

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

MINUTES FOR MEETING OF October 25, 2017

<u>Opening</u>	<p>The Citizens' Oversight Committee held a meeting in the Facilities/Construction Building D, 85 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. Bruce Whitson, Chair, Business Organization Member, Senior Citizen Organization Ms. Prerana Vaidya, Vice-Chair, Business Organization Member, Parent, PTA Mr. Jim Cowie, Business Organization Member, Parent, PTA Mr. Daniel Teo, Parent, PTA, Site Council Member, Taxpayers' Organization Member Ms. Dana Kismetova, Business Organization Member, Parent Mr. Kim Gupta, Business Organization Member, Parent, PTA Mr. Sukhi Nagesh, Member, Business Organization Member, Parent</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 Project Manager</p>
<u>Call to Order</u>	The meeting was called to order at 5:08 p.m.
<u>Public Comment</u>	There were no requests for public comment.
<u>Review of Agenda</u>	
<u>Approval of Minutes</u>	Motion to approve the minutes of July 19, 2017. Motion carried 7-0.
<u>Review of the Financial and Performance Audits from Christy White Accountancy</u>	<p>Sarah Fielher with Christy White Accountancy presented the Strong Schools Bond Audit Report that included the following:</p> <ul style="list-style-type: none">-Independent Auditor's Report-Balance Sheet-Statement of Revenues, Expenditures, and Changes in Fund Balance-Measure A – Strong Schools Bond Expenditures-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 Reponses <p>Member asked what the sample size is for the bond audit. Fiehler said they look at about five other districts of similar size.</p> <p>Member asked what the typical scope for a change order is. Smith mentioned sometimes while in the course of a project, they run into unexpected additional repairs outside of the project scope. Golton added the change orders are on the consent calendar on the Board agendas for retroactive approval. For example, during the Gunn project a water line was broken and that had to be fixed.</p> <p>Member pointed out that on page 19 of the audit, it reports on internal control over financial reporting and asserts that this audit does not include an audit on sufficiency, effectiveness and adequacy of</p>

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	<p>internal controls but on page 22 it mentions they did test on internal controls. Fiehler said they review internal controls over financial reporting and compliance but they do not issue an opinion. They will note any non-compliance or significant deficiencies in the internal control.</p> <p>Member asked if this is typical for school engagements. Fiehler said yes.</p> <p>Member asked if Christy White also oversees the District's audit. Fiehler said no, they only do the bond audit. Golton mentioned they prefer it that way.</p>
<u>Review of the Draft of the COC Annual Report to the Board of Education</u>	The Committee reviewed the draft annual report. Hodges will make the edits and redistribute a final draft to the Committee.
<u>Discussion of the Presentation of the Annual Report to the Board of Education</u>	The Committee will present their annual report to the Board of Education at its meeting of December 5, 2017.
<u>Project Visit – Paly Library Renovation</u>	Hodges presented pictures to the Committee of the current Paly Library project.
<u>January 24, 2018 Agenda</u>	The next COC meeting is scheduled for January 24, 2018. The agenda will be worked through email.
<u>Next Meeting and Future Meetings Schedule</u>	January 24, 2018 April 18, 2018 July 18, 2018
<u>Adjournment</u>	The meeting was adjourned at 6:50 p.m.