

NATOMAS UNIFIED SCHOOL DISTRICT
Citizens' Bond Oversight Committee Meeting

Board Room
Education Center (1901 Arena Boulevard)

Monday, June 24, 2013
6:30 p.m.

AGENDA

- I. ROLL CALL
- II. COMMUNICATIONS
 - A. Welcome/Introduction
 - B. Appointment Designation Table
 - C. No Action at Last Meeting (No Quorum)
- III. INFORMATION ITEMS
 - A. Form 700 Statement of Economic Interests
 - B. CBOC items approved by Board of Trustee
 - C. Measure D Project and Financial Updates
- IV. PUBLIC COMMENTS
- V. ACTION ITEMS
 - A. Approve October 30, 2012 Citizens' Bond Oversight Committee Meeting Minutes
 - B. Election of Officers
 - C. Approve Project Audit Sub-Committee Report for Project D-9 Security Systems
 - D. Approve Project Audit Sub-Committee Report for Project D-10 Safe Routes to School
- VI. NEW BUSINESS
 - A. Assign (reassign) project audits for:
 - D-10 Safe Routes to Schools
 - D-13 School Conversions
 - B. Schedule Meeting Dates for 2013-14
- VII. FUTURE COMMITTEE AGENDA ITEMS
- VIII. ADJOURNMENT

Note: Assistance for the Disabled: Please contact the Assistant Superintendent's Office at (916) 567-5457 at least 24 hours before the scheduled Citizens' Bond Oversight Committee meeting to request disability-related accommodations in order to participate in the public Citizens' Bond Oversight Committee meeting at the Education Center.

NATOMAS UNIFIED SCHOOL DISTRICT
Citizens' Bond Oversight Committee

Education Center, Board Room
1901 Arena Boulevard, Sacramento

Monday, June 24, 2013 - 6:30 p.m.

MINUTES

Meeting called to order at 6:35 p.m. by Jennifer Slay, Vice Chair

I. ROLL CALL

Present:

<u>Committee Members</u>		<u>Staff</u>
*Allen, Hur-Khan	Stanglin, William	Covington, Mark
*Kara Corches	Slay, Jennifer	Crancer, Douglas
*Kawada, David	Solorio, Eric	Duschka, Sherry
McDonagh, Tom	Stern, Eric	Monson, Brenda
Narwal, Manpreet		

Absent:

<u>Committee Members</u>		
Bratman, Michael	Mattar, Dianne	Griffin, Christine
*Mack, Margaret		

*Beginning of term for new members

II. COMMUNICATIONS

A. Douglas Crancer welcomed the 7 new committee members and introduced Mark Covington, Executive Director of Facilities & Strategic Planning followed by introductions by all in attendance. Mr. Crancer also announced that effective July 1, 2013, Mr. William C. Young would be the new Assistant Superintendent of Business Services. Vice Chair Jennifer Slay welcomed the new committee members and gave a brief overview of the committee responsibilities; noting that closeout of Measure M was finalized this past year. She noted that members' basic purpose is to review, report & inform the public concerning the expenditure of bond revenues. Responding to a question about meeting structure, Mr. Crancer explained that the meetings are governed by The Brown Act, discussion topics occur based on the agenda items and actions are limited to what is posted on the agenda.

B. Following review of the appointment designation table, H.K. Allen noted he is a member of a Parent & PTO. Mr. Crancer noted that a committee member representing a (formally recognized) Taxpayers' Organization is still needed. Discussion followed, concluding that staff continues to seek a community member (or current CBOC member) to fill that slot.

C. Mr. Crancer recommended training for the new members and stressed the importance of attending the CBOC meetings noting that due to lack of a quorum at the last meeting, the business at hand was not accomplished. The Annual Performance Audit and CBOC Annual Report were forwarded to the NUSD Board of Trustees for review & approval at their February 13, 2013 meeting. Ms. Slay added that copies are included in their packet; and while the Bylaws do not require 'approval' by the CBOC committee for these 2 items, it is prudent for Committee review prior to staff presenting these to the Board of Trustees.

II. INFORMATION ITEMS

A. Form 700. Ms. Slay and Mr. Crancer walked through the process for completing the Form 700 and reminded members to submit completed forms to the Business Services office as soon as possible -referencing Committee Bylaws 5.4. It was noted for Section 3, to check "Assuming Office" and date assumed would be June 25, 2013.

B. Ms. Slay noted that the NUSD Board of Trustees meets twice a month & agendas are available on the district website. She added that the most common CBOC items acted on or provided to the Board of Trustees include new appointments, resignations, the Annual Report and Annual Performance Audit.

C. Mr. Crancer referenced project D-10 (Safe Routes to School) and the recently approved Street Light proposal (copy of board item included in packet). Committee concerns were expressed. Following a lengthy discussion with questions and answers on items relating to the scope of work, the role of the committee, identifying possible City of Sacramento areas benefiting from this project, the building moratorium, District's role in the design, and construction costs including evidence of project expenditures, Mr. Crancer and Mr. Covington clarified that the Committee serves in the 'oversight' capacity for Bond projects and once the project is finalized, the opportunity to audit and report concerns on the expenditures to the Board of Trustees (and community) as a course of action. A concern was raised about an area near Jefferson Elementary school considered unsafe due to tall grass obstructing views and creating blind spots. It was determined that while the property was not likely on District property, Mr. Crancer would check into it and report back to the committee. Mr. Covington explained that City of Sacramento, with input from the District, manages the Safe Routes to school projects. Mr. Crancer noted that costs for this project have been split between the City, NUSD and the North Natomas Transportation Management Association (as explained in the board item provided in the packet). Mr. Covington will update the committee on this project as it progresses.

Ms. Duschka explained that project D-2 (Computer & Support Infrastructure) has been set up to be audited in phases because it was originally a ten year project. Mr. Crancer added that the recent purchase of copiers and other technology items will result in an audit in the near future. Discussion followed and concerns were raised about the cost of the copiers, the 'audit' process & committee role in reviewing project documents before approval of the Board of Trustees. Ms. Slay explained that while purchasing copiers and computers may seem irresponsible (long term financing), the alternative is that students will go without this equipment because there are no

other pots of money to purchase such things.

Regarding the Bond Financial Report, Ms. Duschka explained that items highlighted in blue represent future allocations, and indicated that most of the other projects (from 1st and 2nd issuance) are nearly completed.

IV. PUBLIC COMMENTS

None

V. ACTION ITEMS

A. Approve October 30, 2012 Citizens' Bond Oversight Committee Meeting Minutes

Eric Stern moved to approve the October 30, 2012 Citizens' Bond Oversight Committee Meeting Minutes. Motion seconded by Jennifer Slay. Motion passed 3-0. (It was noted that 7 of the new committee members were not present at the October meeting and those in attendance tonight will not be voting.)

B. Election of Officers

Ms. Slay referred to Section 8 of the Bylaws and summarized the duties associated with the committee Chair and Vice Chair.

H.K. Allen moved to approve the appointment of Jennifer Slay as Chair. Motion seconded by Eric Solorio. Motion passed 8-0.

Jennifer Slay moved to approve the appointment of H.K. Allen as Vice Chair. Motion seconded by Bill Stanglin. Motion passed 8-0.

C. Approve Sub-Committee Audit Report for Project D-9 Security Systems

The report (included in the packet) was read & discussed. Ms. Slay gave an overview for new committee members of the steps taken to do the site inspections and records inspections. She recommended reviewing previous project reports to get an idea of the comprehensive inspection that is performed on the projects.

Tom McDonagh moved to approve the D-9 Audit Report. Motion seconded by Kara Corches. Motion passed 9-0.

D. Approve Sub-Committee Audit Report for Project D-10 Safe Routes to School

The report (included in the packet) was read & discussed.

Eric Solorio moved to approve the D-10 Audit Report. Motion seconded by David Narwal. Motion passed 9-0.

VI. NEW BUSINESS

A. No assignments were made for upcoming project audits

B. Meetings for 2013-14 were scheduled as follows:

- August 26, 2013, October 28, 2013, January 17, 2014 and April 7, 2014

VII. FUTURE COMMITTEE AGENDA ITEMS

Safe Routes to School Update

Assign D-2 (if staff confirms project is ready by next meeting)

Several new committee members expressed interest in reviewing documents previously audited by CBOC sub-committees on completed projects & touring some of the schools to view the completed project work.

Mr. Crancer and Ms. Slay explained that this request would require additional staff time. They explained that project reports and the Performance Audits with very detailed financial project information are available on the District website under the Citizen's Bond Oversight Committee link. Ms. Slay stated that district staff overseeing the various Measure D projects are no longer with the District. She added that as a community member & or parent, members may coordinate site visits with the Principals.

New committee members requested information on the projects identified in the original passage of Measure D when it went before the voters. Staff will send out information in the next week.

VIII. ADJOURNMENT

Meeting adjourned at 8:22 p.m.

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