



LYNWOOD UNIFIED SCHOOL DISTRICT
11321 Bullis Road, Lynwood, California 90262
Phone Number: 310-886-1600 Fax Number: 310-608-7483

CITIZENS' OVERSIGHT COMMITTEE-MEASURE K MEETING
Thursday, April 23, 2015 at 6:30 p.m.

Pursuant to Government Code Section 54956 and Education Code Section 35144, the Regular Meeting of the Citizens' Oversight Committee will be held on Thursday, April 23, 2015 at 6:30 p.m. to conduct its business meeting at the Education Center, 11321 Bullis Road, Board Room B-105, B-106, Lynwood, California, 90262.

A G E N D A

A. CALL TO ORDER

B. ROLL CALL

Paulette Bradley
Jackie Espinoza
Edwin Hernandez
Eugene Jackson
Edith Ornelas
Vincent Osby
Mayra Scott

C. Approval of January 22, 2015 COC Meeting Minutes

D. PUBLIC COMMENT/COMMUNICATIONS

No action or discussion is permitted on any item not included on the posted agenda per GC§ 54954.2 (a).

No action may be taken and no discussion held on items raised by the public except as provided in GC§54954.2 (b).

PLEASE SUBMIT PUBLIC COMMENT FORMS PRIOR TO START OF MEETING

Per Board Policy #9323 Three (3) Minutes May be Allotted to Each Speaker to address all their items. If translation services are required, please state that, and an additional one (1) Minute will be allotted. **Approach the lectern and give your name and address.**

The public has the opportunity to address the Board on any item appearing on the agenda or not on the agenda. Persons wishing to address the Committee are asked to fill out a **Public Comment Form** located at the sign-in area, and submit the completed form to the administrative assistant prior to start of meeting.

Those who have a group concern are encouraged to select a spokesperson to address the Committee. A copy of the full agenda is available for view at the Reception Desk area of the district office at 11321 Bullis Rd., Lynwood, California, 90262. Also, at the district web site: <http://www.lynwood.k12.ca.us>.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Committee meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Superintendent's Office at 310-886-1602. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure Accessibility to the meeting.

E. REPORTS

- Facility Update – by Del Terra
- Financial Report – by Mr. Peter Wong

F. COC MEMBERS' REPORTS

G. FUTURE AGENDA

H. ADJOURNMENT

Time:

Respectfully Submitted,


Marlene Dunn
Chief Business Official

LYNWOOD UNIFIED SCHOOL DISTRICT
Regular Meeting of the Citizens Oversight Committee for Measure K
Thursday, January 22, 2015

MINUTES

Board Room, Education Center
11321 Bullis Road
Lynwood, California 90262

Call to Order & Roll Call

The regular meeting of the Citizens Oversight Committee was held on Thursday, January 22, 2015. COC President, Mr. Edwin Hernandez called the meeting to order at 6:30p.m. and took the roll.

Paulette Bradley
Jackie Espinoza
Edwin Hernandez
Eugene Jackson
Edith Ornelas
Vincent Osby
Mayra Scott

Approval of Minutes

Ms. Paulette Bradley moved to approve the minutes for the COC meeting on October 23, 2014; Ms. Jackie Espinoza seconded. Item passed with 7-0 votes.

Public Comment/Communication – None

REPORTS

• **2013-2014 Audit Report**

Mr. Peter Wong introduced Ms. Ira Gonzalez, representative of Vavrinek, Trine, Day & Co., and explained that Measure K falls under Prop 39 as the voting mechanism; hence, an independent CPA is required to conduct an annual audit. The full financial and performance report is posted on the website. Ms. Gonzalez highlighted the following:

- o The auditors' role was to ensure Measure K funds were spent according to ballot-specified guidelines and not on salaries or on general District expenditures.
- o 19 transactions covering 85% of the total expenditures were closely examined. The auditors' focus was not only on large dollar amounts but on every project throughout the year to ensure compliance.
- o There were no non-compliant items discovered.

In response to Mr. Hernandez's, Ms. Gonzalez explained that the auditing firm took all documentations pertaining to the bond. These included project descriptions, invoices, and purchase orders. The process entails compliance audit, although it was referred to as "performance audit".

Mr. Hernandez asked if the auditors discovered any discrepancy in spending, specifically that of the COC's concern last year regarding use of funds for the District Office building. Ms. Gonzalez stated that corrections were made and that those expenses were transferred back to the Building Fund. Therefore, it was no longer reportable as a non-compliance. She also assured the COC members that transactions, such as reimbursements and transfers between funds, were thoroughly explored and investigated. Auditors also check on internal controls. However, only 85% of the documentations/records were tested.

Mr. Hernandez contended that any discovery and questionable expenditures, especially those that called the COC members' attention, should be included in the audit report, regardless if corrections were consequently made. This should serve as an evidence of transparency. He also argued that a report that shows full compliance, with no reference to discoveries of discrepancy would be inaccurate. Ms. Paulette Bradley agreed with Mr. Hernandez and added that the public should be informed of any discovery, including corrections made.

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Ms. Gonzalez explained that the auditors are bound by limitations, such that - for the report to indicate any discrepancy or non-compliance, there really has to be something wrong. With regards to the issue at hand, the auditors can report transactions that were made to rectify an error, which subsequently will reflect compliance.

Ms. Gonzalez asked the committee to communicate with the auditors specific concerns and highlight how internal controls fail. Ms. Bradley provided details of the aforementioned discovery of discrepancy. COC members questioned a project, specifically construction work at the District Office, which was not in the original list. Mr. Hernandez commented how the audit in itself seems to be insufficient when it fails to see issues of this nature. Ms. Gonzalez said that auditors only work with information received. This discussion concluded with Mr. Hernandez and Ms. Gonzalez agreeing to the need to have full disclosure of all activities, as well as the need for auditors to attend COC meetings and hear the committee's concerns.

• ***Facility Update by Del Terra***

Ms. Susan Trevizo of Del Terra reported no significant change since the last report ending December 2015. (PowerPoint Presentation is posted on the website.) Highlights of the report include:

- o Completed projects
- o Future projects
- o DSA-approved projects
- o Total Expenditure as of December 31, 2014 is \$11.4 Million
- o Repair issues with LMS bleacher repair, Pathway building, LHS downspouts and gutters
- o The DSA approval of the LHS field renovation was received on October 29, 2014. Contract was awarded on December 9, 2014 and project completion is expected by July 2015. This will be a state-of-the-art synthetic field.

In response to Ms. Bradley, Ms. Trevizo explained that the fencing mentioned on the report referred to property-line markings; hence, the COC did not see actual fencing during their school visits. Ms. Bradley also commented that the soon-to-be fully renovated LHS field would be ideal to be rented out. Ms. Trevizo agreed and shared that neighboring districts already indicated their interest in the use of this field.

Mr. Osby shared his concerns regarding maintenance and upkeep of facilities, particularly the high school gym. He said that it has only been six months after the renovation and yet the gym is already in bad condition. Mr. Wong commented that the frequent use of the gym for both school-sponsored activities and non-district/outside groups adversely affect the gym's condition. He shared the ongoing challenge of accommodating non-district groups requesting minimal to no fees at all. There is a high cost, not only in the repair and renovation, but also in purchasing equipment to maintain the facility.

Ms. Bradley suggested that rental fees should be changed. She said that the residents/taxpayers should not be burdened with the maintenance of the facilities. Fees should be in place for this purpose. She said use of any District facility should not be for free. Money was spent to provide Lynwood students the best. Outside users should pay rental fees so as not to burden the District with clean-up and maintenance cost. Mr. Wong shared that Downey USD's rental fees are higher than Lynwood's for maintenance purposes. Mr. Hernandez added that the community is proud to see what has been accomplished but feared that after 3 or 4 years they will be in poor condition. Mr. Osby said people need to care; that includes principals, athletic directors, students, community members, staff and custodians. He also suggested that since the high school students use the gym frequently, maintenance should be scheduled at least twice a day. The locker rooms should also be cleaned. Ms. Bradley added that more trash cans should be added at every school site. Signage to encourage students and staff to care for the new facilities should be put up. Mr. Hernandez summed up this discussion by stating that the renovation and upgrade of the facilities should be followed up with proper maintenance and upkeep. This requires educating people and demanding accountability.

Mr. Jackson suggested that the COC members meet with administration and staff at every school site to communicate these concerns.

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Financial Update by Peter Wong

(Posted on the website.) Mr. Peter Wong reported minimal change in the Financial Report since the last COC Meeting. His report is cumulative, reflecting expenditures totaling \$51M.

ORALS from COC Members

Ms. Jackie Espinoza requested follow up and report back on concerns brought forth as soon as possible, and not until the next COC meeting (three months hereafter). She suggested visits with staff between COC meetings. She also encouraged COC members to attend different District events, reach out to staff, students, and the community and send the message across regarding upkeep and maintenance of facilities.

Ms. Paulette Bradley would like to visit with principals and administrators. She said the committee has numerous suggestions ensuing from their school visits that they would like to share with administrators. She would also like to hear principals share their plans to keep their facility nice and clean.

Ms. Mayra Scott thanked Mr. Wong, Ms. Trevizo and Ms. Gonzalez for their reports.

Ms. Edith Ornelas thanked Ms. Trevizo for her detailed report. She also thanked Ms. Ormeo for her assistance at every COC meeting. She invited everyone to the Lincoln Clean Up this Saturday. She said this is a good example for schools to partner with the city in clean up events.

Mr. Eugene Jackson thanked Del Terra and staff for the reports. He explained that questions posed were not meant to personally attack them. The intent was to communicate what the COC members hear from the community.

Mr. Vincent Osby echoed Ms. Bradley's comment about the need to address the issue with all principals. He added that principals are in charge of school sites and should be constantly monitoring the school premises.

Mr. Edwin Hernandez thanked everyone for their support. He also thanked his colleagues for boldly asking questions and making comments. He agreed with everyone's suggestion for an ongoing clean-up program.

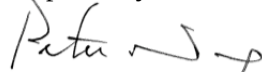
FUTURE ACTION ITEMS:

COC members' meeting with school principals and the Board of Education President.

ADJOURNMENT

Mr. Jackson moved to adjourn the COC meeting; Ms. Espinoza seconded. The meeting adjourned at 8:50pm.

Respectfully Submitted,



Peter Wong
Chief Business Official