



Cajon Valley Union School District
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Citizens' Oversight Committee (COC) of the Cajon Valley Union School District

Minutes Adopted

CALL TO ORDER

The meeting of the Citizens' Oversight Committee was called to order by Committee Chair Victor Garcia on December 7, 2011 at 10:00 a.m. at Cajon Valley Union School District.

Members Present: Karen Bunkell, Victor Garcia, Kirk Gentry, Les Henderson, and Craig Wollitz. Apologies: Jane Alfano and John McTighe.

District Support Staff: Charles Allen, James Beard, Scott Buxbaum, Sharon Dobbins, John Forrest, Vickie Hayman, Mark Mendoza, and Suzy Willoughby.

Guests: Bob Wilkinson, Auditor, Wilkinson Hadley King & Co. LLP

WELCOME AND ROLL CALL

Victor welcomed members, staff and guest. Sharon introduced the new Administrative Assistant for Long-Range Planning, Vickie Hayman and shared that Suzy Willoughby is sitting in for Christina Haggar who is out on maternity leave.

APPROVAL OF MINUTES

The minutes from the September 28, 2011 meeting were approved on a motion made by Craig Wollitz and seconded by Les Henderson and carried 5-0.

ANNUAL AUDIT

Sharon introduced Bob Wilkinson, who reviewed the Annual Audit Report. He explained that the report is slightly different this year due to a recent change in State law regarding Proposition 39 audit requirements. The financial and performance audits are included in one report, and both audits are conducted in accordance with Government Auditing Standards. He continued that in the Financial Section, the fund balance is high due to a recent issuance of Proposition D bonds and additional proceeds from Qualified School Construction Bonds. He addressed the bond repayment schedule and expected completion dates for the June 2011 construction commitments. Bob explained his process for testing expenditures and his conclusion that the expenditures are reasonable and in accordance with the requirements of Proposition D. He stated that there were no findings to report.

ANNUAL COMMUNITY REPORT

Sharon presented the draft Annual Report to the Community for the Committee's review & input. Victor asked for boldfacing of the sentence in the cover letter regarding the audit results. Scott suggested that the report include charts that reflect the total bonding authority and bonds issued to date. The Committee also asked that the Union-Tribune article on the Cajon Valley Middle School project be included in the report. After all input was received, Sharon said she and her staff will make the requested revisions and e-mail the revised draft to the Committee by December 23, 2011 for review and approval. The Committee will present the final report to the Governing Board at its January 24, 2012 meeting. The report will then be distributed to the community.

QUESTIONS/ANSWERS

Craig and Victor thanked District staff for their work. They also expressed their appreciation of the Cajon Valley Middle School Project Open House. Victor requested a note of thanks be sent to Don Hohimer, Cajon Valley M.S. Principal, on behalf of the COC.

Victor asked about the status of the Greenfield Middle School project. John explained that the walls will be erected over winter break. Sharon said she will e-mail the Committee with the exact dates, once they are confirmed, in case members would like to be there to watch the walls go up.

ADJOURNMENT

The meeting was adjourned at 10:35 a.m.

Next Meeting

COC member attendance is requested at the **January 24, 2012** Governing Board meeting, where the COC will present its Annual Report to the Community at 5:30 p.m.

The next COC meeting is scheduled for Wednesday, **March 28, 2012** at 10:00 a.m. in the Professional Development Conference Room 2.