

**LAS VIRGENES UNIFIED SCHOOL DISTRICT**

**ANNUAL REPORT OF THE MEASURE G**

**CITIZENS' BOND OVERSIGHT COMMITTEE**

**FISCAL YEAR ENDING JUNE 30, 2014**

**TO THE BOARD OF EDUCATION**

***DECEMBER 9, 2014***

**MEASURE G CITIZENS' BOND OVERSIGHT COMMITTEE REPORT**  
**DECEMBER 9, 2014**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

---

Board of Trustees (*the "Board"*)  
Las Virgenes Unified School District (*the "District"*)  
Calabasas, California

***Dear Members of the Board:***

The Measure G Citizens' Bond Oversight Committee (*the "Measure G Committee" or the "Committee"*) respectfully submits its seventh annual report to the Board, for the fiscal year ended June 30, 2014:

- I. **The Establishment and Operation of the Committee:** The Measure G Committee was established by the Board, on October 24, 2006, by the adoption and approval of Resolution No. 06-06, which resolution also adopted an Ethics Policy Statement and Bylaws for the Committee.
  
- II. **Purposes of Committee and Limitations of Report:** As stated in its Bylaws, the Measure G Committee was established by the Board to satisfy the accountability requirements of Prop 39 with regard to the Measure G Bonds, approved at the election conducted June 6, 2006 (*the "Measure G"*), of up to \$128,000,000 (*the "Bond Proceeds"*). This report is limited by various material restrictions on the Committee's legal capacity and activities, as stated in its Bylaws, as follows:
  - A. The Measure G Committee does not have independent legal capacity from the District;
  - B. May only receive copies of reports and documents which have been previously presented to the Board and which are public records; and
  - C. Only has duties and can only engage in activities that are confined specifically to the Bond Proceeds generated under Measure G, (and as otherwise provided for in its Bylaws), ***and this report is so limited.***
  
- III. **Summary of Measure G Committee's Proceedings and Activities For the Preceding Year:**
  - A. **All Required Meetings Held:** The Committee hereby reports that it has met all of the requirements contained in its Bylaws to hold regular public meetings and that all of its business and member votes (including, but not limited to, with regard to the approval and adoption of this report), were taken with the required quorum of a majority of the Committee members. All of the following meetings were open to the public and held within the

boundaries of the District and, on information and belief, were duly noticed by the District and in accordance with the *Ralph M. Brown Act*, Government Code Section 54590 *et seq*:

<u>Date</u>	<u>Place</u>
February 27, 2014	District Office
December 3, 2014	District Office

B. **Summary of Authorized Activities of the Committee:** Attached hereto as **Exhibit “1”** and incorporated herein by this reference are true and correct copies of the minutes of the meetings of the Committee (*the “Minutes”*). The Minutes provide some of the details of the actions and activities of the Committee during the past year. With regard to any reference to any reports and documents received and reviewed by the Committee, the District has indicated that all such documents were provided by the District, with an indication that they had been presented to the Board and were a public record. In accordance with the Committee’s Bylaws, the following is a summary of these activities, all of which were conducted at the Committee’s public meetings:

1. Receiving, reviewing, discussing and making inquiries with regard to the audit of Bond Proceeds expenditures entitled “Measure G General Obligation Bond Building Fund of Las Virgenes Unified School District Audit Report,” for the fiscal year ended June 30, 2014, prepared for the Board by Nigro and Nigro, Certified Public Accountants, (***the “Audit Accountant”***) constituting the District’s annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution (***the “2014 Audit Report”***);
2. Meeting with the Audit Accountant regarding the 2014 Audit Report, at which time it was presented and explained to the Committee and the Committee asked questions regarding the same. It was noted that there were no audit findings;
3. On an ongoing basis, from time to time, receiving, reviewing, discussing and making inquiries with regard to various reports, documents and other public records relating to the expenditure of Bond Proceeds, including, but not limited to, various line item expenditure reports;

4. Inspecting and/or receiving progress and status reports on projects and school facilities and grounds for which Bond Proceeds have been or will be expended;
5. Reviewing efforts by the District to maximize Bond Proceeds by implementing various cost-saving measures;
6. Reviewing Bylaws and responsibilities of the Committee;
7. Reviewing project lists and details; priorities lists; campus and proposed plans; interim financial and Bond Proceeds expenditure reports; and County data reports on expenditures;
8. Receiving briefings from the District, at public meetings, on current Measure G projects, and plans and expenditures;
9. Receiving confirmation and assurances from the District, at public meetings, that the District had satisfactorily addressed certain issues raised by the Committee with regard to various expenditures of Bond Proceeds;
10. Advertising and holding public meetings, in a continuing effort to inform the public.

IV. **Report on Duties of Committee:** Under its Bylaws, in addition to reporting on the activities it engaged in during the year, the Measure G Committee has the duty to report, and does hereby report, to the Board, on the following:

A. **Informing the Public:** The Measure G Committee hereby reports that it has discharged its duty to inform the public concerning the District's expenditure of Bond Proceeds, in accordance with Section 3.1 of its Bylaws, by, among other things, giving the required notice of its meetings and holding them in public; by preparing and providing this report to the Board, at a meeting held in public, and by posting this report to the District website, along with a copy of the 2014 Audit Report from the Audit Accountant; and by engaging in the Activities described above and immediately below; and

B. **Committee's Report on its Review of Expenditures:** As a result of holding its required meetings; of preparing and providing this report; and as a result of engaging in the Activities described above (and in reliance on the 2014 Audit Report and the other expenditure documents, reports, information and confirmations provided by the District):

The Measure G Committee hereby reports that, to the best of its knowledge, information and belief, through June 30, 2014:

- (1) The Bond Proceeds were expended only for the purposes set forth in the Measure G;
- (2) No Bond Proceeds were used for any teacher or administrative salaries or other operating expenses; and
- (3) The District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution.

Respectfully submitted,

MEASURE G CITIZEN'S OVERSIGHT COMMITTEE

By: Alicia Weintraub  
Alicia Weintraub, Chairperson  
December 9, 2014

# MEASURE G OVERSIGHT COMMITTEE

MINUTES  
February 27, 2014

Members Present:

Jay Esban  
Rich Gupka  
Kim Hamilton  
Alicia Weintraub

Members Absent:

Dan Dieffenbach  
Sarah Reines  
Mathy Wasserman

Staff:

Karen Kimmel – Assistant Superintendent, Business

Co-chairperson Alicia Weintraub opened the meeting at 6:36pm.

**Measure G District Summary Report**

Karen Kimmel presented the Measure G Summary Report. Committee members reviewed the report in detail clarifying several items. There was a consensus that all reported items were acceptable Measure G expenses.

**Measure G Project Update Board Report**

Karen Kimmel distributed a PowerPoint presentation that she had presented at the January Board of Education meeting in conjunction with the annual Measure G Report. In her presentation, Karen stated that the Board of Education will begin reviewing potential Measure G projects and looking at prioritizing these projects. Karen reported that the district currently has \$4 million that is presently unassigned for potential Measure G projects. The district also has approximately \$9 million in unissued bond funds that will probably not be accessible for the next two-three years.

**Committee Term Limits**

Karen Kimmel reminded the committee (with the exception of Dan Dieffenbach) that their first term on the Measure G Oversight Committee will be expiring in March. She will email each member asking whether they would be interested in extending their terms. Under the bylaws, committee members can only serve on the committee for two consecutive terms. This would be the second term for each committee member.

The meeting adjourned at 7:28pm

# MEASURE G OVERSIGHT COMMITTEE

MINUTES  
December 3, 2014

## **Members Present:**

Carlos Cojulun  
Jay Esban (arrived at 6:55 pm)  
Jen Skrabak  
Mathy Wasserman  
Alicia Weintraub

## **Members Absent:**

Rich Gupta  
Kim Hamilton

## **Staff:**

Karen Kimmel – Assistant Superintendent, Business  
Cherie Moreno – Director of Accounting  
Kelly Beder – Secretary, Business

## **Additional Persons Present:**

Jeff Nigro – Nigro & Nigro, PC

Chairperson Alicia Weintraub opened the meeting at 6:37pm.

## **Measure G Audit Report**

Committee members received a copy of the Measure G Audit Report.

Jeff Nigro of Nigro & Nigro, PC presented the Measure G Audit Report and explained that the audit was prepared for financial statements through 6/30/14. Mr. Nigro stated that the audit is “unmodified” and that the statements are prepared according to GAAP.

Karen Kimmel explained to the new committee members that there have been three (3) series of bonds issued from Measure G and that there is approximately \$10M from Measure G that has not been issued yet.

Ms. Skrabak inquired how the sample of financials was determined for the audit. Mr. Nigro explained that it was a stratified sample; a threshold dollar amount was set. After the dollar threshold was established Nigro & Nigro, PC reviewed 100% of every purchase order above the threshold. Nigro & Nigro, PC then reviewed a smaller percent of the purchase orders under the threshold that was set.

Per Nigro & Nigro, PC, the District has complied with the requirements and it is a clean audit.

Mr. Cojulun asked if there were any instances of non-compliances. Mr. Nigro replied that every item they sampled for the audit is compliant.

Copies of the Measure G Audit Report will be provided to Board of Education members.

### **Measure G District Summary Report**

Karen Kimmel presented the Measure G Summary Report. Committee members reviewed the report in detail clarifying several items. There was a consensus that all reported items were acceptable Measure G expenses.

Ms. Kimmel discussed some of the projects that will fall under the completion of existing projects line item. These include, but are not limited to, Sound Systems for the PAECs, some portable classrooms to be removed or purpose changed, as well as, Agoura High School Building G remodel.

Ms. Weintraub asked about the funds available for each school site. Ms. Kimmel explained that the Board of Education will review the needs for each site and has the ability to re-prioritize. Mr. Cojulun asked where the public can submit requests. Ms. Kimmel explained that requests should be submitted to the Board of Education.

### **Annual Report of the Measure G Oversight Committee to the Board of Education**

Annually, members from the Measure G Oversight Committee present a report to the District's Board of Education. Following a brief discussion, the committee chose to present their annual report to the Board of Education at the December 9, 2014 board meeting, mainly due to the fact that the Board of Education will be discussing future bond projects at that meeting.

### **Future Meetings**

The committee determined that they would like to meet twice annually, in the spring and in December. The next meeting was established for April 14, 2015 at 6:30pm in the District Office.

The meeting adjourned at 7:49 pm