

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

**MINUTES FOR MEETING OF October 9, 2013**

Opening

The Citizens' Oversight Committee held a meeting in the Gunn High School Lounge, 780 Arastradero Road, 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. Arianne Teherani, Parent

Mr. Todd Collins, Taxpayer Organization

Mr. Bruce Whitson, Parent

Others present:

Mr. Tom Hodges, fs3|Hodges Construction Management

Mr. Lori Alvarez, fs3|Hodges Construction Management

Sarah Fielder, Christy White Accountancy

District Staff Present:

Dr. Robert Golton, Bond Program Manager

Mr. Yancy Hawkins, Fiscal Services Manager

Mr. Ron Smith, Facilities Project Manager

Ms. Betty Munoz, Administrative Assistant

Call to Order

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

Public Comment

There was no request for public comment.

Review of Agenda

Approval of Minutes

MOTION: Whitson moved to approve the minutes of July 24, 2013. Motion carried 7-0.

Annual Audit

Sarah Fielder with Christy White Accountancy presented the Strong Schools Audit Report which included the following:

-Independent Auditor's Report

-Balance Sheet

-Statement of Revenues, Expenditures and Changes in Fund Balance

-Series 2013 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 Statements Performed in Accordance with Government Auditing Standards

-Independent Auditor's Report on Performance

-Test of Contracts and Bid Procedures

-Schedule of Findings and Responses

Committee member asked what was the interfund transfer-in? Hawkins said it was a state grant for Paly and Gunn Technical Education.

Committee member asked if the AB182 should be in the audit report? Hawkins said no, it would be

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something that should be included in the COC Annual Report rather than the audit report.

Committee member asked how the auditors decide what payments to professional service firms are looked at? Fielder said they select at random but ensure they have a certain percentage of the bond covered.

Committee member asked what constitutes as an informal bid? Hawkins said the District has a \$100,000 threshold, this includes 10% amount in change order contingencies so anything below this amount would constitute as an informal bid.

Committee member asked if all bond funds were expended on bond projects? Fielder said yes.

### 2013 COC Annual Report

Changes to the COC Annual Report were discussed. Lori Alvarez will finalize the report. The Citizens' Oversight Committee will present their annual report to the Board of Education at a meeting in November 2013.

### Program Status Update

Tom Hodges of the fs3|Hodges Construction Management firm presented a picture presentation on the following projects:

- Gunn Gym
- Gunn New Math/English Classroom Building
- Paly New Math/Science Classroom Building
- Paly New Media Arts Building
- Paly Stadium Field
- Paly Tower Building Improvements
- Jordan Science Renovation
- Jordan Art Classroom Renovation
- Jordan Hughes Court Modernization
- Terman Library Addition
- Terman Computer Lab
- JLS New 7<sup>th</sup>/8<sup>th</sup> Grade Classroom Wing
- JLS Landscape & Site Work Improvements
- Fairmeadow New 4<sup>th</sup>/5<sup>th</sup> Grade Classroom Building
- Fairmeadow Modernization & Site Work
- Duveneck New Primary Grade Classroom Building
- Duveneck Elementary School Modernization
- Gunn Upcoming & Future Projects
- Paly Upcoming & Future Projects
- Continuing Projects

### January 22, 2014 Agenda

The next COC meeting is scheduled for January 22, 2014. The agenda will be worked through email.

### Next Meeting and Future Meetings Schedule

January 22, 2014  
April 16, 2014  
July 16, 2014

### Adjournment

The meeting was adjourned at 6:55 p.m.