



Newark Unified School District  
5715 Musick Avenue  
Newark, CA 94560

## Minutes of the Citizens' Bond Oversight Committee (CBOC)

Tuesday, March 6, 2012

### **1.0 Call to Order**

The meeting was called to order at 6:05p.m.

### **2.0 Roll Call**

Present were CBOC Members: William Baker, Jack Dane, Andrea Francis, Mondae Hefter, Casper Knoop, Tammie Mackey, Liz Mafi-Tuitama, Theresa Miller, Marilyn Painter  
Jerome Behrens from Lozano Smith  
Staff: Noreen Bastian, Director of Fiscal Services

### **3.0 Visitors/Public Comments**

There was no public comment.

### **4.0 Roles and Responsibilities**

Mr. Jerome Behrens from Lozano Smith provided training regarding the roles and responsibilities of the Citizens' Bond Oversight Committee. He handed out the Education code section that related to a CBOC.

Mr. Behrens explained the purpose of the CBOC and how it functions. Duties were outlined: they included: 1) informing the public regarding Bond expenditures; 2) actively reviewing financial documents to insure expenditures meet with bond specifications; and 3) physical inspections of facilities/grounds where bond money was spent.

He reviewed the meeting requirements of the CBOC, the areas represented and the term of the members.

The open meeting laws, also known as Brown Act, were reviewed as they apply as well to the CBOC. Members were informed about the restrictions of communications among members outside a publicly-posted meeting.

Mr. Behrens

The meeting was open to questions from the members.

Mr. Knoop inquired as to the mechanism for obtaining information regarding updates on the Bond projects. Elaine Neilsen, CBO, will be the direct liaison with the CBOC.

### **5.0 New Committee Members Introduction**

Committee members introduced themselves and stated his/her background and reason for interest in the CBOC.

### **6.0 Future meetings**

Until actual construction on projects begins it was agreed to meet quarterly. The next meeting will be in June, with a date to be announced later.

### **7.0 Adjournment**

There being no further business the meeting was adjourned at 6:55 p.m.