

**MEASURE A - STRONG SCHOOLS BOND
CITIZEN'S OVERSIGHT COMMITTEE
PALO ALTO UNIFIED SCHOOL DISTRICT**

MINUTES FOR MEETING OF September 12, 2012

Opening

The Citizens' Oversight Committee held a meeting in the Construction & Facilities Building D, 25 Churchill Avenue, Palo Alto, California.

*All handouts can be viewed at the District office, Business Services 25 Churchill Avenue

Members present:

Mr. Walt Hays, Senior Citizen

Ms. Helene Leichter, Parent

Mr. James Cowie, Business Organization Member

Ms. Catharine Garber, Business Organization Member

Ms. Mary Marth, Parent

Mr. Todd Collins, Taxpayer Organization

Mr. Bruce Whitson, Parent

Others present:

Mr. Tom Hodges, O'Connor Construction Management

Mr. Lori Alvarez, O'Connor Construction Management

District Staff Present:

Dr. Robert Golton, Facilities and Bond Program Manager

Mr. Ron Smith, Facilities Project Manager

Ms. Betty Munoz, Administrative Assistant

Call to Order

The meeting was called to order at 5:08 p.m.

Public Comment

There was no request for public comment.

Review of Agenda

Approval of Minutes

MOTION: Collins moved to approve the minutes of July 25, 2012. Motion carried 7-0.

Financial and Performance
Audits from Christy White
Accountancy

Christy White from Christy White Auditing Firm reviewed the requirements for the Measure A expenditures. Christy White Auditing Firm presented the Strong Schools bond audit report which included: Independent Auditor's Opinion, Balance Sheet, Investment Earnings,(spent over 57 million dollars), Accounting Policies with the District, Accounts Receivable Interests, Terms of the Bonds (Two series issued), Itemization of money spent throughout the year.

Performance audits: There were no exceptions. Internal controls are in place, program controls are operating effectively for uses of bond, site visits of current construction, (Gunn, Paly, Jordan, Ohlone, 525 SA), test of expenditures (looking that all expenditures are going through the District's process), vendor or payroll side; no exceptions, rates match on invoices to the contract that was Board approved, test of contracts and bid procedures (formal or informal), change orders, and auditor's opinion (unqualified-District complied with all).

2011-12 Annual Report of
the COC to the Board of
Education

Changes and edits were discussed amongst the Committee members. Lori Larson will make the changes and finalize the report. Committee Chair, Todd Collins will present the COC Annual Report to the Board of Education at its meeting of September 18, 2012.

Presentation of the 2012
COC Annual Report to the
Board of Education

Presentation of the COC Annual Report is on the Board meeting agenda for 6:45 p.m.

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Site Visit

The Committee visited the Palo Alto High School Classroom and Media Arts Building and Stadium Field projects site.

January 23, 2013 Agenda

The next COC meeting is scheduled for January 23, 2013. The agenda will be worked through email.

Next Meeting and Future Meetings Schedule

January 23, 2013

April 17, 2013

July 17, 2013

Adjournment

The meeting was adjourned at 7:32 p.m.