSIGHT COMMITTEE

MINUTES

DATE: Tuesday, January 12, 2010
TIME: 7:00 p.m.
PLACE: Oak Park Unified School District Office
Conference Room
5801 E. Conifer Street
Oak Park, CA 91377
PRESENT: Members: Wayne Blasman, Ann Waldman, Mike
McReynolds, Karen Washburn, Alan Toomayan, Mike
Green, Michael Washburn, Eric Christensen, Allen Rosen,
Kristine Vail, Barbara Schwartz. Staff: Martin Klauss.
Attendees: Dennis Kuykendall, Ira Gonzalez

I. Call to Order: 7:03 p.m.

II. Roll Call and Introductions held.

III. Agenda approved.

IV. November 10, 2009 minutes reviewed. Karen Washburn moved, Mike Green seconded, all approved the minutes.

V. Project Improvements and Expanded Scope: Dennis Kuykendall, Senior Project Manager of the construction management firm Barnhart, Inc. reported that all of the Quick Start projects are complete. Mr. Kuykendall presented the Master Plan Summary for the 2010 Work Program and reported it will be known in approximately the next month when the next bond release will occur. Architects are already contracted for the proposed projects. Some projects are ready to take place in the spring. Some projects require approval by the governing agency, the Department of State Architects. The majority of the projects will be performed during the summer. Project budgets are assigned from the master plan. Mr. Klauss reported the bond release will probably be earlier than originally planned. Ms. Washburn inquired if variance highlights from proposed projects will be updated and Mr. Kuykendall confirmed this. Final 2009 budget numbers were requested by Ms. Washburn and Mr. Blasman as the committee report will be for the '09 calendar year. Mr. Blasman recommended committee members try to attend a facilities committee meeting. The meetings occur the first Wednesday of every month. Mr. Klauss explained that state matching funds will be applied for on the modernization projects. This process takes 18 to 24 months. Brookside Elementary School and the high school are the only two schools to qualify for state matching funds.

VI. Audit Presentation and Discussion: Auditor Ira Gonzalez of Vavrinek, Trine, Day and Company, LLP presented the agreed-upon procedures to be performed for the school district in accordance with the Educational Code Section 15280(b). She also presented a statement of revenues and expenditures and changes in fund balance Budget versus Actual. The Variance column was blank as budget numbers were adjusted to match actual expenditures. Discussion was held regarding the missing transparency in this form of reporting. Committee members requested the initial budget figures be disclosed and the variance shown in the reporting process. Ms. Gonzalez confirmed she could use the original budget plan and provide the variance. Ms. Washburn raised the issue of working with fiscal year reporting while the committee would be performing a calendar year report for the Measure R Facilities bond. Discussion took place regarding uniformity of reporting and the difference of reporting on Measure R bond funds and Measure C6 bond funds as the Technology and Equipment bond. Reporting of salaries and benefits incurred for the C6 bond were requested. Mr. Rosen stated the subject of salaries in the C6 bond was a topic of concern for the former C6 Oversight Committee as salaries were excluded from the bond measure. Mr. Blasman asked about reporting of full debt payments and Ms. Gonzalez stated the total of the debt payment would show at the end of the report. Ms. Washburn said she would like to have reporting by project type and school site. Discussion was held as to how to summarize this and at what level of detail the audit information should be provided. Ms. Washburn made a motion for three changes to the audit presentation: 1) Audit Procedures Performed would include separate salaries and benefits reporting for the C6 bond; 2) Site Expenses will be reported by Expense Type Category (Object Code); and 3) Original Budget Amount (from the start of the year) versus Actual and Variance amounts will be reported. Mr. McReynolds seconded, all were in favor of this motion.

VII. Expanded Committee Responsibility and Organization: Mr. Blasman presented the committee's expanded responsibility and opened discussion for distributing responsibilities to report on the Measure C6 Technology and Equipment bond – Resolution 06-06, the Measure C Parcel Tax – Resolution 08-01, and the Measure R Facility Repair and Maintenance bond – Resolution 08-18. Ms. Washburn requested the committee have one centralized reporting system and the subcommittees report on the topics they propose be included in the report. Mr. Blasman said Measure C needs to be reported on the fiscal year. Measure R is being reported on the calendar year. Measure C does not require a report until after the audit for fiscal year '09-'10. Measure C6 will require an 18-month report. The previous C6 COC report was submitted in June 2009 for fiscal year '07-08. Discussion was held and Mr. Blasman determined the report for Measure C can be formulated in the committee's general meeting. Ms. Washburn made a motion to create subcommittees for Measure C6 and Measure R, Ms. Schwartz seconded the motion, all voted in favor. Subcommittees were determined as follows:

Subcommittee for the Measure C6 bond: Mr. Rosen, Ms. Vail, Mr. Washburn, Mr. Christensen and Mr. Yeoh.

Subcommittee for the Measure R bond: Mr. Blasman, Mr. McReynolds, Mr. Green, Ms. Waldman, and Mr. Toomayan.

Ms. Washburn's responsibilities include final committee reports and Ms. Schwartz's responsibilities include minutes for the committee. Mr. Blasman stated the subcommittee responsibilities will be to make recommendations to the committee for the COC reports. Mr.

Blasman said each subcommittee should assign a person to coordinate the bond report with Ms. Washburn and one person should report the subcommittee's finding to the full committee. Someone would also need to record some detail of the subcommittee meetings.

VII. Mr. Blasman proposed Ms. Washburn e-mail all committee members her report template for the subcommittees to work with in their report drafting. The next full committee meeting on May 11 will have the drafts in the template form. Mr. Blasman stated the Measure R subcommittee draft will be forwarded to Ms. Washburn by April 20th. Mr. Rosen will plan to have the Measure C6 subcommittee draft to Ms. Washburn two weeks prior to the May 11th meeting. Mr. Blasman stated if necessary the committee shall also hold a meeting after the May 11th meeting to finalize the COC reports.

VIII. Open Discussion/Future Agenda Items: Mr. Klauss reported the Measure C6 Technology and Equipment Committee meetings take place at 3:30 on the second Monday of every month at the district office.

Future Agenda Items: 1) Review draft Measure C6 COC Report. 2) Review draft Measure R COC Report.

IX. Adjournment: Ms. Washburn made a motion to adjourn, Mr. Toomayan seconded, and all were in favor. Adjourned at 9:45 p.m.

Recorded by Barbara Schwartz, secretary