

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

BOND MEASURE CITIZEN OVERSIGHT COMMITTEE

**MINUTES**

DATE: Tuesday, May 11, 2010  
TIME: 7:00 p.m.  
PLACE: Oak Park Unified School District Office  
Oak View High School Classroom  
5801 E. Conifer Street  
Oak Park, CA 91377  
PRESENT: Members: Ann Waldman, Mike McReynolds, Karen Washburn, Alan Toomayan, Mike Green, Michael Washburn, Eric Christensen, Allen Rosen, Barbara Schwartz. Staff: Martin Klauss.  
ABSENT: Wayne Blasman, Kristine Vail, Stephen Yeoh

I. Call to Order: 7:15 p.m. by Allen Rosen.

II. Roll Call.

III. Agenda approved (Mike McReynolds moved, Eric Christensen seconded, all approved).

IV. January 12, 2010 minutes reviewed. Karen Washburn moved, Ann Waldman seconded, all approved the minutes.

V. A. and B. Finalize COC Annual Reports, Measure R and C6 Draft Reports: Allen Rosen reported the C6 Citizen's Oversight Subcommittee met three times between January and May. The meetings included the auditors and Jane Mintz, chairperson of the Technology Committee (and District Director of Educational Technology). Mr. Rosen explained Exhibit 1.C6 of the Draft Report summarizes comparison of expenditures and budget from inception through December 31, 2009. The first column includes both audited and unaudited information. Mr. Rosen said he would like to see a financial sheet that matches this information in the Measure R COC Report and have the two annual reports be similar in appearance. Ms. Waldman commented the Measure R Subcommittee decided not to produce such a document as it was not the responsibility of the COC to list item-by-item what expenditures occurred. She further stated Measure R has six unaudited months. Ms. Washburn said having a different appearance in the two reports is appropriate because the measures are significantly different. Ms. Schwartz inquired if Barnhart, Inc. or the Facilities Planning Committee had figures that appeared anywhere for the public. Mr. Klauss said not at present, but that Susie Harris of the Facilities Planning Committee provided the figures in the Measure C6 Exhibit 1.C6 Draft Report and is working to produce such a report on Measure R; it does not currently exist. Mr. Green proposed including a statement on Exhibit 1.C6 that clarifies Column One includes unaudited

expenditures. Ms. Washburn said such a statement exists in the report (Page 3 under “Special note.”). Mr. Toomayan said he would like to see the statement repeated on the exhibit page. Mr. Green asked if the committee was setting a precedent beyond its scope and pointed out that only half of the annual report dealt with audited figures. Ms. Schwartz read the original Measure R text and pointed out the measure is not committed to specific figures, either from the original PCA report or the Barnhart, Inc. Master Plan. Mr. McReynolds read the committee’s directive “to inform the public concerning the expenditure of bond revenues, ensuring that bond revenues are expended only for the purposes described in the Constitution.” Mr. Klauss stated the audits for both measures will be posted on the district website.

Mr. McReynolds made a motion to add summary level data to the Measure R Annual Report. Mr. Toomayan seconded the motion. Five members voted in favor: Ms. Washburn, Mr. McReynolds, Mr. Christensen, Mr. Toomayan and Mr. Rosen. Three members opposed the motion: Mr. Green, Ms. Waldman, and Ms. Schwartz. As the discussion period for the vote was skipped, in accordance with Robert’s Rules, the vote was voided.

Discussion was held on the motion. Mr. Green pointed out the committee’s objective at this meeting is to finalize the two Draft Annual Reports for presentation to the School Board in June and proposed only summary totals be added to the current Measure R report. Ms. Schwartz made a motion to include summary level totals in future Measure R reports and not in the Annual Report to be completed this evening. Mr. Green seconded the motion. All voted unanimously in favor of including the summarized totals in future reporting.

Ms. Washburn made a motion to delete the detail currently in the C6 Draft Annual Report and include only the grand total spent. Mr. Green seconded the motion. All voted unanimously in favor of the motion. Ms. Washburn pointed out she could easily add the grand total spent to the Measure R Annual Report, as well, and presented the figure. Mr. McReynolds made a motion for Ms. Washburn to add the grand total spent figure to the Measure R Annual Report. Ms. Waldman seconded it and all voted in favor of the motion.

Mr. Rosen inquired about the accounting error on Measure R that, similar to the miscommunication in the cash wiring instructions from the underwriter to the County Office of Education in bond issuance costs for Measure C6, bond issuance costs were incorrectly deducted from the bond proceeds and placed in the bond redemption fund. Mr. Rosen asked if this should be included in the Measure R Annual Report. Mr. Green commented it had nothing to do with how the bond funds were expended. Mr. Klauss reported the total amount was approximately \$247,000 in Measure R funds that were inadvertently redirected and that this would be corrected very soon (NOTE: The Ventura County Office of Education posted \$204,295.50 to the Measure C6 bond fund and \$247,485.33 to the Measure R bond fund, restoring the April 2009 bond issuance to the correct amounts on May 12, 2010). Ms. Washburn added that Measure R funds were also transferred into the district maintenance fund. Mr. Klauss provided background regarding the state requirement that school districts retain 3 percent of their budget for maintenance (prior to a recent change to 1 percent). Due to the severe school budget cuts the district could not provide these funds from the general fund. Since Measure R funds are for maintenance, they were used to meet the need for the state’s 3 percent maintenance fund account. Due to the state’s revision of this account down to 1 percent, Mr. Klauss foresees the

district returning these funds to the Measure R fund. This fund shift is consistent with the Measure R intent but not with the Measure R Master Plan. Although the funds could only be used for maintenance and repairs, per Measure R, such expenditure could not be tied back to the Measure R Master Plan.

Mr. McReynolds made a motion to add the error of the bond issuance transfer to the Measure R Annual Report. Ms. Waldman seconded the motion and all voted in favor of it.

Mr. McReynolds made a motion to add to the Measure R Annual Report the inter-fund transfer from Measure R to the district general fund and bestow on Ms. Washburn the authority to amend the report and write it into the final Annual Report as well as add comment of the bond issuance transfer error. Ms. Waldman seconded the motion. All voted unanimously in favor of the motion.

Mr. Rosen made a motion to accept the reports as amended. It was seconded and unanimously approved.

VI. Open Discussion/Future Agenda Items: Mr. Klauss inquired regarding what documentation committee members would like to receive, i.e. the Facilities Planning Committee minutes and School Board agenda items. Several members asked to receive such documents. Mr. Klauss expressed some previous confusion regarding the reporting time for the Measure C Annual Report. Ms. Schwartz read past minutes that Measure C would be reported on only after the financial report at the end of the fiscal year (completed by December 15, 2010). The Measure C Annual COC Report could be completed in the spring of 2011. Mr. McReynolds will present both the Measure C6 and Measure R Annual Reports at the Oak Park Unified School District board meeting on June 9<sup>th</sup> at 6:00 p.m. in room G-9 at the high school.

Discussion was held on the approximate date for the committee's next meeting and it was agreed September would be an appropriate time to meet and receive reviews of projects completed over the summer. Mr. Klauss will provide the committee lists of planned work projects over the summer. Mr. Klauss and Mr. Blasman will communicate possible dates for the next meeting to the committee.

Agenda items were set as follows: 1) Summer project update from Barnhart, Inc.; 2) Summer project update from Jane Mintz; 3) Future meeting schedule; 4) Appointment of a chair and vice chair.

VII. The meeting was adjourned at 8:50 p.m.

Recorded by Barbara Schwartz, secretary