

COC Committee Minutes
February 15, 2012
Approved 10-17-2012

Committee Members present

Benedetto	Cico	Citizen Oversight Committee
Mark	Chedekel	Citizen Oversight Committee
Trevor	Hughes	Citizen Oversight Committee
David	Metz	Citizen Oversight Committee
Conn	Hickey	Citizen Oversight Committee

Staff present

Eileen	Rohan	Superintendent
David	Casnocha	Attorney, Stradling Yocca Carlson
Bret	Joyner	Director of Maintenance & Operations
George	Baranoff	Bond Program Manager
Cindi	Clinton	Bond Administrative Coordinator

Welcome by COC Chair

Chairperson Cico opened the meeting at 6:05.

Introductions

Conn Hickey introduced himself to the committee. Conn was appointed by the Board of Trustees to fill the role of one of the “member at large” positions.

Approval of 10-19-11 Minutes

The minutes of the October 19, 2011 were approved by the committee. Conn Hickey abstained as he was not in attendance at that meeting.

Audit Report

Jim Cerreta, Interim Business Manager was unable to attend the meeting so George presented the performance and the financial audits.

He explained that there are two audits; one is a Financial Audit of the financial transactions of the Bond program and the other a Performance Audit which reviews compliance with state laws including requirements of a Prop 39 Bond.

The committee asked how the audit firm was selected and Superintendent Rohan explained the procedure for selecting the firm. The firm selected was Stephen Roatch Accountancy Corporation; which also conducted the District’s overall audit. The Board took action to select the firm

The committee was pleased with the reports and approved the audit report by a unanimous vote.

Review Bond Budget

George provided and reviewed the Sources and Budget Report, budget revision #2 and the Consolidated Expenditure Report with the committee.

The committee asked about the process for approval of project budgets. Staff explained that all budget and contract revisions are approved by the Board. The Bond department has the ability to move dollars within the project budget based on additional information as the projects move forward.

During the review of the Budget and Sources Report George explained that one project, Temporary Classrooms at White Hill, was added for tracking expenditures. Dollars were transferred from White Hill project 141 (White Hill Academic Classrooms) to the project 145 (White Hill Temporary Classrooms)

The Committee reviewed budget revision #2 which reflected the decision the Board made to increase, by one, the proposed number of classrooms at Manor and Brookside Lower with a corresponding decrease of new classrooms at Brookside Upper.

The committee reviewed the expenditure report and asked questions about line items such as testing, architect costs and what salaries are being paid with Bond funds. Staff provided information for the committee that during construction soil testing, concrete testing and other tests are required by the Department of State Architects.

Architects contracts have been approved by the Board and any revisions must also be approved by the Board. The only salaries being paid out of the Bond fund are for the Bond Program Manager and the Bond Administrative Coordinator.

The committee will have the opportunity to review the expenditure report at every meeting.

Review Bond Projects

The committee reviewed the pre-design plans for the elementary schools that have been approved by the Board. Elementary schools now in design phase will come to the Board in March or April.

A question came up regarding the cost of the Brookside Schools transition to two K-5 campuses.

Committee members have been asked if Measure A funds could be used at Brookside Upper to build the kindergarten classrooms and restroom that will be required now that it will be a K-5 campus. Mr. Hickey provided information that the decision to have both Brookside campuses K-5's was made prior to the Bond decision. The Bond language does allow for Kindergarten classrooms and restroom to be built. The committee looked at the design plan for White Hill and Bret showed them the White Hill "fly-through".

White Hill plans went into DSA Today. DSA will review the plans and approve them for construction. The DSA process for approval will take about 3 months.

COC web page

The COC now has their own Web page and Bret reviewed the contents and explained how to access the web site.

Annual Report to the Board

Committee members Benedetto Cico and Mark Chedekel will work with staff to develop an annual report to bring to the next COC meeting for review

Public Comment

Amy Flynn, apparently a resident in the district attended the meeting and expressed an interest to serve on the committee. She was advised that the application is on the web site and she could call the District for assistance in applying for the remaining open position.

The Committee agreed that the next meeting will be October 17, 2012 at 4:00p.m. The meeting will be held at White Hill Middle School so the committee will have an opportunity to see the work in progress.

Meeting adjourned at 7:45