

<p><b>PLACE:</b> GUNN HIGH SCHOOL 780 ARASTRADERO ROAD, PALO ALTO, CALIFORNIA STAFF ROOM (ACROSS FROM MAIN OFFICE)</p> <p><b>DATE:</b> Wednesday, April 15, 2009</p> <p><b>TIME:</b> 5:00 P.M. OPEN SESSION</p>	<p>PALO ALTO UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION</p> <p>AGENDA</p> <p>CITIZENS' OVERSIGHT COMMITTEE</p>
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- A. **Call to Order** (A – D)
- B. **Public Comment** 5 minutes  
Anyone wishing to address the COC may do so at this time.
- C. **Approval of Minutes**  
Draft minutes from the January 14, 2009, meeting will be reviewed and vote for approval will be taken.
- D. **Review of Agenda;**
- E. **Monthly Report** 10 minutes
- F. **Review of a State Controller's Office (SCO) audit of another COC** 10 minutes  
*In November 2008 the SCO reported on an audit of a San Joaquin Delta College bond measure. The Vice Chair will report on the potential significance of that audit to our own work. As background, two documents are attached that were shared with us by our counterpart oversight committee at the Foothill-DeAnza Community College District (FHDACCD): Attachment B deals with a "type of project" standard (a topic at issue in the Delta audit), and Attachment C is an assessment of the Delta audit by the FHDACCD attorneys.*
- G. **Framework for tracking Measure A progress** 30 minutes  
*Following our initial two meetings, the COC resolved to develop a framework for tracking the Measure A projects from the Project List that was part of the bond ballot measure through to project completion, as provided in the COC guidelines (Attachment D). The Framework proposed for discussion and adoption at this meeting has these several parts:*
1. *Description of the PAUSD process for implementing Measure A. (Attachment E.) This attachment will be a presentation at the July meeting. At this meeting, the implementation process to date will be discussed and the desired form of the attachment.*
  2. *Monthly reports, including links to the Project List that was incorporated into the bond election. (Attachment F.)*
  3. *Performance Audits.*
  4. *Financial Audits.*
  5. *Cumulative list of Board of Education actions relevant to Measure A. (Attachment G.)*

6. *Site visits. [We'll want, I believe, to develop some guidelines regarding what we should look for on these visits or whether simply confirming that the project is at a certain stage will be enough. If the former, perhaps our auditor could assist with such guidelines.]*
7. *Special reports from the District and its contractors as may be requested by the COC consistent with its charge.*
8. *Such other items as from time to time may be pertinent.*

**H. Site Visit** 10 minutes

*We'll end our meeting with a site visit to the two projects under construction. In future, as the active project list grows, consideration will be given to dividing up responsibility for site visits to individual COC members, who will then be the Committee's liaison to those projects.*

**I. Performance Audit and Financial Audit** 10 minutes

*Discussion of each type of audit, firm engaged to do it, and timing.*

**J. Outline of 2009 COC Report** 20 minutes

*The timing of this report is part of the following schedule, agreed upon at the January 14<sup>th</sup> meeting:*

- *Performance and Financial Audits will be as of June 30, 2009*
- *Audit will be completed by August.*
- *Audit will be delivered to the District by October.*

*The COC 2009 Report will be issued in November and in that month annually thereafter. Attachment H is a draft outline of the elements of the 2009 COC report for discussion at this meeting to assess its adequacy and assure that steps leading up to it are or will be in place.*

**K. Next Meeting & Future Meetings Schedule** 5 minutes

*Date, time, place, and principal agenda items.*

Future Meetings for 2009:

July 15  
October 21  
January 20  
April 21

**L. Site visit to Gunn High School construction projects** 20 minutes

Attachments

- A. Minutes, meeting of January 14, 2009
- B. Summary of Court of Appeal action on "Type of Project" standard.
- C. Memorandum to Andrew Dunn, FHDACCD Vice Chancellor, December 5, 2008.
- D. PAUSD COC Guidelines, from PAUSD Web site.
- E. PAUSD process for implementing Measure A.
- F. March, 2009 Monthly Report
- G. Measure A Board of Education Actions
- H. Draft outline of COC 2009 Report.

**ADJOURN**