

**St. Helena Unified School District**

**Citizens' Oversight Committee Meeting**

**March 27, 2019**

**4:00 – 5:00 PM**

**Minutes**

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**ATTENDANCE:** David DeSante, John Collins, Gillian Casey  
**ABSENT:** Alexandra Haslip  
**STAFF:** Andi Stubbs, Marylou Wilson, Esperanza Gallegos

The meeting was called to order at 4:08 p.m.

**1. Welcome/Introductions**

**2. Approval of the Agenda**

Motion: David DeSante

Second: Gillian Casey

Ayes: 3 Noes: 0

**3. Public Comment**

No public comment

**4. Approval of Minutes of the March 28, 2018 Meeting**

Motion: David DeSante

Second: Gillian Casey

Ayes: 3 Noes: 0 Abstain : 0

**5. COC Membership – Current Terms, Recruitment Update,**

Ms. Stubbs stated that there are three vacancies to fill. The auditors are ok with the open positions as long as there is proof the District is trying to recruit for it, i.e. newspaper postings, website advertisements. It is fairly common in smaller districts to have a hard time filling the open positions.

**6. Review Current Expenditures, March 1, 2018 – March 19, 2019**

Expenses were reviewed. Ms. Stubbs provided a few clarifying questions. The Committee members confirmed that the expenditures were appropriate.

**7. Measure B & C Program Summary - March 20, 2019**

The most recent summary document was reviewed.

**8. Measure B & C Multi – Year Projection – Technology Allocation**

Ms. Stubbs reviewed the bond program’s multi-year projection, 2018-19 through 2021-22. It is estimated that all remaining funds will be spent by the end of 2021-22.

**9. Measure B/C Bond Audit, Fiscal Year Ending June 30, 2019**

Ms. Stubbs presented the audit that Christy White and Associates conducted on Measure B/C Bonds. There were no findings during the audit for fiscal year ending June 30, 2019.

**10. 2017-18 Annual Report, executed**

The 2017-18 Annual Report was reviewed to compare it with the draft 2018-19 report.

**11. Draft 2018-19 Annual Report**

The draft of the annual report was presented to the COC. Each year, this report must be presented to the SHUSD Governing Board. The committee reviewed the report and determined its accuracy. The COC Chair requested a motion to approve the annual report:

Motion: David DeSante

Second: John Collins

Ayes: 3        Noes: 0

**12. Meetings (one required every year) – next scheduled for Wednesday, March 25, 2020**

The next meeting is scheduled for March 25, 2020 from 4:00 – 5:00 PM in Vintage Hall.

**13. Adjournment at 5:04 p.m.**

Motion: David

Second: Gillian

Ayes: 3        Noes: 0

Management 9826: TECHNOLOGY ENDOWMENT/FIBER

Amount

		Amount
05/01/2019	INV:329794 - NAPA ELECTRIC SHOP INC - PO:19-02540	\$17,729.93
03/31/2019	INV:1287-1-319E - CONSOLIDATED NETWORKS - PO:19-01694	\$8,092.06
03/31/2019	INV:1287-1-319C - CONSOLIDATED NETWORKS - PO:19-02116	\$12,651.79

P.O. 19-02540 - Napa Electric: Wiring and speaker install, press box.  
P.O. 19-01694 - Cons. Networks: ALS, Promethean wiring. }  
P.O. 19-02116 - Cons. Networks: " " " " }  
Interactive Screens

July 1, 2019 - March 17, 2020

Management 9826: TECHNOLOGY ENDOWMENT/FIBER

Amount  
\$102,392.10

Date	Description	Amount
01/16/2020	INV:wlp8262 - CDW-G - PO:20-00436	\$700.00
12/30/2019	INV:1287-1-1219 - CONSOLIDATED NETWORKS - PO:20-01332	\$40,142.00
09/14/2019	INV:TWW4117 - CDW-G - PO:20-00436	\$36.00
09/14/2019	INV:TWW4117 - CDW-G - PO:20-00436	\$3,680.50
09/12/2019	Auth DP:20-00985 (REQ:36855) - NAPA ELECTRIC SHOP INC - INV:330715	\$5,680.58
08/28/2019	INV:94466-0 - OGLETREE'S - PO:20-00482	\$2,855.00
07/30/2019	INV:1287-1-719E - CONSOLIDATED NETWORKS - PO:20-00431	\$4,005.04
07/30/2019	INV:1287-1-719D - CONSOLIDATED NETWORKS - PO:20-00429	\$3,089.79
07/30/2019	INV:1287-1-719C - CONSOLIDATED NETWORKS - PO:20-00430	\$2,525.56
07/23/2019	INV:1287-1-719A - CONSOLIDATED NETWORKS - PO:20-00306	\$31,606.25
07/23/2019	INV:1287-1-719 - CONSOLIDATED NETWORKS - PO:20-00311	\$8,071.38

*P.O. 20-00436 - CDW-G: Promethium Board installation*  
*P.O. 20-01332 - Cons. Networks: WAN design services. Sonic Conversion*  
*P.O. 20-00985 - Napa Electric: Press Box speaker work*  
*P.O. 20-00482 - Ogletree's: Press Box speaker mounts*  
*P.O. 20-00431 - Cons. Networks: SHHS Conduit installation, sec. camera*  
*P.O. 20-00429 - " " ALS Conduit installation, security cameras*  
*" " 00430 - " " SHHS " " " "*  
*" " 00306 - " " ALS Speaker Wire / Conduit*  
*" " 00311 - " " ALS Juno Network Cards*

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**FUND 21 (BUILDING FUND) - MEASURE B&C BOND PROGRAM**

**Multi-Year Projection**

**2019-20 through 2021-22**

<b>Description:</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-2022</b>
Beginning Balance:	\$890,860.00	\$595,860.00	\$297,860
New Revenue (Interest), as of March 17, 2020	\$10,231.00	\$2,000.00	\$1,000
<b>Total Available:</b>	<b>\$901,091.00</b>	<b>\$597,860.00</b>	<b>\$298,860</b>
<b>Expenditures:</b>			
Actual as of March 17, 2020:	\$102,392.00		
Encumbered as of March 17, 2020:	\$202,839.00	\$0.00	\$0
Budgeted as of March 17, 2020:	\$0.00	\$300,000.00	\$298,860
<b>Expenditures, Budgetary Balance as of March 17, 2020:</b>	<b>\$305,231.00</b>	<b>\$300,000.00</b>	<b>\$298,860</b>
<b>ESTIMATED FUND BALANCE, JUNE 30:</b>	<b>\$595,860.00</b>	<b>\$297,860.00</b>	<b>\$0</b>

Expenditures, Examples:

-Wiring, cables, routers, switches, wireless access points (WAP's); hard-wired projection and audio equipment

**ANNUAL REPORT OF THE CITIZENS' OVERSIGHT COMMITTEE OF  
ST. HELENA UNIFIED SCHOOL DISTRICT  
FOR FISCAL YEAR 2018-2019**

**RELATING TO MEASURES B & C**

**Introduction.** The Citizens' Oversight Committee of the St. Helena Unified School District (the "COC") was formed pursuant to Measures B & C for the purpose of actively reviewing and reporting on the expenditure of Measures B & C bond proceeds. The COC is required to advise the public, through at least one report per year which shall be made available on the District's web site, as to whether the District is in compliance with Article XIII A of the California Constitution, Measures B & C, and the provisions of Education Code Section 15278 and following.

**Public Meetings.** The COC has met on the following dates and locations:

<b>Meeting Date and Time</b>	<b>Meeting Location</b>
March 26, 2020 – 4:00 p.m.	SHUSD – Vintage Hall

The meeting was in compliance with the Ralph M. Brown Act (Brown Act), in that the meeting was formally scheduled with the agenda duly posted and noticed and open to the public. Minutes were taken and when approved at the subsequent meeting were posted on the District's web page via the link to information relating to Measures B & C.

**District Support.** The District has, without spending bond funds, provided the COC with the administrative support it needs to meet and to perform its review and reporting duties.

**Activities**

*Review of Expenditures.* The COC was provided with expenditure reports prepared by the District during its meeting on March 26, 2020. At the meeting, the COC reviewed the text of Measures B & C when appropriate, and the expenditure reports. Members of the COC had the opportunity to ask District personnel questions regarding the projects and expenditures.

*Review of District Bond Audits.* In addition, the District provided the COC with a copy of the annual bond financial audit and performance audit, performed by *Christy White and Associates*, which is also available to the public on the District's web site. The annual audit report is supposed to be provided to the COC no later than March 31 (for the prior fiscal year). No irregularities or concerns were identified in the audits prepared by the auditor as evidenced by their unqualified opinion. [Any concerns identified in the annual audits are to be explained by the District in a written response provided to the COC within 3 months of the audit].

**Conclusion.** Based on the foregoing review of expenditures and other activities, the COC concludes that bond proceeds spent to date have only been spent for the construction, reconstruction, rehabilitation, or replacement of school facilities, including furnishing and equipping of school facilities, or acquisition or lease of real property for school facilities, as identified in the project list presented to District voters, and as a result the District has complied with California Constitution Article XIII A Section (1)(b)(3), the text of Measures B & C, and Education Code 15278 through 15288. Furthermore, no proceeds were spent on teacher salaries, administrative salaries or on operational expenses.

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Approved by the Citizens' Oversight Committee on March 26, 2020.

**CITIZENS' OVERSIGHT COMMITTEE OF  
THE ST. HELENA UNIFIED SCHOOL  
DISTRICT**

BY: \_\_\_\_\_  
Chairperson - \_\_\_\_\_

By: \_\_\_\_\_  
Vice Chair/Secretary - \_\_\_\_\_

*[The conclusions identified in this Annual Report are to be presented to the District Board at an open meeting. The Report is also be posted on the District's web site.]*

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