

Minutes

Etiwanda School District

Citizens' Oversight Committee (COC)

October 18, 2017

Meeting Time: 6:30 p.m.

Meeting Location: Etiwanda School District – Board Room
6061 East Ave.
Etiwanda, CA 91739

1. CALL TO ORDER

A. Jordan Wright called the meeting to order at 6:30 pm.

2. ROLL CALL

Voting Committee Members	Present	Absent
Ray Grose, At-Large Community Member (Arrived at 6:50pm)	X_____	_____
Jordan Wright, At-Large Community Member	X_____	_____
Charisse McCoy, Business Representative Member	X_____	_____
Charles Hyde, Parent/Guardian of Child Enrolled in District	X_____	_____
Nancy Vail, Parent of Child Enrolled in District and Active in Parent-Teacher Organization	X_____	_____
George Morgan, Senior Citizen Representative	X_____	_____
Henry Wesolowski, Taxpayer Organization Member	X_____	_____
 Non-Voting Staff Members		
Doug Claflin, Committee Executive and Representative of the Board of Trustees	X_____	_____
Shawn Judson, District Superintendent	X_____	_____
Michael Mancuso, Secretary to the Committee	X_____	_____
Michael Higgins, Facilities Project Manager	X_____	_____
Tarana Alam, Key Analytics	X_____	_____

3. PUBLIC COMMENT

- A. No public comment.

4. ACTION ITEMS

- A. Review and Approval of the July 12, 2017 Citizens' Oversight Committee Meeting Minutes.
 - a. Ms. Vail moved to approve the minutes. Mr. Wesolowski seconded. The motion was unanimously approved.

5. INFORMATION ITEMS

- A. Project/Financial Updates
 - a. Ms. Alam began her update by reviewing the COC Report from October. Measure I Series A Revenue was \$45,798,361. So far there have been \$1,905,481 in expenditures with \$43,892,879 remaining. Ms. Alam offered to provide a more detailed summary breakdown at the next meeting if necessary. She also informed the Committee the bar graph title on page 1 of the COC report should read Measure I not Measure O.
 - b. Mr. Morgan asked what account code is used to signify Measure I expenditures. Mr. Morgan was informed Fund 21 is used to signify Measure I expenditures.
 - c. Mr. Hyde asked if Prop 39 funds and expenditures were kept in a separate fund. Ms. Alam confirmed that Prop 39 is kept in a separate fund.
 - d. Ms. Alam continued and informed the Committee there has been no change in the scope of Measure I's priority school projects.
 - e. Mr. Higgins explained the access controls project is on track and some interior doors in the workrooms at Falcon Ridge have been added to the project. Ms. Alam added that the financial backup listed on page 4 of the COC report was generated from encumbered totals.
 - f. Ms. Alam informed the Committee the budgets for the district-wide new security cameras have been updated and are reflected on page 6 of the COC report. Mr. Higgins added the new computer servers in connection with the security camera have been purchased.
 - g. Mr. Higgins explained that the play structures were bid out in four groups and the work will be done in phases. The bids were awarded to the lowest responsible

bidders which were K.A.R. Construction (3 groups) and Micon Construction (1 group). Rubber tiles are currently being installed by the sub-contractors for the first group which consists of Caryn, Windrows, and Grapeland. The general contractor has begun demolition at the school sites in group four, which consists of Terra Vista, Carleton Lightfoot, and John Golden. Mr. Higgins finished by informing the Committee that all the new play structures have been delivered to the sites. Mr. Morgan inquired about having two contractors. Mr. Higgins explained the two general contractors, K.A.R. Construction and Micon Construction are responsible for the overall coordination of the project and are also self-performing the demolition and site work for each project. Both K.A.R. and Micon have sub-contractors that are installing the play structures and tiles.

- h. Ms. Alam continued her review of the COC report stating that page 10 contains descriptions of Measure I projects that have been completed or are underway. After reviewing the product descriptions Mr. Wright asked for an explanation of what is meant by "pod". Mr. Higgins explained a "pod" is a school building that is divided into four classrooms. Mr. Jordan also asked for clarification on the DSA process. Mr. Higgins explained that typically the DSA process for approval takes about 8-10 weeks depending on DSA's staffing level. DSA is currently moving towards a new process that should shorten the process to 4-5 weeks. Mr. Morgan asked if we had to get city approval on Measure I projects along with DSA approval. Mr. Higgins explained that besides DSA approval, we only have to have approval from the fire marshal with regard to property access.

B. Future Performance Audit

- a. Ms. Alam explained the district's potential state grant eligibility has not changed. She continued to explain that state law requires a yearly audit of expenditures through June 30, 2017. This performance audit report would need to be submitted to the Board in January/February 2018 and then submitted to the COC Committee by March 31, 2018.
- b. Mr. Morgan inquired if the bond pays for the audit? Ms. Alam responded yes the audit is paid for with bond funds. Ms. McCoy also inquired if bonds funds paid for the movement of EASE to Falcon Ridge Elementary. Mr. Claflin explained that bond funds were not used. The move was funded from fund 25. Mr. Claflin also informed the Committee the field work for the performance audit was completed

last Thursday by Vavrinek, Trine, Day & Co., LLP Certified Public Accounts. We should have the details of the audit back by the second week of December.

- c. Mr. Morgan stated the reports handed out to the Committee are very detailed and asked if they could review them and ask questions if necessary? Mr. Morgan also inquired about the account coding structure used and if there is a reference guide that gives a description of what each code means. Ms. Alam responded she is willing to provide the same information in a different, easier to understand format at the next meeting. Ms. Alam also offered to provide descriptions of the payees listed in the reports for further clarification. Mr. Claflin informed the Committee about the following payees: ESD is Etiwanda School District and was an inter-fund transfer, Eric Eichenberger is the DSA inspector and Paul C. Miller is the construction manager. Ms. McCoy reiterated the Committee's need for a way to decode the accounting structure and understand its meaning.
- d. Mr. Morgan and Mr. Wright asked about the timeline for the COC annual report. Ms. Alam and Mr. Claflin explained the Committee should begin discussing and reviewing the annual report at the next meeting in January 2018. The Committee will then need to finalize/adopt the annual report at April's meeting and present the report to the Board on June 11th or June 20th of 2018 at the Etiwanda School District Board of Trustees meeting. Mr. Claflin said June 11th was the preferred date to present the annual report to the Board. Ms. Alam said that all Committee members should plan on attending the Board meeting on June 11th to present the annual report.

6. FUTURE MEETINGS

- A. Future meeting dates will be Jan. 24, 2018 and April 18, 2018 at 6:30pm in the Etiwanda School District Board Room.

7. QUESTIONS, COMMENTS, ETC.

- A. Ms. McCoy announced her daughter attends Grapeland and the "A" Pod CSR conversion at Grapeland looked great.
- B. Mr. Wright commended the COC/Etiwanda staff for doing an amazing job.

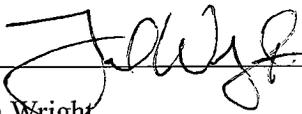
8. ADJOURNMENT

- A. Ms. McCoy moved to adjourn the meeting. Mr. Morgan seconded. The motion was unanimously approved.
- B. Meeting was adjourned at 7:10 pm.



Michael Mancuso
Secretary Citizens' Oversight Committee

THE FOREGOING MINUTES WERE APPROVED BY THE CITIZENS' OVERSIGHT COMMITTEE ON THE 24TH DAY OF JANUARY, 2018



Jordan Wright
Chair Citizens' Oversight Committee

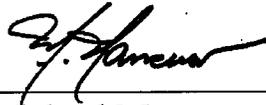
Shawn Judson, Ed.D.
Superintendent
Douglas M. Clafin
Assistant Superintendent of Business Services
Terry Embleton
Assistant Superintendent of Personnel Services
Charlayne Sprague
Assistant Superintendent of Instruction/Pupil Services



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I, Michael Mancuso, secretary of the Citizens' Oversight Committee, do hereby certify and attest that the following are correct copies of the original documents in accordance with Section 1531 of the California Evidence Code.



Michael Mancuso
Secretary

1/24/2018

Date