

# Oakland Unified School District

Board of Education  
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## Minutes (Long)

**Tuesday, May 20, 2008**

**6:00 PM**

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

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

*John Cooke, Chair  
Jody London, Vice Chair,  
Parker Thomas, Secretary*

*Members: Joseph Debro, (Vacancy), David Won, (Vacancy), Oscar Wright, Leslie Hamlett, (Vacancy) and William Ovid*

## A. Call To Order

*Chairperson John Cooke called the meeting to order at 6:18 P.M.*

## B. Roll Call

**Roll Call:** Present: Leslie Hamlett, Oscar Wright, William Ovid, Joseph Debro, David Wong, Jody London and John Cooke  
Absent: Parker Thomas

## C. Minutes



### [08-1222](#) **Measure "B" ICSFBO Committee Minutes - Regular Meeting - April 15, 2008**

Adoption of Measure "B" ICSFBO Committee Minutes - Regular Meeting - April 15, 2008.

**Attachments:** [08-1222 - Minutes - Measure "B" ICSFBO Committee - Regular Meeting - April 15, 2008](#)

**A motion was made by Joseph Debro, seconded by Oscar Wright, that this matter be Adopted. The motion carried by the following vote:**

**Votes:** Adv Aye: 0  
Adv Nay: 0  
Adv Abstain: 0  
Aye: 7 - Leslie Hamlett, Oscar Wright, William D. Ovid, Joseph Debro, David Wong, Jody London and John Cooke  
Nay: 0  
Recused: 0  
Absent: 1 - Parker Thomas  
Preferential Aye: 0  
Preferential Abstention: 0  
Preferential Nay: 0

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

### [08-1223](#) **Public Comments - Non-Agenda Items - Measure "B" ICSFBO Committee**

Public Comments - Non-Agenda Items - Measure "B" ICSFBO Committee.

*Sheryl Lynn Dugan, Grass Valley PTA President, spoke regarding the proposed work on the playground at Grass Valley. The playground has two levels, a lower level and an upper level. The students enjoy and utilize both levels. Ms. Dugan is requesting that the Measure B Committee consider repaving both levels and not just one level that the current plan calls*

*for. Chairperson Cooke asked Assistant Superintendent Timothy White to consider the request. Mr. White said he would send staff out to assess both fields.*

## E. New Business



### 08-1224 Amendment - Measure "B" ICSFBO Committee Annual Report 2007

Adoption of Amendment to the Measure "B" ICSFBO Committee Annual Report 2007, amending Section VIII, deleting the "within 30 days" recommendation for the Board of Education to develop a Local Vendor Policy, acknowledging it will take more time.

**Attachments:** [08-1224 - Amendment - Erratum to the 2006 2007 Annual Report.pdf](#)

**A motion was made by Joseph Debro, seconded by Oscar Wright, that this matter be Adopted as Amended. The motion carried by the following vote:**

**Votes:** Adv Aye: 0  
Adv Nay: 0  
Adv Abstain: 0  
Aye: 7 - Leslie Hamlett, Oscar Wright, William D. Ovid, Joseph Debro, David Wong, Jody London and John Cooke  
Nay: 0  
Recused: 0  
Absent: 1 - Parker Thomas  
Preferential Aye: 0  
Preferential Abstention: 0  
Preferential Nay: 0



### 08-1225 Measure "B" ICSFBO Committee 2007 Fiscal and Performance Audit

Adoption of the Measure "B" ICSFBO Committee 2007 Fiscal and Performance Audit and authorizing its presentation to the Board of Education, State Administrator and the Public with the direction that a separate report be prepared by staff and transmitted simultaneously outlining the administrative costs of the Project Labor Agreement

**Attachments:** [08-1225 - Measure "B" ICSFBO Committee 2007 Fiscal and Performance Audit.pdf](#)

*Michael deCastro, Principal Auditor for Thompson, Cobb, Bazilio & Associates, PC - Certified Public Accountants and Management, Systems, and Financial Consultants, presented the Audit.*

*The audit was performed for the period ending June 2007. There were four objectives of the audit:*

- 1 Determine if Measure B Funds were expended only for the purpose described in the Bond Measure because the funds were restricted.*
- 2 Assess the District Measure B procurement procedures for compliance with state law.*
- 3 Assess adequately the internal controls over Measure B invoice and approval process*

4 Looking to identify alternatives in ways the goals and objectives can be accomplished more effectively and efficiently.

The results of the audit found the Measure B Funds were expended only for the purposes described in the Bond Measure. The firm sampled 50% of 4.5 million of expenditures incurred by June 30, 2007.

Based on detailed testing these are the findings of the firm:

1 Expenditures were in compliance.

2 Procurement policies and procedures were consistent with state law. Reviewed some contracts that were issued to ensure that those contracts followed California state procurement laws.

3 Internal controls for review and approval of Measure invoices were adequate; found no weaknesses over that process; review, approval, and payment of invoices were fine.

4 Identified some improvements to District management over the contracts, particularly the contract change order. Reviewed the process and made the following recommendations:

- Contractor requires all contracts under Time and Material Contract. Reimburse based on the hours worked, submit time sheets with the invoices. The current process based on testing found some contracts did contain the above documentation and some did not. Recommendation: All contractors submit a time sheet to support the invoice.

- Establish a procurement documentation retention policy and procedure to identify key documents to maintain in the file. Found inconsistency with the types of documents that was maintained in the files. Recommendation: Documents should be consistent and complete.

- Contract Change Order Process. A dollar threshold should be established that requires a cost analysis or price review of contractor change orders over a certain amount. The District should adopt procedures for documenting negotiations over the change order pricing.

- District negotiate change order, labor, and equipment rates at the onset of the contract rather than waiting for the change order to take place; rates can be established and agreed upon up front.

MOTION by Debro SECOND by Wright, not to submit this report to the District.

AYES: Debro, Ovid, Wright

NOES: Hamlett, London, Chairperson Cooke

ABSTAIN: Wong

MOTION by London, SECOND by Ovid, to submit the audit report as prepared with the addition of a separate report prepared by staff simultaneously transmitted prepared outlining the administrative cost of the Project Labor Agreement.

AYES: Hamlett, Won, Wright, Debro, Ovid, London, Chairperson Cooke

NOES: None

*ABSTAIN: None*

**A motion was made by Jody London, seconded by William D. Ovid, that this matter be Adopted. The motion carried by the following vote:**

**Votes:** Adv Aye: 0  
Adv Nay: 0  
Adv Abstain: 0  
Aye: 7 - Leslie Hamlett, Oscar Wright, William D. Ovid, Joseph Debro, David Wong, Jody London and John Cooke  
Nay: 0  
Recused: 0  
Absent: 1 - Parker Thomas  
Preferential Aye: 0  
Preferential Abstention: 0  
Preferential Nay: 0



**08-1226 Report - Collaborative for High Performance Schools (CHPS) and Energy and Water Programs**

Presentation of Interim Progress Report No. 2 on District's Collaborative for High Performance Schools (CHPS) and Energy and Water Programs.

**Attachments:** [08-1226 -Report - Collaborative for High Performance Schools \(CHPS\) and Energy and Water Programs.pdf](#)

*In May 2007 the Board adopted two resolutions, Collaborative for High Performance Schools (CHPS) and the Energy & Water Program. The District began the implementation of CHPS design criteria in current and ongoing project including the following current projects: Chabot, Jefferson, Cox, Oakland High School, and Urban Promise gym project.*

*The Bright Schools and Savings by Design Rebate Program through PG & E are two incentive programs that have been engaged in to assist design teams in maximizing energy conversation measures into the CHPS projects in schools.*

*Over the next few weeks Buildings & Grounds and Custodial Services Staff will be beta testing two to three products at three sites. The goals of this testing is to decide which set of products to utilize and to phase in the purchases and train all staff in green cleaning techniques for the coming school year.*

*Gerald Colbert, the District's Energy and Utilities Manager begun coordination of an energy and water plan including management the of four ongoing energy efficient programs:*

*P G & E Energy Audits  
Retro commissioning  
Rate scheduling update  
Energy efficient projects*

**Received and Filed**

**08-1227 Report - Committee Facilities Site Visits**

Report on May 9, 2008 Committee's facilities review site visits to United for Success@Simmons, Peralta Creek@Simmons and Jefferson Elementary School.

*United for Success (Calvin Simmons):  
Parents joined staff and community during this site visit. The following renovations will be made:*

*A new ceiling and wiring  
Modernizing the restrooms, making the handicap accessible, flooring  
and fixtures.  
Staff lunchroom is be refurbished  
Replacement of ceiling and flooring in the student cafeteria  
Boys and girls restroom shower area will be closed off and turned into  
lockers*

*Jefferson:  
Need for turf, students play soccer on the asphalt.*

*Bret Harte:  
Replacement of ceilings and floors*

**Discussed and Closed**

## Roll Call (Secretary's Observation)

*Jody London absent at 7:42 P.M.*

**Roll Call:** Present: Leslie Hamlett, Oscar Wright, William Ovid, Joseph Debro, David Wong and John Cooke  
Absent: Parker Thomas and Jody London



### **08-1228 Report - Oakland High School Modernization Project**

Presentation of Report on Oakland High School Modernization Project funded by Measure "B".

**Attachments:** [08-1228 - Report - Oakland High School Modernization Project.ppt](#)

**Tabled to a Date Certain**



### **08-1229 Amendment - Measure "B" ICSFBO Bylaws**

Discussion and possible adoption of recommendation to the Board of Education that the Measure "B" ICSFBO Bylaws, Section 4 - Members - that the membership of Committee be reduced from 11 to 9, for reason(s) enumerated.

**Attachments:** [08-1229 - Amendment - Measure "B" ICSFBO Bylaws.pdf](#)  
[Legislative Record - Adoption of Measure "B" ICSFBO Committee Bylaws](#)

**A motion was made by Joseph Debro, seconded by Oscar Wright, that this matter be Adopted. The motion carried by the following vote:**

**Votes:** Adv Aye: 0  
Adv Nay: 0  
Adv Abstain: 0

Aye: 6 - Leslie Hamlett, Oscar Wright, William D. Ovid, Joseph Debro, David Wong and John Cooke  
Nay: 0  
Recused: 0  
Absent: 2 - Parker Thomas and Jody London  
Preferential Aye: 0  
Preferential Abstention: 0  
Preferential Nay: 0

### **Roll Call (Secretary's Observation)**

*David Wong absent at 7:56 p.m.*

**Roll Call:** Present: Leslie Hamlett, Oscar Wright, William Ovid, Joseph Debro and John Cooke  
Absent: David Wong, Parker Thomas and Jody London

## **F. Adjournment**

*Chairperson Cooke adjourned the meeting at 7:56 P.M.*

Prepared By: \_\_\_\_\_

Approved By: \_\_\_\_\_