

Oakland Unified School District

Board of Education
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Minutes (Long)

Tuesday, June 22, 2010

6:00 PM

**Board Room, Paul Robeson Building, 1025 2nd Avenue, Oakland, CA
94606-2212**

Measure "B" Independent Citizens' School Facilities Bond Oversight Committee

Renee Swayne, Chair

Andrea Dawson, Vice Chair

Tracy Amaro, Secretary

***Members: Patricia Williams, Odest Logan, Jean Moore,
Jamie Flaherty-Evans, (Vacancy), Christopher Vernon***

A. Call to Order

Chairperson Renee Swayne called the meeting to order at 6:02 P.M.

B. Roll Call

Secretary Rakestraw announced to the committee that Frank Tsai has resigned from the committee because Mr. Tsai moved out of the District. Secretary Rakestraw said the committee now has one vacancy for which the Facilities Department pursuant the Filled Vacancy Procedure in the Committee By-laws is now actively recruiting for a replacement member.

Roll Call: Present: Tracy Amaro, Andrea Dawson, Jean Moore, Renee Swayne and Patricia Williams
Absent: Jamie Flaherty-Evans, Odest Logan and Christopher Vernon

C. Modification(s) To Agenda

None.

D. Adoption of Committee Minutes



[10-1712](#)

Minutes - Measure "B" ICSFBO Committee Minutes - Regular Meeting - May 18, 2010

Approval by Measure "B" ICSFBO Committee of its Regular Meeting Minutes of May 18, 2010.

Attachments: [10-1712 - Minutes - Measure "B" Committee - May 18, 2010](#)

Tabled to a Date Certain

E. Adoption of the Committee General Consent Report

None.

F. Unfinished Business



[09-3087](#)

Measure "B" Proposed Workplan for 2008/2009 Annual Report

Discussion of Measure "B" Independent Citizens' School Facilities Bond Oversight Committee Proposed Workplan/Timeline for Production of 2008/2009 Annual Report.

Attachments: [Document\(s\)](#)
[09-3087 - Draft 2008-2009 Measure B Annual Report_V2.pdf](#)
[09-3087 - Draft 2008-2009 Measure B Annual Report.pdf](#)
[09-3087 - Draft - June 22, 2010 - Measure B Proposed Workplan for 2008-2009 Annual Report.pdf](#)
[09-3087 - Measure B Proposed Workplan for 2008-2009 Annual Report - August 10, 2010.pdf](#)

Tracy Amaro suggested Committee Members review the edits made by staff.

Cesar Monterrosa, Facilities Staff, said he believes the document is a draft and not all comments have been incorporated. He said the best way to pick up all the comments is through e-mail.

Andrea Dawson suggested reviewing the edits during the meeting so the comments get picked up and the document will come back to the committee as a final draft. Committee Members decided to go through the document page by page listing any changes to be made.

Tracy Amaro said one of the comments was to put links to the Audit Report and the actual Bond and she said she did not see the link and asked was there a reason it was not added.

Mr. Monterrosa said Tadashi Nakadegawa was working on the link and should have the link in place hopefully by the next committee meeting.

Page 3 - Tracy Amaro said under the Measure "B" Projects in the first sentence, Oakland Unified School District was added and Ms. Amaro suggested adding in parenthesis (the District) after Oakland Unified School District so the term is defined.

Page 4 - Jean Moore said in the section regarding Purpose and Duties, there was one comment about the Ed Code reference and she asked if it had been picked up?

Mr. Monterrosa said the Ed Code reference had not been picked up. He said currently it reads 15282 and it should read 15278.

Page 5 - Tracy Amaro said under the Annual Expenditure review the last sentence was broken out of the 2008-2009 fiscal year and cumulative expenditures for the program were \$108.1 million. Ms. Amaro suggested adding through June 30, 2009.

Page 6 - No corrections.

Page 7 - Tracy Amaro said originally in the title where it says Occupied In she said she thinks originally the title was Close Out and the suggestion was made to change the title to Occupied In-Close Out. Ms. Amaro suggested the title should be changed to Occupied or Occupied In-Close Out and there are three places on page 7 to make that change.

Andrea Dawson said she had the same comment. She asked was there a difference between In-Closeout and In-Total and that is what they were trying to accomplish.

Tracy Amaro said she thinks title should read Occupied and the total should read Occupied

Total and in the footnote it can read Occupied and give a definition. She said the footnote would say Occupied and give the definition. Ms. Amaro said once the changes are made and the links are put in the Committee should be able to adopt the Report and move on to the 2009-2010 Annual Report once the Committee receives the Audit Report.

Chairperson Swayne said at the next Committee Meeting the committee will probably receive the final revisions and move the report on.

Discussed



10-0450 Measure "B" 2010/2011 Committee Site Visits Schedule

Report from and discussion with the Assistant Superintendent of Facilities, Planning and Management, Buildings and Grounds and Custodial Services or designee on Proposed Site Visits and Schedules for the Citizens' Bond Oversight Committee.

Attachments: [Document\(s\)](#)

Tracy Amaro said on Friday, October 1st the Committee will make a visit to Chabot Elementary School and Montera Middle School. She said both sites were visited during by the committee during the 2009-2010 site visit schedule and she asked if the reason for the return visit was Chabot will be completed and occupied and will there have been some progress made on the Montera project?

Rocky Borton, GKK McCarthy, said all the portables have been removed at Chabot and the school has moved into the new building. He said there is work taking place on the playground area. He said there is a modernization project in progress at Montera.

A motion was made by Tracy Amaro, seconded by Jean Moore, that this matter be Adopted. The motion carried by the following vote:

Votes: Adv Aye: 0
Adv Nay: 0
Adv Abstain: 0
Aye: 5 - Tracy Amaro, Andrea Dawson, Jean Moore, Renee Swayne and Patricia Williams
Nay: 0
Recused: 0
Absent: 3 - Jamie Flaherty-Evans, Odest Logan and Christopher Vernon
Preferential Aye: 0
Preferential Abstention: 0
Preferential Nay: 0

G. New Business



10-1702 Measure "B" Budget to Actual Expenditures, and Cash Flow Projects

Presentation of Measure "B" Budget to Actual Expenditures, and Cash Flow Projections Report as of May 18, 2010.

Attachments: [Document\(s\)](#)

Charles Love, Facilities Department, reported on the updated Measure "B" Expenditure Report as of June 15, 2010. Mr. Love reported there was no new project budgets added to the total that remains at \$391.9 million. He said the Year-to-Date Expenditure as of June 15, 2010 is \$39.8 million, 55% of the projected total of \$73.5 million the fiscal year. He said the three year total savings continues to be \$12 million of forecasted savings. Mr. Love said the increase over the last report given to the Committee updated as of May 5, 2010 was \$2.7 million in spending and 78% was in the construction phase, \$2.1 million.

Committee Member Comments

Jean Moore asked what happened with the projected total being so much lower than originally anticipated?

Mr. Love said it was over estimated. He said the department thought it could get a lot more work done in the fiscal year than they were actually able to do.

Rocky Borton, GKK McCarthy Construction Management, said the department had some issues with DSA that put some projects off a little so they may not come in under this fiscal year but the projects are ongoing and will roll over to the next report.

Discussed



10-1705

Annual Fiscal Year 2008-2009 Measure B Audit

Report from and discussion with the Assistant Superintendent of Facilities, Planning and Management, Building and Grounds and Custodial Services or designee on the status of the Fiscal Year 2008-2009 Measure B Audit.

Attachments: [Document\(s\)](#)

Charles Love gave the Committee a status of the 2008-2009 audit report. He said the auditors, Thompson-Cobb, are in the final stages of preparing the written document for the 2008-2009 Audit. He said the auditors had additional questions regarding prior year recommendations specifically document retention and monitoring of outstanding invoices. Mr. Love said he put together some comments and sent them back to Thompson-Cobb letting them know the District has a new system in place for monitoring outstanding invoices. He said the question regarding document retention is the fact that financial information and the actual documents that have to do with construction are not stored in the same location and it is a logistics problem for the department. He said the Facilities Department is in the process of installing a software system that will enable the department to keep the documents in digital form if not a hard copy in the same place. Mr. Love said the next step in the process is the final draft of the Auditors letter that will be sent to the Assistant Superintendent for his comments. He said if Assistant Superintendent has no comments the document will be finalized and the audit will be complete.

Chairperson Swayne asked if the two issues were new issues or issues from previous year's audits?

Mr. Love said they were issues in previous year's audits. He said he had to send comments

back to Thompson-Cobb letting them know the issues were addressed.

Chairperson Swayne asked if the issues will be resolved for this report?

Mr. Love said "Yes".

Tracy Amaro asked if the committee will be able to review a draft of the report before it is finalized?

Mr. Love said "Yes."

Andrea Dawson asked about the timeline for getting the report from the Auditors?

Mr. Love said the Auditors have all the comments from the Facilities Department and they just have to prepare their final letter and he said that can happen at any time.

Chairperson Swayne requested that when the report has been received that Committee Members are notified the report is available.

Mr. Love said he anticipates there will be a final letter for the Assistant Superintendent's comments and his understanding that is the letter the Committee wants to see unless the Committee wants to see the actual final Audit Letter which will not be a draft.

Tracy Amaro said the committee wants to see a draft before the report gets issued. She said the committee needs to make sure what the Auditors will issue with their expenditures agrees to what's in the Annual Report.

Mr. Love said he will contact the Auditors and make sure if they are in the process of finalizing a letter that Committee Members get whatever they have now that can be distributed to the committee.

Secretary Rakestraw said the Audit Report has to be presented to this committee. He said the report will come to the Committee in its final form.

Tracy Amaro said in the draft committee report she noticed in the columns in the Expenditures Schedules she thinks everything was rounded. Ms. Amaro said the report indicated in cents about two decimal places. She said now if you try to add down the columns it does not add up to the totals being shown. She said somehow there needs to be some rounding and things fixed. She said in the design phase if she adds up each project it totals \$6,463,653 instead of \$6,463,652 as listed in the report. She said if she adds up the sub totals of every category in that column it totals \$108,101,484 not the \$108,101,483 that is listed in the report. She said the \$108,101,483 is correct because that is what ties it to the detailed schedule. She said whatever is in the committee's report ties to the Auditor's Report.

Mr. Love asked for clarification.

Ms. Amaro said she was referring to the draft Annual Report. She said in the detailed schedule the report shows the two decimal places and the report it only shows whole

dollars and she said when you add up the sub-totals in the column it does not add to the total shown.

Chairperson Swayne said she requested the Committee Members whose terms were expiring be extended. She said staff has taken care of the matter and the Board has approved the extension of their terms for two additional years. The members are Andrea Dawson, Jamie Flaherty-Evans and Christopher Vernon. She said the rest of the Committee Members terms do not expire until next year. Chairperson Swayne said she is grateful for the efficient staff.

Discussed

H. Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Committee

There were no Public Speaker submitted.

I. Superintendent of Schools or Designee's Committee Liaison Report

None.

J. Introduction of New Legislative Matter

The next committee meeting will be August 10, 2010 at 6:00 P.M.

K. Adjournment

Chairperson Swayne adjourned the meeting at 6:42 P.M.

Prepared By: _____

Approved By: _____