

Newark Unified School District  
Citizens' Bond Oversight Committee  
March 13, 2018 Meeting Minutes

1.0 Call to Order

The meeting came to order at 6 PM.

2.0 Roll Call

CBOC Members:

Cindy Parks, Jack Dane, Cary Knoop, Olga Borjon, Christine Clinton, Adam Modzeleski  
(*joined after approval of the minutes*), Marek Yarbrough.

NUSD Staff:

Bryan Richards.

Christy White Associates:

Michael Ash.

3.0 Visitor/Public Comments

There were no public comments.

4.0 Approval of Meeting Minutes for December 12, 2017 (DISCUSSION/ACTION)

Motion to approve moved by Mr. Knoop, seconded by Mr. Yarbrough.  
Motion was approved (6, 0, 0, 2)

5.0 Approval of Meeting Minutes for January 4, 2018 (DISCUSSION/ACTION)

Motion to approve moved by Mr. Yarbrough, seconded by Mr. Knoop.  
Motion was approved (6, 0, 0, 2)

6.0 Approval of Meeting Minutes for February 13, 2018 (DISCUSSION/ACTION)

Motion to approve moved by Mr. Yarbrough, seconded by Mr. Dane.  
Motion was approved (6, 0, 0, 2)

#### 7.0 2016-2017 Christy White Associates, Performance and Financial Audit (DISCUSSION/ACTION)

Mr. Ash presented the Performance and Financial Measure G Bond Audit.

Mrs. Parks asked if the Auditor checked journal entries for several incorrect entries during the course of the financial year. Mr. Ash confirmed the journal entries were checked.

Mrs. Parks noted a few date issues in the report, Mr. Ash made note to have hem corrected.

#### 8.0 Financial Report – Bryan Richards (DISCUSSION/ACTION)

Mrs. Parks asked why notices of completion are presented so far after the project dates. Mr. Richards explained that the notices of completion are actions a vendor takes.

Mrs. Parks asked why certain erroneously created projects where still in the CFS report. Mr. Richards explained that entries cannot be deleted, they can only be adjusted.

Mrs. Parks asked about an entry coded under 400-817. Mr. Richards explained it was an error, it should have been coded under 400-815.

Mrs. Parks asked if all cameras were checked. Mr. Richards confirmed they were regularly checked.

Mrs. Parks asked who in the district is certified of doing playground repairs. Mr. Richard explained there is currently nobody certified.

#### 9.0 Update on Measure G Projects – Bryan Richards (DISCUSSION/ACTION)

Mr. Knoop asked if Vanir is still managing the Measure G projects. Mr. Richards explained Vanir is still assisting. Mr. Knoop asked about the plan to select an architecture firm. Mr. Richards informed the Committee that the selection process for the architecture firms is still ongoing.

#### 10.0 Update on Questions from Committee Site Tour

Mrs. Parks and Mr. Knoop asked questions about hazardous conditions of tables at various sites, also Mrs. Parks asked about moving functioning tables from Whiteford to other sites. Mr. Richards was going to follow up on these items.

Several members were concerned about the actual number of HVACs replaced and wanted to know details about the numbers. No answers were given.

### 11.0 Communication with Board of Education

Mrs. Parks described her presentation to the Governing Board. Due to the fact the board meeting was cut short due to quorum issues she informed the committee a follow up item was going to be scheduled for the March 20, 2018 Board Meeting.

### 12.0 2016-2017 Annual Report Update – Ad-Hoc Subcommittee

Mr. Knoop gave a brief overview of some minor changes made to the Annual Report by the Ad-Hoc subcommittee. The Committee suggested some corrections to be made in preparation of a final version of the Report. Mrs. Parks will deliver a Letter from the Chair to be included in the Annual Report.

Mr. Knoop asked details about the \$90,000 interest added to the measure B sub-fund because this fund held only \$55,000 at the beginning of the 2016-2017 financial year. Mr. Richards was going to follow up on the question.

### 13.0 Announcements, Requests, Debrief, Discussion

A reminder was mentioned about the Site Tour in April. After a belief discussion the Site Tour date was changed from April 4 to April 3, so Mr. Richards can attend.

### 14.0 Adjournment

The meeting was adjourned at 8:24 PM.

*Minutes written by Cary Knoop*