

**MINUTES OF THE CITIZENS' BOND  
OVERSIGHT COMMITTEE (CBOC)**  
Newark Unified School District

**March 10, 2020  
6:00pm at the Board Library**

The Members of the Citizens' Bond Oversight Committee (CBOC) held a meeting on Tuesday, December 10, 2019 in the Board Library at the NUSD District Office (5715 Musick Avenue, Newark, CA 94560).

<b>Call to Order</b>	The meeting was called to Order at 6:21pm.
<b>Roll Call</b>	<p><b>Members of the Committee Attendees:</b> Tony Doot, Jebadiah Ross, Angela Silvera, Richard Watters</p> <p><b>Absent:</b> Olga Borjon, Adam Modzeleski</p> <p><b>District Personnel Attendees:</b> Susan Condon, Marie dela Cruz</p> <p><b>Other Personnel Attendees Via Phone Calls:</b> Kyle Montgomery, Patty Paulsen</p>
<b>Approval of Agenda for March 10, 2020</b>	Tony Doot made a motion to approve the agenda; Jebadiah Ross 2nd it. Agenda approved - unanimous vote.
<b>Visitor/Public Comments</b>	Public Comments were made connected to the agenda item that it was about and referenced as such in the minutes.
<b>Approval of Meeting Minutes for December 10, 2019</b>	Tony Doot made a motion to approve the Minutes from December 10th, 2019; Jebadiah Ross 2nd it. Minutes approved - unanimous vote.
<b>Bond Audit Review (Christy White and Associates; Kyle Montgomery available by phone)</b>	<p>Kyle Montgomery called in via a phone conference. He is a representative of Christy White and Associates that completed NUSD's 2018-2019 audit.</p> <ul style="list-style-type: none"> <li>● He stated that his company's opinion is that this information is represented fairly.</li> <li>● There were no findings related to the financial statements.</li> <li>● There were no recommendations related to the local school construction bonds.</li> <li>● He noted that this is the best type of report to be able to give.</li> </ul>

<p><b>Bond Audit Review (Christy White and Associates; Kyle Montgomery available by phone) continued...</b></p>	<p>Cindy Parks made a public comment:</p> <ul style="list-style-type: none"> <li>• Cindy stated that in the audit, on page 4, there was \$112,383 that is labeled as “Due from Other Funds.” She requested to know where this money was transferred from and what triggered this change?</li> </ul> <p>Richard Watters asked about how the company tests these findings. Kyle responded that they go through the Measure G items and check them haphazardly to see if they check out.</p> <p>Angela Silvera asked about the \$112,383 that was “Due From other funds” and Marie dela Cruz said that she would look into it and get back to the CBOC about what she finds out.</p>
<p><b>Conference Call with CFS (Patty Paulsen)</b></p>	<p>Cindy Parks made a public comment:</p> <ul style="list-style-type: none"> <li>• There was \$500,000 in expenditures from Aedis that she encourages the CBOC to check the reports and see what was included in them for this amount.</li> </ul> <p>Patty Paulsen called in via phone conference:</p> <ul style="list-style-type: none"> <li>• \$63 million bond is now totaled at \$64,173,890.</li> <li>• \$55,610,156 has been paid out.</li> <li>• \$56,393,422 has been budgeted.</li> <li>• There has been \$618,950 new expenditures since the last report.</li> </ul> <p>Other Discussion Points</p> <ul style="list-style-type: none"> <li>• It was noted that the budgeted amounts were changed for two items: Plumbing Repairs and Electronic Key System. Plumbing repairs was reduced by about \$1,000 and Electronic Key System was increased by about \$40,000.</li> <li>• CBOC members were asking for clarification on why this was changed and are requesting that in the future any budgeted changes be noted so that the CBOC members do not need to question the validity of them.</li> <li>• It was also questioned that the NUSD board of directors had only approved about \$641,000 for the Electronic Key System but that the paperwork reflected the budget to be over \$925,000.</li> <li>• After much discussion, Patty Paulsen found that this was an error in the report. She said that Flooring and Electronic Key system were combined and that the actual total for the Electronic Key system was about \$680,000. She would be sending out a corrected report to the CBOC members.</li> <li>• This was noted that it is still a concern because the board only had approved \$641,000 not \$680,000.</li> <li>• Marie dela Cruz was asked to clarify on money that was used from the district office from Measure G (Measure G funds are not meant</li> </ul>

<p><b>Conference Call with CFS (Patty Paulsen) continued...</b></p>	<p>to be used for the the School District offices) and she showed that in the books that about \$8000 was returned to the Measure G fund as a result of this mistake.</p>
<p><b>Update on Projects (Marie dela Cruz, CBO; Susan Condon, Director of MOT)</b></p>	<p>Cindy Parks made a public comment:</p> <ul style="list-style-type: none"> <li>● She passed out a document from the last board meeting that was named “Priority Spending for Measure G” dated February 20, 2020.</li> <li>● She asked about the project manager that was supposed to be hired and where the district was at in this process.</li> </ul> <p>Marie dela Cruz reported:</p> <ul style="list-style-type: none"> <li>● The budgeted items on the “Priority Spending for Measure G” are not actual budgeted numbers They have not gotten bids for these items and so the numbers on there do not accurately reflect what the numbers will be to complete the listed items.</li> <li>● This list was compiled from a survey that was given to the principals about what their top concerns were about their school sites.</li> </ul> <p>Susan Condon reported:</p> <ul style="list-style-type: none"> <li>● Only 25% of the HVAC in the district have been replaced/repared.</li> <li>● The district has not hired a project manager and so many of the projects will be put on hold until one is hired to be able to manage the rest of these projects.</li> </ul> <p>Current Projects in Process:</p> <ul style="list-style-type: none"> <li>● Finishing Electronic Key system at one Elementary School</li> <li>● Electronic Key systems at Junior High and then the High School</li> <li>● Junior High Gate will be started in the spring</li> <li>● Alarm System for McGregor will be starting in June</li> </ul> <p>Finished Projects:</p> <ul style="list-style-type: none"> <li>● Majority of the Elementary School Electronic Key systems</li> </ul>
<p><b>Appoint 2019-20 Annual Report Ad-Hoc Sub-Committee</b></p>	<p>An Ad-Hoc committee had already been formed consisting of Tony Doot, Jebadiah Ross, and Adam Modzeleski. This group will need to get together to create the document to present to the district before our next meeting.</p>
<p><b>Annual Inspection Tour- Review Past Visit/ Set Dates for Next</b></p>	<p>The annual inspection tour did not take place on March 10, 2020.</p> <p>The next annual inspection tour will look at the High School flooring, the electronic key systems, the junior high gate (if has been completed) and an elementary playground. This Inspection Tour will be on April 17th at 9am starting at the High School Front Office.</p>

<b>Announcements, Requests, Debrief, Discussion</b>	We need three more members for the CBOC representing: Senior Citizen Organization, Taxpayers' Organization, and Business Organization.  Next meeting is on June 9th at 6pm.
<b>Adjournment</b>	Meeting was adjourned at 7:51pm.