

**NOVATO UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE**

**Wednesday, March 8, 2006
5:00 – 7:00 PM
Room 107**

DRAFT MINUTES

Members Present: Thomas James, Larry Levy; Thomas Meehan, Dean Moser

Others Present: Tahir Ahad, Total School Solutions; Dave Ashe, Construction Manager; Jim Cerreta, Chief Financial Officer; Michelle Howard, Project Coordinator; John Silvestrini, Director of Facilities/Construction; Nancy Walker, Total School Solutions

1. CALL TO ORDER

Committee Chair Dean Moser called the meeting to order at 5:00 pm.

2. PUBLIC COMMENT

There was no public comment.

3. ACTION: Approval of the Minutes

The minutes of the Citizens' Oversight Committee meeting of January 25, 2006 were approved as submitted.

4. STAFF REPORTS:

There were no staff reports at this time.

5. DISCUSSION

• **Performance Audit Presentation:**

Nancy Walker and Tahir Ahad from Total School Solutions presented to the committee the results of the audit. They stated that the District had met the requirements of the ballot language and are in compliance. They complimented the District on their strong construction accounting system and using in house construction management. Using in house administration keeps the cost down and we are able to use more of the bond towards the projects. They stated that the change order approval process was very good and most districts have problems in this area. One small finding was that the roles of the construction committee needs to be clarified. It was found that several people that were interview were confused with the roles of the committee. Another finding was the possibility of a duplicate payment. Staff will provide look into this and provide clarification at the next meeting. The committee unanimously approved the report.

• **Financial Audit Review:**

Staff provided the committee with the District's financial audit. The report stated that the District's Pop 39 expenditures met the criteria with no findings or exceptions.

▪ **Master/Expenditure Budget Update:**

Staff provided the committee with an approved master/expenditure budget that was approved at last night's board meeting. The updated master budget included an analysis of what was spent on past projects and updated estimates of future projects. The projected reserve is <\$8,348,548> but if we include projected sources of additional income such as state funds, the projected reserve is \$8,941,346. It was decided that the program should celebrate the successes and focus on the \$8.9 Million reserve.

▪ **Survey Update:**

Staff reported that a global email went out to all employees in regards to taking the survey. Staff is currently working on issuing a press release to the Novato Advance requesting that the public take the survey. Committee member Tom Meehan requested that the press release should run twice during the life of the survey. Staff provided the committee with current results of the survey. It was stated that 45 respondents, mostly staff, have taken the survey. The cut off date for the survey is April 10th.

6. OPEN AGENDA

Staff stated that the request to revise the board policy for this committee would go before the Board for approval on March 21st. The policy was amended to state "Committee decisions will be made with at least three members are in attendance."

It was noted that the committee would meet again on April 18, 2006 for planning the board presentation.

7. ITEMS FOR THE NEXT AGENDA

- **Board Presentation Planning**
- **Survey Update**
- **Master/Expenditure Budget Update**

8. ADJOURNMENT

The committee voted unanimously to adjourn the meeting at 7:00 pm.