

NATOMAS UNIFIED SCHOOL DISTRICT
Citizens' Bond Oversight Committee Meeting

Education Center Board Room
1901 Arena Boulevard

Monday, September 15, 2014 - 6:30 p.m.

AGENDA

- I. ROLL CALL
- II. COMMUNICATIONS
 - A. Welcome/Introductions
- III. INFORMATION ITEMS
 - A. Committee Membership
 - B. Performance Audit Update
 - C. Update on Facilities Master Plan
 - D. Measure D Projects Update
 - E. Measure D Financial Update
 - F. Bylaws
 - G. CBOC Website
 - H. Meeting Schedule
- IV. PUBLIC COMMENTS
- V. ACTION ITEMS
 - A. Approve June 16, 2014 Meeting Minutes
- VI. NEW BUSINESS
- VII. FUTURE COMMITTEE AGENDA ITEMS
 - A. Roles & Responsibilities
 - B. 2013-2014 Annual Report (Appoint Sub-Committee)
 - C. 2013-2014 Performance Audit
 - D. Form 700
 - E. Future Meeting Date(s) – October 27, 2014, January 26, 2015, April 27, 2015
- VIII. ADJOURNMENT

Note: Assistance for the Disabled: Please contact the Associate Superintendent's Office at (916) 567-5457 at least 24 hours before the scheduled Citizens' Bond Oversight Committee meeting to request disability-related accommodations in order to participate in the public Citizens' Bond Oversight Committee meeting at the Education Center.

NATOMAS UNIFIED SCHOOL DISTRICT
Citizens' Bond Oversight Committee

Education Center, Board Room
1901 Arena Boulevard, Sacramento

Monday, September 15, 2014 - 6:30 p.m.

MINUTES - draft

I. ROLL CALL

Present

Committee Members

Staff

H.K. Allen	David Kawada	William C. Young
Anita Lopez	Dianne Mattar	Mark Covington
Tom McDonagh	Nate Pelczar	Brenda Monson
Jennifer Slay	Eric Stern	Sherry Duschka

Absent:	Sarah Clough	Kara Corches
	Bryan Lechich	Margaret Mack
	Manpreet Narwal	

II. COMMUNICATIONS

Jennifer Slay, Committee Chair, called the meeting to order at 6:57 p.m. and established a quorum. (Meeting started late to accommodate enough committee members present to have a quorum.) It was noted that going forward, a quorum would be a simple majority or 7 of the 13 committee members in attendance at the meeting.

II. A. Welcome/Introductions

Chairman Slay welcomed the new members to the committee and invited members to introduce themselves. She also noted that if members serve as a PTA member, that information should be reflected on the Committee Designation Table.

III. INFORMATION ITEMS

A. Committee Membership

Mr. Young also welcomed the new members and reported that they were recently approved by the Board of Trustees. Mr. Young and Chairman Slay emphasized the importance of filling one of the vacancies with someone to represent a bona-fide tax payer organization.

B. Performance Audit Update

Mr. Young reported the auditor firm of Crowe Horwath will have the Performance Audit completed in December. It will be presented to the committee at the January meeting. Chairman Slay gave a brief history of the previous year's audit firm selection process and the reduced project activity to report on these years during the building moratorium.

C. Facilities Master Plan

Mr. Covington shared a copy of the impressive, colorful FMP and indicated it is available on the district website. He reported that it is standard for districts to prepare the FMP every 4 years. Members asked if a new committee will be formed to oversee Measure J, if it is approved by the voters. Mr. Young responded that staff will work through that piece with legal; adding that the Board of Trustees would provide guidance and approvals when that time comes.

D. Measure D Projects Update

Mr. Covington explained that on April 9, 2014, the Board of Trustees approved an amendment to the Natomas Charter School Facilities Use Agreement that allocated those funds for the Natomas Crossing site (parcel of land). Mr. Young added that the Board approved use of that parcel as a future campus for the NCS Star Academy. He reported that the design piece has started & will continue forward with preliminary plans until the building moratorium is lifted. A timeline was not available to plan on when the project audit would be ready on that phase of the project.

E. Measure D Financial Update

Sherry Duschka invited members to view the Financial Update sheet and gave a brief overview of the report. She explained that this is the 13-14 final report & the one provided to the auditors. E. Stern noted that the only activity was in the Tech Refresh project. In response to questions, Sherry explained \$14,520 unallocated funds are showing and it would be up to the Board of Trustees to allocate those funds.

F. Bylaws

Chairman Slay indicated the topic of introducing revisions to the bylaws came up at the last meeting. She explained (for the new members) that recommendations from this committee to amend the Bylaws would need to be approved by the Board of Trustees. She added that the role of the Committee is advisory while engaging in a number of activities to 1) ensure that bond revenues are expended only for the purpose for which they are described and 2) inform the public concerning expenditures of bond revenues.

Eric Stern handed out a draft of Bylaw revisions he prepared along with Statute covering Citizens' Oversight Committees. He explained that his recommended revisions are presented to move the committee forward taking it from the slow sleepy committee years during the moratorium and cleaning up some procedural matters. He shared that he'd like to see the committee reassert its leadership, identify the role of District staff, and build a Committee that provides direction to district staff vs. the current procedures which rely strongly on staff to provide direction. He explained that these Bylaw revisions (in line with and supported by the Statute) will lay a foundation that will set the tone for potentially inheriting Measure J and increase openness and transparency, which is consistent with the Districts commitment to maintain a culture of accountability. He explained that the proposed revisions in Bylaws Section 6.1 are needed to establish rules about changing meeting dates without the CBOC chairmen's consent. He acknowledged that the last meeting was rescheduled several times and observed it was done to allow the new members to attend – which had to follow appointment by the school board.

Committee discussion followed while reviewing suggested revisions to Bylaws Sections 7.1 and 7.1(e). E. Stern explained that 7.1(e) ‘*transmittal of any Committee report or communication to the Board upon request of the Committee*’; is supported by the Statute and within the purview of the Committee to direct staff to take reports or communications to the Board at the Committee’s urging. He feels that the school board shouldn’t object to making this change to match the statute. E. Stern thanked district staff for taking the Project D-2 report to the school board.

Following clarification on next steps & procedures, Chairman Slay asked Eric Stern to chair the subcommittee to review and prepare to present proposed amendments to the Bylaws at the next meeting. Anita Lopez and David Kawada volunteered to serve on the subcommittee. B. Young explained that (per Bylaws Section 9) amendments must be approved by a two-thirds vote of the entire Committee followed by approval of the Board of Trustees prior to becoming effective.

Chairman Slay indicated the Bylaws amendments will be on the next committee meeting agenda (October 27, 2014) as an action item. If approved by the Committee, staff will submit proposed revisions to the Board of Trustees for approval.

G. CBOC Website

B. Young projected the CBOC webpages on the screen and highlighted the each section of information. He explained that while this new webpage is still a work in progress, it is a valuable resource for new members and gives the community a chance to see the great work being done by this committee. Chairman Slay advised new members to review the online project reports to get familiar with their layout and components of preparing project audit reports. She thanked staff for their efforts to recreate the webpage after loss of the CBOC information in the transition to the new system.

H. Meeting Schedule

Chairman Slay noted the future meeting dates: October 27, 2014, January 26, 2015 and April 27, 2015. She explained that the quarterly meeting dates are selected at the April meeting along with election of officers. B. Young added that staff works with the committee chair when it’s necessary to reschedule a meeting. Chairman Slay added that efforts are taken to find meeting dates that work best for the committee and ensuring there is enough members present for a quorum. She reminded committee members to notify the Business Office in advance when they are unable to attend a meeting as well as letting them know you plan to attend. B. Young explained that the recent rescheduling of the August meeting (being held today) was to work around appointment of new members.

IV. PUBLIC COMMENTS

None

IV. ACTION ITEMS

A. Approve the June 16, 2014 CBOC Meeting Minutes

Eric Stern moved to approve the June 16, 2014 meeting minutes. Motion seconded by Nate Pelczar. Motion passed 8-0.

VI. NEW BUSINESS

None

VII. FUTURE COMMITTEE AGENDA ITEMS

A. Roles & Responsibilities

B. 2013-2014 Annual Report (Appoint Sub-Committee on October 27, 2014)

C. 2013-2014 Performance Audit

D. Form 700

Chairman Slay directed staff to email the Form 700 to committee members prior to the next meeting.

Completed forms will be collected at the next meeting on October 27, 2014.

E. Future Meeting Date(s) – October 27, 2014, January 26, 2015, April 27, 2015

F. Bylaw Revisions (Action on October 27, 2014)

J. Measure J (Information on October 27, 2014)

VIII. ADJOURNMENT

Chairman Slay adjourned the meeting at 7:42 p.m.

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