



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 Karen Bunkell on December 5, 2012 at 10:10 a.m. at Cajon Valley Union School District.

Members Present: Karen Bunkell, Les Henderson, Dick Nasif, Craig Wollitz, and Tim Zelt. Apologies: Jane Alfano and Linda Webb.

District Support Staff: James Beard, Sharon Dobbins, Leslie Greene, and Vickie Hayman.

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

WELCOME AND ROLL CALL

Karen welcomed members, staff and guest. Sharon introduced the new Accounting Technician for Long-Range Planning, Leslie Greene.

APPROVAL OF MINUTES

The minutes from the June 27, 2012 meeting were approved on a motion made by Les Henderson and seconded by Tim Zelt and carried 5-0. The minutes from the September 26, 2012 meeting were approved on a motion made by Les Henderson and seconded by Craig Wollitz and carried 5-0.

PROP C: BOND REAUTHORIZATION AND OVERSIGHT COMMITTEE

Sharon discussed that due to Proposition C passing, bond projects will be reevaluated to be sure that priorities are in order. Sharon explained the need to establish an Oversight Committee for Prop C, and asked if the COC members would be interested in serving on that committee as well. All members present agreed to serve on the Oversight Committee for Prop C.

ANNUAL AUDIT

Sharon distributed copies of the Annual Audit Report as she introduced Bob Wilkinson to review it. He shared that there was not anything unusual to report and no findings or exceptions were noted. He pointed out that the report format had changed a bit to meet the designation of Prop 39. Questions from members were fielded by Sharon

regarding the Capital Appreciation Bond, explaining that we are able to refinance as in the past, in which the money saved goes back to the taxpayers. However, the interest rate is very low with the present bond, so it is not in the best interest to refinance at this time. The last refinance was two years ago with Prop X funds. With the passing of Prop C, it is important to start planning now, as it takes about a year to actually begin the project. Funds that remain with Prop D will be exhausted before beginning to use funds from Prop C.

ANNUAL COMMUNITY REPORT

Sharon presented the draft of the 4th Annual Community Report for the Committee's review & input. It was suggested to send a copy of the report to Caroline Dickens at the Union Tribune and share with her that CVUSD is taking care of taxpayer's money. Sharon reviewed the report with the members, noting that goal is have the final report be presented to the Governing Board by the committee members at the meeting on February 1st, 2013, being that the Board is the decision-making body. Karen suggested adding an insert explaining that the bond funds only include technology infrastructure upgrades to accommodate the adaptation to new technology growth and does not include items such as computers, Ipads, etc.

ADMINISTRATIVE REGULATIONS AND MEMBER TERMS

Sharon reviewed changes that had been previously approved by the committee members at a prior meeting, including the terms of the committee members. A new law effective January 1, 2013 states that members can now serve up to three (3) consecutive two year terms. The first terms for Les and Jane and the second term for Craig end on January 31, 2013. An announcement and applications will be available on the District's website for interested applicants.

PUBLIC CONTACT INFORMATION FOR COC MEMBERS

Sharon shared that she has had inquiries into the releasing of personal information of committee members. She stated that her practice has been to request that inquiries be addressed to her, and she would then forward the information to the committee member. An alternative to that is to invite the person(s) to attend a future COC meeting to address the member in person. Karen motioned to maintain the confidentiality of COC member's personal information, which was seconded by Craig and Tim and carried 5-0.

MEETING CALENDAR

Sharon suggested that the meeting times be changed to better accommodate schedules, and Karen motioned to change the meeting times from 10:00am to 2:00pm. Motion was seconded by Dick and Craig and carried 5-0.

QUESTIONS/ANSWERS

Dick questioned how the District's project priorities are determined. Sharon explained that an assessment is done, which includes input from principals. A master plan is then created.

ADJOURNMENT

The meeting was adjourned at 11:20 a.m.

Next Meeting

COC member attendance is requested at the **February 1, 2013** 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 27, 2013** at 2:00 p.m. in the Professional Development Conference Room 3.