

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURES S AND J CITIZENS' OVERSIGHT COMMITTEE (COC)
MINUTES

LOCATION: M&O Conference Room
6135 Sutter Avenue, Carmichael, CA 95608
DATE: October 30, 2012
TIME: 6:30 P.M.

1. **Call to Order.** 6:30 p.m.
2. **Roll Call and Quorum Count.**

Committee Members Present:

Eric Bakke
Dick Cowan, Chairperson
Kimberley Johnson
Jim Ray
Jeff Slowey
Kip Skidmore
Charlie Solt

Committee Members Absent: Kimberly Sarkovich

SJUSD Board Members Present: Dr. Masuoka, Vice President

SJUSD Staff and Consultants Present: Cathy Allen, Sr. Director of Facilities
Cherie Chenoweth, Accounting Analyst
Tony Oddo
Tom Fante
Fil Duldulao
Butch Jackson, Vanir Construction Management
Jordi Rodriguez, Vanir Construction Management
Steve Wescoatt, Crowe Horwath

3. **Approval of Minutes.** Minutes of the September 18, 2012 meeting were approved unanimously.

4. **Review of Outstanding Actions.** The following actions are continuing.

0515.01 Tami Pfau Correct and update directory of members contact info and distribute--done once, but needs additional information

All Members Help Cathy recruit someone from PTSO or PTA--Closed

0918.01 Cathy Send past COC minutes and annual reports for review—old minutes will be posted to the website, there are no previous committee annual reports available, still open

0515.02 Eric Meet with Cynthia to offer assistance in soliciting funding

These new actions were set throughout the meeting:

- | | |
|-----------------|--|
| 1030.01 Tami | Correct COC website to have for each meeting the agenda, draft and adopted minutes, and all documents provided to the CoC members excepting documents already on the SJUSD website and State laws or regulations already available to the public |
| 1030.12 Members | Review past minutes from previous CoC posted on the CoC Website |
| 1030.03 Members | Review Measure J Guidelines for furniture and equipment revised 8/11 |
| 1030.04 Members | Review handout "Construction Projects Current ... " and compare to Measure J language |
| 1030.05 Members | Review RFQ for Facilities Master Plan Consultant |
| 1030.06 Cathy | Forward and advise status of CoC bylaws revisions being sent for Board approval |
| 1030.07 Tami | Add attendance summary to minutes in format used by TFF Committee |
| 1030.08 Cathy | Forward June 30, 2102 Performance Audit upon its release. |
| 1030.09 Dick | Research the Financial audit statement on controls and forward to the committee. |

5. Interview with District's Performance Audit Firm. The Committee received a handout from Steve Wescoatt, CPA of Crowe Horwath giving answers to the Committee's previously supplied questions. The Committee, District staff, and Mr. Wescoatt had a full discussion of the issues surrounding performance audits. Mr. Wescoatt could suggest any tasks he feels should be added to his Performance audit letter of engagement. He said there were no findings not written into the report. He referred Members to the full financial audit for a statement on controls. Mr. Wescoatt remained with the meeting during the discussion of using bond funds instead of General Funds for the District's 3% restricted maintenance account, the use of bond funds for shop equipment not specifically identified to a specific bond project, and the use of bond funds for vehicular equipment purchase not specifically identified to a bond project.

6. Conflict of Interest Forms. Upon information from District's legal counsel through Cathy Allen that COC Members are not required to complete the Form 700 conflict of interest forms, the Members elected to not complete them or amend the bylaws to require them.

7. Proposed Committee Members. Several Community Members had applied for CoC positions in response to the District's information concerning Measure N on the November 6, 2012 ballot. The Committee elected to recommend that the Committee current size of 8 members is appropriate but that a few additional members could be added to reflect any community mentioned in the Board resolution for Measure J and not currently represented. The committee declined to comment on any prospective candidate.

8. Costs for a sample project. This will be held until the next meeting.

9. Facilities Master Plan Update. Cathy shared the rough timeline for choosing a firm to conduct the District's Facility Master Plan. Eric Bakke agreed to serve on the Qualifications screening team. Kip Skidmore agreed to serve on the Interview panel to recommend selection of a firm to the Board.

10. Measure N Update. Cathy advised that no organized opposition group had formed to oppose the Bond Measure. She invited Committee members to attend a celebration of democracy event at 7:00 pm election night in the Board room. She advised that a Candidates Forum would be held November 1 at 6:00pm at the newly renovated San Juan High School Auditorium.

11. Facilities Master Plan Update. Cathy shared the rough timeline for choosing a firm to conduct the District's Facility Master Plan. Eric Bakke agreed to serve on the Qualifications screening team. Kip Skidmore agreed to serve on the Interview panel to recommend selection of a firm to the Board.

12. Questions and Answers Since Last Meeting. Dick led the group through the questions provided previously to staff and the staff answers. Time did not allow a complete review of the issues and answers. Some items were satisfactorily closed. After discussion, some items were left open for further staff investigation and documentation. An updated matrix of the questions is attached to these minutes.

13. Facilities Master Plan Update. Cathy shared the rough timeline for choosing a firm to conduct the District's Facility Master Plan. Eric Bakke agreed to serve on the Qualifications screening team. Kip Skidmore agreed to serve on the Interview panel to recommend selection of a firm to the Board.

14. Forming. The Committee discussed the two views of the Committee purpose and focus which had been articulated at the first meeting, a limited one, and a fuller and proactive one. Kim Johnson articulated the consensus view as :
Our purpose is to promote accountability, audit expenditures, ensure tax dollars are not wasted, and ensure the project(s) are accomplished within Proposition guidelines or mandates. Our mission is to promptly alert the public to waste or improper expenditures through site visits, financial audits, expenditure reviews, and discussions.

The Committee agreed that publishing minutes on the website, letters to the Board, and oral reports to the Board satisfied our duty to "inform the public."

15. Committee Mechanics. The Committee Members challenged Dick to provide a single cogent package of information to be reviewed at successive meetings rather than a stream of emails and information. Dick will draft agenda and send to Tami who will put them in the format used by the District for other Board committees and distribute two weeks prior to meeting dates, along with the information from Staff to be reviewed and discussed. Tami reported that a complete revision of the CoC website is needed as it had been modified by too many different individuals over the years and had become unworkable. Dick agreed to provide a content list for the re-worked website, with the aim of including in the website every document provided to the CoC with the exception of documents already available on

the District website and laws and regulations available to general public. Dr. Masuoka agreed his name could be added to the CoC distribution list as a Board liaison. Tami will update the CoC membership directory to include his information, as well as Cathy's, hers, and Cheri's.

16. Future Topics. In the event that Measure N passes, the Committee may be asked to participate in the focus groups to identify proposed bond projects. Dick will draft a findings recommendations report to the Board for the second January Board meeting, after the next CoC meeting

17. Next Meetings The next meeting was set for January 15, 2013 at San Juan High School.

18. Adjournment. The meeting was adjourned by Dick Cowan at 9:04 p.m.

