



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 11, 2013 at 2:07 p.m. at Cajon Valley Union School District.

**Members Present:** Karen Bunkell, George Hawkins, Dick Nasif, and Craig Wollitz. Apologies: Les Henderson, Linda Webb, and Tim Zelt.

**District Support Staff:** James Beard, Scott Buxbaum, Sharon Dobbins, John Forrest, Leslie Greene, Vickie Hayman, Mark Mendoza, and Rebecca Williams.

**Guest:** Bob Wilkinson, Auditor, Wilkinson Hadley King & Co. LLP

#### WELCOME AND ROLL CALL

Karen welcomed committee members, staff, and guest and expressed appreciation for their attendance.

#### APPROVAL OF MINUTES

The minutes from the meeting on September 25, 2013 were approved on a motion made by George Hawkins and seconded by Dick Nasif and carried 4-0.

#### ANNUAL AUDIT

Bob Wilkinson presented the completed 2012/2013 Audit Report for the Proposition D Building Fund General Obligations Bond. Bob shared that his firm works on a rotation basis so the same auditor is not conducting the audits for the same clients each year. Therefore, he did not conduct this year's audit himself. However, he reviewed the report with the Committee and answered questions.

Craig applauded the District for continuously receiving favorable audits with no exceptions or findings. Sharon added that the report is posted on the District's website for public review.

#### STATUS OF PROJECTS

Sharon, James and John reviewed the status of current projects. Plans for Montgomery Middle and Lexington Elementary Schools have been completed and are being submitted to the DSA for review. Construction for both projects is expected to begin in June. Sharon referred the members to the handout of current and completed projects.

#### BUDGET

Sharon distributed and reviewed the Prop D Bond Program Budget Report dated 10/08/13. She pointed out the budget changes since the last meeting, which are reflected in the 'Budget Adjustments' column of the report, including the rationale for these adjustments.

Sharon also explained that two of the schools, Rancho San Diego and Vista Grande Elementary Schools, qualify to receive state-matching modernization funds but that it is uncertain when the funding will be received.

### **CONSOLIDATED STATUS REPORT**

Sharon reviewed the report of budgets, expenditures, and budget balances for each project.

### **ANNUAL REPORT**

Sharon presented the draft of the 5<sup>th</sup> Annual Community Report for the Committee's review & input. Sharon explained that the goal is have the final report finalized by December 20<sup>th</sup> and presented to the Governing Board by the COC members at the February 11th, 2014 Board Meeting. Karen asked about including Prop C in the report. Sharon explained that the financial information in the report is through June 30, 2013, which is the District's most recent fiscal year end, and the first Prop C funds were not received until August 2013. Sharon suggested adding narrative regarding Prop C and said she would send a revised report to the Committee for further input.

### **ENHANCED WEBSITE**

Sharon mentioned that the COC website is currently undergoing enhancements.

### **QUESTIONS/COMMENTS**

Karen asked about the parent concern regarding the fencing at Fuerte and whether or not any additional concerns or feedback had been received. Sharon stated that no additional concerns have been brought to the District's attention.

George inquired as to the prospect of future Lease/Lease-Back (LLB) projects, stating that the Taxpayers Association is developing recommended guidelines. Sharon responded that the District would be very interested in reviewing the recommended guidelines when they are available. She continued that, other than the two current LLB projects (Lexington and Montgomery), there are no specific plans for using LLB for future bond projects. The District is currently beginning the RFQ/RFP process for Emerald Middle School Gym/Multipurpose Building using Design-Build. After this project is complete, the District will evaluate pros and cons of both methods, as well as the traditional design-bid-build.

### **ADJOURNMENT**

A motion to adjourn was made by Craig Wollitz and seconded by Dick Nasif. The meeting was adjourned at 2:47 p.m.

### **NEXT MEETING**

The next COC meeting is scheduled for Wednesday, **March 26, 2014** at 2:00 p.m. in Professional Development Room 3.