



NEWARK UNIFIED SCHOOL DISTRICT
Citizens' Bond Oversight Committee

Meeting Minutes from March 8, 2016

Those in attendance:

CBOC Members: Marilyn Painter, Jack Dane, Cindy Parks, Cary Knoop

Vanir Project Manager: Robert Sands

NUSD Staff: Bryan Richards

Presenters: Michael Ash, Christy White Associates

Guest(s): Lynne Klein

1.0 Call to Order – *The meeting was called to order at 6:05 p.m.*

2.0 Roll Call – *Those in attendance used a sign-in sheet*

3.0 Visitor/Public Comment - *None*

4.0 Presentation of the 2014-2015 Measure G Financial Audit and Performance Audit

Michael Ash from Christy White Associates, presented a draft of the 2014-2015 Bond Performance and Financial Audit distributed at the meeting. Cindy Parks noted, how comprehensive both reports are and questioned why we previously accepted such poorly prepared reports. Plus, the committee had never previously received a Bond Financial Reports. A few questions were asked.

5.0 Approval of Meeting Minutes for December 8, 2015

Motion to approve by: Marilyn Painter, Second by: Jack Dane – 4 Ayes

6.0 Update on Requirements for Posting of Attachments/Supporting Documents

Supporting documents can be attached to the CBOC agenda. All supporting documents, either attached to agenda or handed out in the meeting will be available on the website.

7.0 Update on Bond Related Financial Activities

The California Financial Report was run today because the District Office just finished inputting the information. A committee member expressed concern over receiving the information at the meeting, which doesn't allow time to properly review the report. There was also a question about Salas O'Brien warrants. Salas O'Brien is handling the Roof & A/C projects. The two checks covered multiple sites.

One of the components of the CFS contract was internet access for the CBOC members, which has not been made available. Bryan to check exit date on contract.

8.0 Update on Current Bond Projects

A verbal report was given by the new Vanir Project Manager Robert Sands. He reviewed the current status of DSA projects either in review or closed. The Clocks, Bells and PA project is now complete at all schools. 2017 NMHS Science Lab has three options being considered. A few questions were asked about future project process. District is waiting on input from various sites about proposed projects.

Per Bryan Richards, Bond Series A & B funds are fully allocated. He stated, unless there were unforeseen costs, the district might be able to get through the Summer 2016 projects without having to sell the Series C Bond.

There haven't been any leaks from the roof work done other than a puncture produced by a worker while walking across a roof. There will now be walking pads.

9.0 Update on the revisions to 2012-2013 and 2013-2014 Performance Audits

Cary Knoop explained the process after the board was advised of the revision delay. Bryan Richards stated he felt the board's intervention helped drive the correction timetable.

9.1 Website Corrective Language

Crowe collected all the district's copies of both versions with errors. Per Bryan Richards, Counsel said it is up to us, it is a public document. There was discussion about how to best have a paper trail to show changes. Cary Knoop mentioned a memo Bryan Richards wrote for the board agenda item, which completely explains what has taken place.

Bryan Richards will draft a cover letter to go with the new audit. MOTION: The old audit will not be used, the cover letter will explain what was corrected. Motion by: Marilyn Painter – Seconded by: Jack Dane. 4 Ayes.

10.0 Re-Issue Measure G Bond Program Annual Report 2012-2013

The revised version was presented, page 2 has an explanation why the report was changed.

10.1 Website Corrective Language

There was discussion on whether to leave up the old Annual Report. MOTION: Approve revised audit and incorporate Bryan Richards' memo with revised audit corrections. Motion by: Marilyn Painter- Seconded by: Jack Dane. 4 Ayes

11.0 Measure G Bond Program Annual Report 2013-2014

11.1 Presentation of the Annual Report by the Ad-Hoc Subcommittee

Cary Knoop explained some of the issues getting the report done. There were a few changes in the pie chart. The Finding and Concerns were based on facts. It was noted on page 8, Findings and Concerns #3 should state: Since October 2012 the committee; instead of, For two years the committee. Last page will contain Bryan Richards' explanation to the board. MOTION: Approve the 2013-2014 Annual Report with the correction to page 8 and the explanation language added to the last page. Motion Marilyn Painter – Seconded by: Jack Dane. 4 Ayes

11.2 Approve the Following Text:

Based on the review and observations of the Citizens' Bond Oversight Committee, we find that the Newark Unified School District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution and that funds are being used for the purposes specified in the ballot language.

Motion to approve: Jack Dane – Seconded by: Marilyn Painter. 4 Ayes

11.3 Approve the Annual Report and Presentation Slides

Cary Knoop presented a copy of his presentation slides. Motion to approve: Marilyn Painter – Seconded by: Jack Dane. 4 Ayes

11.4 Dissolution of the Ad-Hoc Subcommittee

The chair dissolved the Ad-Hoc committee.

12.0 Update from the Ad-Hoc Subcommittee on the 2014-2015 Annual Report

A preliminary data chart was presented. There were questions about a few items.

13.0 CBOC Bylaws – Term Limit Change

At the March 1, 2016 board meeting, the school board approved Board Policy, Administration Regulation and Board Bylaw 7214, which allowed Bond Committee Members to serve three terms. However, they inadvertently changed the CBOC's bylaws to a CBSA sample copy. Bryan Richards will locate our bylaws, which the board updated in January 2015 and have the error corrected.

Cary Knoop mentioned the website only lists two positions are vacant; however, since the committee hasn't been polled, perhaps there would be more vacancies in June. Marilyn Painter stated, she would not seek a third term. All members whose term ends in June 30, 2016, need to contact Bryan Richards. Laura Johnson will contact Theresa Miller.

14.0 Announcements, Requests, Debrief, Discussion

A request for the facility tour. Bryan Richards stated it will be set up once the new MOT Director starts. Possibly, after summer projects and once school has begun.

A request for the same type of written project report from Vanir.

15.0 Adjournment

Meeting was adjourned at 8:45 p.m.

Minutes submitted by: Cindy Parks