

LA HABRA CITY SCHOOL DISTRICT
 Minutes of the Bond Oversight Committee Meeting
 500 N. Walnut St.
 La Habra, CA 90631
 March 15, 2016

Call to Order	The meeting was called to order at 5:12 p.m. in the District Office Board Room.
Board Members	<p>Bond Committee Members Present: Dan Casey, Senior Citizen’s Organization Anita Lomeli, Parent Mark Lawton, Tax-Payer Group</p> <p>Bond Committee Members Absent: Eileen Okazaki, Community At-Large Vincent Sinohui, Business Representative</p>
Administrators	<p>Administrators Present: Susan Belenardo, Superintendent Karen Kinney, Chief Business Official</p>
Others	<p>Others Present: Jeremy Cogan, Caldwell Flores Winters Stephanie Osbie, Caldwell Flores Winters</p>
Approval of Meeting Minutes	On a motion made by Anita Lomeli and a second by Dan Casey, the Bond Oversight Committee minutes of November 5, 2015 were unanimously approved 3-0.
Program Overview Presentation	<p>Jeremy Cogan of Caldwell Flores Winters, Inc., provided the Oversight Committee with an update on the Measure ‘O’ Bond. He explained that Phase I improvements have been completed, and Phase II is underway, focusing on improvements to Walnut Elementary, as well as continued technology program efforts. The District continues to explore exemplary 21st century facility models for incorporation into the improvement program. He shared before and after pictures from Imperial and Walnut and showed how the changes have allowed for a more flexible 21st century learning environment. The areas are more open, bright, and agile. The flexible furnishings and technology promote collaboration between the students. Food Service improvements were also made at Walnut School to include a new service line, new lunch area and improved drainage.</p> <p>Mr. Cogan explained that a draft of the Annual Report to the community has been prepared for the Committee’s review and approval and includes a summary of the Measure ‘O’ bond and its issuance status, and reference to the Committee website. The report also contains a program status report and review of accomplishments, expenditures for 2014-15, and a summary of the conclusions provided in the Financial and Performance audits. He explained that upon the Committee’s approval, the Annual Report should be presented to the District’s Board in March or April 2016 by a representative of the Committee and made available to the public.</p>

	<p>Taking a look ahead, Mr. Cogan explained that the Committee will meet again in the Fall of 2016 to review progress and financial activity for Fiscal Year 2015-16. The District will continue its efforts to explore 21st century exemplary facility models and develop corresponding improvements to implement Phase II projects. The District will also be going to Oxnard School District to look at their new media centers.</p>
<p>Review of Fiscal Year 2014-15 Financial and Performance Audits</p>	<p>Chief Business Official, Karen Kinney, provided a review of the Financial and Performance Audit by Vavrinek, Trine, Day & Co., LLP (VTD). Karen explained that it is the opinion of VTD that the financial statements present fairly, in all material respects, the financial position of the Building Fund (Measure O) of the La Habra City School District at June 30, 2015. She provided a brief overview of the assets and liabilities, revenues and expenditures, as well as beginning and ending fund balances. She explained that there was a transfer out of \$150,840, which is due from the Building Fund to the Special Reserve Fund for Capital Outlay Projects for reimbursement of bond expenditures. VTD reported that they have conducted their audit in accordance with the standards applicable to performance audits contained in Government Auditing Standards, issued by the Controller General of the United States and reviewed internal controls. She explained the internal controls and noted that there were no deficiencies reported. The audit reported no findings in financial statements, and no audit findings reported in the prior year's schedule of findings and questioned costs. The independent auditor's report on performance showed that VTD reviewed the election materials and made sure that the District purchases were aligned with what was reported to the tax payers. Mrs. Kinney reviewed the scope of the audit and reported that in conclusion VTD found that the results of the test indicated that, in all significant respects, the La Habra City School District has properly accounted for the expenditures held in the Building Fund Bond (Measure 'O') and that such expenditures were made for authorized Bond projects.</p>
<p>Review and Approve Annual Report to the Community</p>	<p>Mr. Cogan explained that after receiving the Financial and Performance Audit, the Committee is than responsible to take their Annual Report to the Community for presentation to the Board of Trustees. CFW has assisted with this process by putting together a report for the committee to review and adopt. Mr. Cogan explained the three ways that the Committee can communicate this to the community: via district website, select a representative to present to the Board, and/or leave copies in the District office for the community to see when they come in. Committee Members asked for page numbers to be added to the report and suggested it be translated into Spanish. They would also like to see language that states where the Plan can be accessed on the website.</p> <p>A motion was made by Dan Casey, and a second to the motion was made by Anita Lomeli to approve the Measure 'O' Citizen's Oversight Committee Annual Report to the Community with the recommended changes. Motion was unanimously approved 3-0.</p>
<p>Adjournment</p>	<p>Meeting was adjourned at 6:10 p.m.</p>
<p>Minutes Approved</p>	<p>Next scheduled meeting will be in October 2016.</p> <p>_____</p> <p>Karen Kinney Chief Business Official</p>

***Roles and Responsibilities of Bond Oversight Committee Members**

The roles and responsibilities for the Bond Oversight Committee is to annually report to the tax payers how the proceeds of the Bond are being spent. Bond proceeds may only be spent on qualified projects and not on salaries. The Committee has no control over the bond proceeds or projects. Committee members are subject to the Brown Act and shall conduct its meetings in accordance with the provisions set. Duties of the committee are to review expenditures to ensure that bond proceeds are expended only for the purpose set forth in the ballot measure. The Committee shall also present to the Board, in public session, an annual written report which shall include a summary of the Committee's proceedings and activities for the preceding year. The Committee shall consist of a minimum of seven members and meet the qualification standards. By accepting the appointment to the Committee, each member agrees to comply with Article 4 and 4.7 of Division 4 of Title 1 of the Government Code and the Political Reform Act. The term of each member is two years and no member shall serve more than two consecutive terms.