

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

MINUTES FOR MEETING OF October 20, 2015

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

Ms. Arianne Teherani, Parent, PTA

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

Others present:

Mr. Tom Hodges, fs3|Hodges Construction Management

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 5:11 p.m.

Public Comment

There were no requests for public comment.

Review of Agenda

Approval of Minutes

MOTION: Walt moved to approve the minutes of July 29, 2015. Motion carried 7-0.

Financial & Performance
Audit Reports

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

-Series 2015 General Obligation Bond

-Measure A – Strong Schools Bond Expenditures by Project

-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 about the difference between formal and informal bids. Fielder answered for formal bids have to be placed in the newspaper and advertised. Informal, look to see that bids were placed in required trade journals. Member asked what determines if it is a formal or informal bid. Fielder answered it is a dollar amount threshold. Smith added the District holds the threshold at \$100,000 for formal bids including change order contingencies and hold informal bids at under \$78,000.

Member asked if the auditors look at specific items or choose randomly. Fielder answered they look at several items, at multiple vendors, and pick and choose several projects.

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	<p>Member asked how this report addresses the issue of the lawsuit. Golton pointed out the case is settled and closed out. Fielder indicated it is not disclosed in the report but if it continued to be a contingent liability, it would have been on the audit report. The new lawsuit is also not disclosed. Golton asked Fielder to disclose the two lawsuits in the audit report.</p>
<u>COC Annual Report</u>	<p>The Committee discussed changes to the annual report. Hodges will finalize the report. The Citizens' Oversight Committee will present their annual report to the Board of Education at the November 10, 2015, meeting.</p>
<u>Site Visit</u>	<p>The Committee toured the Paly Performing Arts Center that is currently under construction.</p>
<u>January 20, 2016 Agenda</u>	<p>The next COC meeting is scheduled for January 20, 2015. The agenda will be worked through email.</p>
<u>Next Meeting and Future Meetings Schedule</u>	<p>April 20, 2016 July 20, 2016 October 19, 2016</p>
<u>Adjournment</u>	<p>The meeting was adjourned at 6:10 p.m.</p>