

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

MINUTES FOR MEETING OF October 19, 2016

Opening

The Citizens' Oversight Committee held a meeting in the Facilities/Construction Building D, 85 Churchill Avenue, Palo Alto, California.

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

Members present:

Mr. Jim Cowie, Chair Person, Business Organization Member, Parent, PTA

Mr. Bruce Whitson, Vice-Chair, Business Organization Member

Mr. Todd Collins, Taxpayers' Organization Member

Ms. Catharine Garber, Business Organization Member

Mr. Walt Hays, Member, Senior Citizens' Organization (Absent)

Ms. Arianne Teherani, Parent, PTA

Mr. Daniel Teo, Parent, PTA, Site Council Member

Others present:

Mr. Tom Hodges, fs3|Hodges Construction Management

Ms. Dana Kismetova, Incoming COC Member

Ms. Prerana Vaidya, Incoming COC Member

Mr. Kim Gupta, Incoming COC Member

District Staff Present:

Dr. Robert Golton, Bond Program Manager

Mr. Ron Smith, Facilities Project Manager

Call to Order

The meeting was called to order at 5:09 p.m.

Public Comment

There were no requests for public comment.

Review of Agenda

Approval of Minutes

Motion to approve the minutes of July 19, 2016. Motion carried 6-0.

Strong Schools Bond
Annual Audit Report

Auditor Sarah Fielder with Christy White Accountancy presented the Strong Schools Bond Audit Report that included the following:

-Independent Auditor's Report

-Balance Sheet

-Statement of Revenues, Expenditures, and Changes in Fund Balance

-Measure A – Strong Schools Bond Expenditures

-Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performed in Accordance with Government Auditing Standards

-Independent Auditor's Report on Performance

-Test of Contracts and Bid Procedures

-Schedules of Findings and Responses

Member asked if there were any grey areas during the course of the audit where it seemed projects might be split. Fielder stated they did not find any cases where there might be bid splitting.

Member asked how the test of contracts and bid procedures is performed. Fielder said they do random checks on contracts and the bidding process.

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	<p>Member asked if all projects in the audit were for 2015-16. Fiehler stated yes, these were all projects bid and awarded in 2015-16.</p> <p>Member asked what the threshold is for formal and informal bids. Fiehler stated it is \$25,000-\$100,000 for informal and over \$100,000 would be formal bids.</p>
<u>COC Annual Report</u>	<p>The Committee reviewed the annual report. Hodges will make the suggested changes. The report will be presented to the Board at the November 15, 2016, Board meeting.</p>
<u>Program Status Update</u>	<p>Paly Athletic Center: Member asked if they are still on track for the completion date. Hodges said yes, May 2017.</p>
<u>Site Visit</u>	<p>The Committee toured the Paly Athletic Center.</p>
<u>October 2016 Agenda</u>	<p>The next COC meeting is scheduled for January 25, 2017. The agenda will be worked through email.</p>
<u>Next Meeting and Future Meetings Schedule</u>	<p>January 25, 2017 April 19, 2017 July 2017</p>
<u>Adjournment</u>	<p>The meeting was adjourned at 6:35 p.m.</p>