

CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING MINUTES

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Monday, September 18, 2017

PRJUSD District Office – Large Conference Room

800 Niblick Road, Paso Robles, CA 93446

Chair Rollins called the meeting to order at 5:00 p.m. followed by the flag salute.

Attendance

Committee members: Alanna Davidson, Bob Rollins, Denise Wakefield, Frances Lagattuta, M.D., John Fisher, Shelley Gurney
Absent: Donald Goldammer, Kristin Kearns, Patrick Sayne, EdD.
Staff: Duane Wolgamott, Monica Silva, Cheryl Mollan
Vacancies: Tax Payers Association seat

Approve Agenda

MOTION: Gurney/Lagattuta

A motion was made to approve the agenda for the September 18, 2017 meeting.

Motion carried 6-0

Public Comments

None

Consent Agenda

a. Approve Committee Minutes of June 19, 2017

MOTION: Lagattuta/Fisher

A motion was made to approve Minutes of June 19, 2017 with the following corrections:

1. Correct call to order time from 5:30 p.m. to 5:00 p.m.
2. Correct Duane Wolgamott's name spelling

Motion carried 6-0

Review ByLaws

Bylaws were reviewed and discussed. Fisher and Denise asked if committee could have member take meeting Minutes to help get a quicker Minutes draft review turn-around, than quarterly. Chair Rollins mentioned to hold off and ask district staff to provide these sooner than quarterly and a one week turn-around was proposed to provide draft Minutes. If no draft Minutes were provided within that time, consideration to hand this duty over to committee member would be put on the table and establish a Secretary at that time per ByLaws 4.0 Committee Officers.

Financial Reports

a. *Expenditure Report YTD*

Duane Wolgamott provided copies of a Financial Activity Report (FAR) Report of Fund 21 which is Measure M Bond with activity dates from 7/1/2017 – 09/17/2017. No activity or funds spent under Fund 21 prior to 07/01/2017. Duane explained the detailed report and how to read it. Wolgamott also shared all the requisitions that were submitted for payment and explained how to cross reference the requisitions to the FAR. Wolgamott explained that in the FAR, the four digits to the far left are categorized as follows: 2000s are regarding the employee salaries, 3000s employee(s) overhead costs, ie. Social Security, PERS, Medical, benefits, etc. 4000s Material and Supplies, 5000 Stipends, Food Service Interfund, 6000s, Misc Testings, ie. soil and other assessments.

b. *Cost of General Obligations Bond Anticipation Notes (GO BAN)*

Duane Wolgamott explained the GO BAN and how it was addressed under Fund 21 in the FAR. During the discussion of GO BAN expenditure report, Chair Rollins further explained to the committee that they are "auditors" to the expenditure report and that was the function of the committee. Duane mentioned that the cost of issuance of the BAN was deducted and the balance of \$2,947,100 was deposited to Proceeds from sale of bonds.

Reports

a. Project Update

Cheryl Mollan provided an update on Measure M Projects, see attachment. Additionally, Vice Chair, Wakefield asked staff what the pool cap was set at, staff responded that pool bond money is capped at \$5.7 million dollars.

Member Comments

a. School Tour

Both, Fisher and Wakefield attended the school site tour led by Cheryl Mollan and both shared their experience to the committee.

b. Operational Guidelines

Operational Guidelines were introduced by Chair Rollins and were discussed among the committee members.

c. Next meeting was established for December 18, 2017 at 5:00 p.m.

Future Agenda Items

- a. Architectural Contract
- b. Filling Committee Vacancies
- c. Discuss AdHoc Committee for Annual Report

Meeting adjourned by Chair Rollins at 6:19 p.m.