

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

**MINUTES FOR MEETING OF August 28, 2019**

<u>Opening</u>	<p>The Citizens' Oversight Committee held a meeting in the in the District Office Conference Room 10, 25 Churchill Avenue, Palo Alto, California.</p> <p>*All handouts can be viewed at the District office, Business Services 25 Churchill Avenue.</p> <p>Members present: Mr. Daniel Teo, Chair, Parent, PTA, Site Council Member, Taxpayers' Organization Member Ms. Prerana Vaidya, Vice-Chair, Business Organization Member, Parent, PTA Mr. Sukhi Nagesh, Business Organization Member, Parent Mr. Scott Darling, Parent, At-Large Community Member Ms. Anna Itoi, Parent, PTA Mr. Tom Siegel, Parent, At-Large Community Member</p> <p>Others present: Mr. Tom Hodges, fs3 Hodges Construction Management</p> <p>District Staff Present: Dr. Robert Golton, Bond Program Manager Mr. Ron Smith, Facilities Director</p>
<u>Call to Order</u>	The meeting was called to order at 5:11 p.m.
<u>Public Comment</u>	There were no requests for public comment.
<u>Approval of Minutes</u>	Motion to approve the minutes of May 8, 2019. Motion carried 6-0.
<u>Review of Agenda</u>	
<u>Election of Chair and Vice-Chair</u>	Motion to elect Daniel Teo as Chair and Prerana Vaidya as Vice Chair. Motion carried 6-0.
<u>Preparation of Bond Audits</u>	<p>Christy White Auditor Sarah Fiehler reviewed the audit. Sarah Fiehler presented on the Financial and Performance Audit with the following:</p> <ul style="list-style-type: none"><li>- Introduction and Citizens' Oversight Committee Member Listing</li><li>- Audit Objectives – Financial</li><li>- Opinion – On Financial Statements</li><li>- Financial – Substantive Procedures</li><li>- Audit Objectives – Performance</li><li>- Performance Testing – Expenditure Testing</li><li>- Performance Testing – Site Walk</li><li>- Performance Testing – Public Bidding and Change Orders</li><li>- Report on Performance</li><li>- Prop 39 Bond Measures Requirements</li><li>- Citizens' Oversight Committee Purpose</li><li>- Activities of the Citizens' Oversight Committee</li></ul> <p>Fiehler reported they finished the field work, there are a few things to finish so she will be communicating the final results in 2-3 weeks with a final draft report.</p> <p>Member asked if there were any findings last year. Fiehler said no findings, they did have some verbal recommendations for the bond website. The website was outdated, but they did note it has since been updated and is easily accessible.</p>

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Member asked if they are making the right decisions when it comes to prioritizing projects. Golton explained the Bond COC is not in charge of prioritizing the projects. The Board has requested another committee be established to review projects and make decisions on project prioritizing.

Member asked what the timeline is for establishing the other committee. Golton said their next Property Committee meeting is on September 16, 2019. They meet once a month every third Monday of the month. The plan is to give them a description of this new committee at the September meeting. If they find it acceptable, they will bring it to the Board for approval. This committee will discuss the trajectory of the program.

Member asked Fiehler to give the committee an overview of the various internal controls. Fiehler said they reviewed bidding, payroll, testing expenditures and processing and approving expenditures. The audit does not include an opinion, if they found any issues, they would report it as a finding. Member suggested adding a note in the annual report regarding governmental audit not requiring internal controls.

### Status of Measure A Projects

Golton reported on the status of Measure A projects:

- Addison Elementary
- Paly Science Building
- Hoover Elementary
- El Carmelo Elementary
- Escondido Elementary

Member asked what is the fund with the \$4 million. Golton said it is the building fund; the State reimbursed the District for career tech projects.

### Status of Measure Z Projects

Golton reported they have not issued or spent Measure Z funds. Fiehler said they will place a note in the audit regarding Measure Z being a subsequent event.

Golton reported they recently did an architect selection process.

Member asked how was the selection of the architects. Golton said the District put out a request for qualifications and they had 19 responses. A committee created from within the bond office, selected six firms, of the six, two were selected: LPA Architects and SVA Architects. The committee panel was one Board member, a Bond COC member, two principals, and Maintenance and Operations Director Ron Ellis. Other meetings were done with each principal at each school. Some principals choose to go with LPA Architects and some went with SVA Architects. These two firms are not involved with the high schools.

Member asked regarding the justification of keeping the previous two architect firms. Hodges explained, they felt they did not need to re-interview and they could simply grandfather in the existing architect firms HED and Gelfand since they were already involved in the previous bond. Hodges added the District's legal firm DWK created this process and they executed it.

### Preparation for 2018 COC Annual Report

Teo will do produce the draft COC annual report, they will distribute the draft at the November meeting and take edits.

### Site Visit

The Committee toured the Paly Science Building project.

### May 8, 2019 Agenda

The next COC meeting is scheduled for November 6, 2019. The agenda will be worked through

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email.

Next Meeting and Future  
Meetings Schedule

May 8, 2019  
August 2019  
November 2019

Adjournment

The meeting was adjourned at 6:10 p.m.