



Laytonville Unified School District

Joan Viada Potter, Superintendent

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REGULAR MEETING OF THE CITIZENS' BOND OVERSIGHT COMMITTEE TUESDAY, MAY 12, 2015

4:00 P.M.

**LOCATION: LAYTONVILLE UNIFIED SCHOOL DISTRICT BOARD ROOM
150 RAMSEY ROAD, LAYTONVILLE, CA**

Members: Alison Pernell, Phil Gravier, Matt O'Neill, Molly Rinaldi, Jiongyi Pierson, David Quale, Meadow Shere

Agenda

1. Call to Order – 4:05pm
2. Welcome and Introductions
 - a. Present: Joan Potter, Molly Rinaldi, Don Alameida, Alison Pernell, David Casnocha, Phil Gravier, Matt O'Neill, Jiongyi Pierson, Malila Gordon
 - b. Absent from Committee: David Quale
3. Public Comments
 - a. None
4. Roles and Responsibilities of the Committee
 - a. The committee received a presentation from David Casnocha, Bond Counsel:
 - b. Background – The original Constitution had banned the levying of any taxes for schools. In 1986, the constitution was amended to allow for the levying of taxes for schools with a rate of 2/3 support of the voters, if it was used to acquire real property or fund construction. Later, Prop 39 was established which allowed for the pass rate to be 55% if the District agrees to adhere to a certain set of rules: 1) Provide more information to the community about the projects the money would be spent on 2) It would not issue bonds if the tax rate would be higher than \$60K per \$100K 3) The District must conduct an audit each year 4) The District must populate and empower a bond oversight committee to ensure the community that the funds were spent consistent with Prop 39.

- c. A set of Bylaws has been created for LUSD in order to establish a bond oversight committee in accordance with Prop 39 and Measure Q. The content of the Bylaws for the Bond Oversight Committee are aligned the current education code.
- d. Highlights of the Bylaws
 - i. Independent Citizens Oversight Committee – The role of the committee is to not provide advice to the board, but to provide oversight and ensure that the Board/District adheres to the project list of Measure Q
 - ii. The Committee is subject to the Brown Act – all business must be conducted in a public/open session
 - 1. Never discuss things that are not on the agenda
 - 2. Serial Meetings are prohibited
 - iii. Responsibilities
 - 1. Review expenditure reports and determine that funds were spent in accordance with Prop 39 and the District's Measure Q
 - a. Communicate with the Superintendent and Board, if necessary, about any questioning of expenses
 - b. As an individual a committee member may file against the District if they believe money is being spent incorrectly, however as a Committee they can not stop the District from spending money without court intervention
 - c. Ensure that no bond money is misused for teacher or administrative salaries
 - 2. Inform the public
 - a. Ensure that the chairperson expresses the view of the majority of the public
 - b. Ways to inform the public: website, newsletter, school board meetings, letter to the editor of the newspaper
 - c. The committee shall present an annual report to the board that includes a cover letter signed by the chairperson stating that the District is in accordance with Measure Q
 - i. The format and presentation of the annual report will be decided by the committee at a future meeting
 - d. Ask the District questions and review change orders
 - e. Receive the audits at the same time as the School Board
 - i. Meet with the auditor prior to the audit to review how the auditors will conduct their audits
 - f. Review the maintenance plan for the facilities that are constructed with Measure Q money
 - g. Review efforts to minimize costs and maximize bond dollars (i.e. energy saving, recycle materials, applying for state funds, etc.)
 - h. Receive from the Board within 3 months any responses to the audit findings
 - iv. Must meet at least once per year, but no more than quarterly
 - v. District Support
 - 1. The District shall provide a meeting room, post agendas, provide documents, and retain all committee's records and publicize the records on a public website

- vi. District consultants should attend committee meetings from time to time
- vii. The Committee may provide the board with an update/interim report between yearly reports
- viii. Officers: Chair and Vice Chair
- ix. The committee must be in existence until all money is spent, the last report is submitted and last audit is conducted

5. Election of Officers

- a. Chair – works with Superintendent to construct agendas, facilitate meetings and address the board annually of the committee's report
 - i. Mrs. Potter appointed Matt O'Neill as the Committee Chair
- b. Vice Chair – serves if the chair is unable
- c. Motion to nominate and elect Alison Pernell as the Vice Chair of the committee by Mat O'Neill, seconded by Phil Gravier, unanimously approved with a 6-0 vote

6. Selection of Terms

- a. Meadow Shere and Alison Pernell volunteered to do 1 year terms
- b. All other members will serve 2 year terms

7. Establish Meeting Schedule

- a. The committee agreed to meet quarterly
- b. Meetings dates are to be determined

8. Bond Project Updates

- a. Don Alameida, Project Architect will provide monthly updates to the School Board which will be emailed to the committee
- b. Monthly Updates include:
 - i. PowerPoint of progress, plans, etc.
 - ii. Monthly financial report
 - 1. The committee reviewed the projected budget

9. Establish content to be posted on Website

- a. Pathway to the committee
- b. Roster
- c. Documents distributed in meetings
- d. Summary sheets
- e. Facilities Master Plan
- f. Committee Bylaws
- g. Pictures of pre-construction and progress (may be better on the District Measure Q page)
- h. Letter to the public about committee's role in common language
- i. Notice about steps to take if questions or concerns

10. Other Business

11. Adjournment

- a. Motion to adjourn the meeting by Matt O'Neill, seconded by Alison Pernell, unanimously approved with a 5-0 vote at 6:03pm. (Molly Rinaldi excused herself early, prior to this vote).