

**St. Helena Unified School District**

Vintage Hall Board Room

**Citizens' Oversight Committee Meeting, Agenda**

**Members:**

*Alexandra Haslip*

*John Collins*

*David DeSante*

*Gillian Casey*

*Vacant Positions: 3*

**Wednesday, March 27, 2019 - 4:00 p.m. – 5:00 p.m.**

1. Welcome/Introductions
2. Approval of the Agenda – Action
3. Public Comment
4. Approval of Minutes of the March 28, 2019 meeting (**pages 1-4**)
5. COC Membership – Current Terms, Recruitment Update (**page 5**)
  - Three members' terms are up – renew?
  - Continuing to advertise to fill the remaining three vacancies
    - Newspaper
    - Website
6. Review Current Expenditures, March 1, 2018 – March 19, 2019
  - Summary Report, Fiscal Year 2017-18: March 1, 2018 -June 30, 2018 (**page 6**)
  - Summary Report, Fiscal Year 2018-19: July 1, 2019 – March 20, 2019 (**page 7**)
7. Measures B & C Program Summary – March 20, 2019 (*separate handout*)
8. Measure B/C Multi-Year Projection – Technology Allocation (**page 8**)
9. Measure B/C Bond Audit, Fiscal Year Ending June 30, 2018 (*separate handout*)
10. 2017-18 Annual Report, *executed* (**pages 9-10**)
11. Draft 2018-19 Annual Report (**pages 11-12**)
12. Meetings (one required every year – March 25, 2020, 4:00 – 5:00 p.m.)
13. Adjournment

# St. Helena Unified School District

## Citizens' Oversight Committee Meeting

March 28, 2018

4:00 - 5:00 PM

### Minutes

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**ATTENDANCE:** David DeSante, Alexandra Haslip, John Collins, Gillian Casey

**ABSENT:** N/A

**STAFF:** Andi Stubbs, Marylou Wilson, Cristina Bradley

The meeting was called to order at 4:01 p.m.

#### 1. Welcome/Introductions

#### 2. Approval of the Agenda

Motion: John Collins

Second: Alexandra Haslip

Ayes: 4 Noes: 0

#### 3. Public Comment

- No public comment

#### 4. Approval of Minutes of the December 7th, 2016 Meeting

Motion: John Collins

Second: Alexandra Haslip

Ayes: 4 Noes: 0 Abstain : 0

#### 5. COC Membership - Current Terms, Recruitment Update,

- One vacancy filled - Gillian Casey (Parent/Guardian, Active in a Parent- Teacher Organization)
- Continuing to advertise to fill the remaining three vacancies

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.

Ms. Stubbs provided the current Committee Members' terms. The Board had extended the terms for Alexandra, John and David. David's positions has changed and Gillian was appointed.

Ms. Stubbs informed the group that the Citizens' Oversight Committee is only required to meet once a year. She suggested meeting twice in the next year to finish out the Measure B and C spending.

#### **6. Election of Chair and Vice - Chair (Committee)**

The COC nominated David DeSante as the Chair and John Collins as the Vice Chair. All were in favor.

#### **7. Review Current Expenditures, February 14, 2017 - March 21, 2018**

##### **o Summary Report, Fiscal Year 2016-17**

Ms. Stubbs stated during February through March most are moving expenses were from one account to another due to waiting on bond funds. The Auditors noticed the shift of funds and did not see an issue with it.

Ms. Stubbs explained the breakdown of account codes to educate the COC members. She assured the members that all Measure B and C account codes were aligned with their definitions and board approved.

##### **o Summary Report, Fiscal Year 2017-18**

Ms. Stubbs educated the COC members on the closing books on 16-17. Most of the final expenses were due to technology and leathers and association payments.

#### **8. Program Balance/Planned Expenses**

##### **o January 12, 2017 - 2016 Bond Audit - Board Approval**

The multiyear projection was presented, including the bond revenue carryover for technology infrastructure expenses such as wiring, interactive boards that are hung on the wall, cabling and switch replacements.

The budget for 18-19 has a phased plan for the high school and elementary school as well as funds for smaller replacement items to finish up spending for Measure B and C.

**9. Measure B/C Bond Audit, Fiscal Year Ending June 30, 2017**

Ms. Stubbs presented the audit that Christy White and Associates conducted on Measure B/C Bonds. They tested some items, walked the sites to actually see the work done and interviewed a COC member. They did not have any findings for 16-17 school year.

The previous audit for 15-16 was discussed. Ms. Stubbs explained the negative balance on the general ledger due to the diagnostic controls of our system. Ms. Stubbs will check to see if any red flags were added to the system this year to prevent the out of balance accounts in the future.

**10. Draft 2017-18 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: Alexandra Haslip

2<sup>nd</sup>: John Collins

Ayes: 4      Noes: 0

David DeSante will present for the COC at the May 10, 2018 Governing Board Meeting.

Andi Stubbs will delete draft and send for appropriate signatures.

**11. Meetings (one required every year) - next scheduled for Wed., May 9, 2018 Needed?**

The COC determined the May 9, 2018 is not needed. In addition, they determined the COC would meet once a year. The COC discussed membership and the concern for a quorum for each meeting.

The next meeting is scheduled for March 27, 2019 from 4:00 - 5:00 PM in Vintage Hall.

12. **Adjournment at 4:59 p.m.**

Motion: Alexandra

2<sup>nd</sup>: Gillian

Ayes: 4      Noes: 0

CITIZENS' OVERSIGHT COMMITTEE MEMBERSHIP:

Member:	Terms Started:	Current Term Expires:	Years Served:	Eligible for Another Term?	Role:
Alexandra Haslip	April 13, 2013	April 13, 2019	almost 5	Yes	Senior Organization Member At Large (Required: 1 member)
John Collins	August 8, 2013	August 8, 2019	almost 5	Yes	Member-At-large (Required: 2 members)
David DeSante	April 20, 2015	April 7, 2019	almost 3	Yes	Member of a Tax Payers Association (Required: 1 member)
Gillian Casey	Feb. 8, 2018	Feb. 7, 2020	new	Yes	Parent/Guardian and Active in a Parent-Teacher Organization (required: 1 member)

**Section 5. Membership.**

5.1 Number. The Committee shall consist of a minimum of seven (7) members appointed by the Governing Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member shall be a parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization or school site council.
- Two (2) members of the community at-large appointed by the Board.

March 1, 2018 -  
June 30, 2018

Fund 21 Report

SHUSD

Management 9826: TECHNOLOGY ENDOWMENT/FIBER

Amount  
\$132,357.97

Date	Description	Amount
06/06/2018	INV:MXV5545 - CDW-G - PO:18-02727	\$84,459.42 ✓
05/11/2018	INV:1287-1-518D - CONSOLIDATED NETWORKS - PO:18-02531	\$7,089.90 ✓
05/11/2018	INV:1287-1-518A - CONSOLIDATED NETWORKS - PO:18-02529	\$1,887.37 ✓
05/11/2018	INV:1287-1-518 - CONSOLIDATED NETWORKS - PO:18-02528	\$11,897.21 ✓
05/11/2018	INV:1287-1-518C - CONSOLIDATED NETWORKS - PO:18-02530	\$9,319.75 ✓
03/31/2018	INV:1287-1-318A - CONSOLIDATED NETWORKS - PO:18-01887	\$10,932.29 ✓
03/31/2018	INV:1287-1-318A - CONSOLIDATED NETWORKS - PO:18-01887	\$3,569.97 ✓
03/30/2018	INV:6147 - PCD - PO:18-01636	\$3,202.06

P.O. 18-02727: Prometheon Screen Installation, KLS- \$84,459.  
P.O. 18-02531: Recabling speakers at KLS & SHHS: \$7,089.  
P.O. 18-02529: " " " KLS Library: \$1,887.  
P.O. 18-02528: Recabling speakers work: KLS \$11,897.  
P.O. 18-02528: " " / P.A. system: " Lockerooms \$9,320  
P.O. 18-02530: " " " " " SHHS -\$10,932 / \$3,570  
P.O. 18-01887: Cabling & switch upgrades at SHHS  
P.O. 18-01636: Relocation of microphone connectors, V/H Board Room \$3,202.  
\$132,358

\* Note: KLS speaker/PA system which was old & needed upgrades

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July 1, 2018 - June 30, 2019

Fund 21 Report

		SHUSD
Management 9826: TECHNOLOGY ENDOWMENT/FIBER		Amount
12/31/2018	INV:1287-1-1218 - CONSOLIDATED NETWORKS - PO:19-00972	\$26,339.12
12/31/2018	INV:1287-11218A - CONSOLIDATED NETWORKS - PO:19-00973	\$3,536.00
12/31/2018	INV:1287-11218b - CONSOLIDATED NETWORKS - PO:19-00974	\$2,324.00
12/20/2018	INV:1383-01 - NAPA ELECTRIC SHOP INC - PO:19-01373	\$4,361.00
07/26/2018	INV:nnd0685 - CDW-G - PO:19-00304	\$2,475.00
07/11/2018	Auth DP:19-00390 (REQ:28462) - CDW-G - INV:NJG2031	\$12,500.00
		\$1,143.12

P.O. 19-00972: Install of network cabling drops. Main office NLS: \$3,536

P.O. 19-00973: Exterior horn added to SHES PA system: \$2,324

P.O. 19-00974: Network cabling drops and exterior horn, SHES \$4,361

" " 01373: Biodeisel room wiring \$2,475

" " 00304: Prometheus Board installation - Final NLS \$12,500

" " 00390: " " " " " " \$1,143

\$26,339

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**Multi-Year Projection -  
2018-19 through 2021-22**

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

Description:	2018-19	2019-20	2020-21	2021-2022
Beginning Balance:	\$951,466.00	\$760,324.00	\$465,324.00	\$167,324
New Revenue (Interest):	\$8,858.00	\$5,000.00	\$2,000.00	\$1,000
Total Available:	\$960,324.00	\$765,324.00	\$467,324.00	\$168,324
Expenditures:				
Budget as of March 18, 2019:	\$200,000.00	\$300,000.00	\$300,000.00	\$168,324
Actuals as of March 18, 2019:	(\$26,339)	\$0.00	\$0.00	\$0
Encumbered as of March 18, 2019:	(\$34,345)	\$0.00	\$0.00	\$0
Expenditures, Budgetary Balance as of March 18, 2019:	\$139,316.00	\$300,000.00	\$300,000.00	\$168,324
ESTIMATED FUND BALANCE, JUNE 30:	\$760,324.00	\$465,324.00	\$167,324.00	\$0

**Expenditures, Examples:**

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

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ANNUAL REPORT OF THE CITIZENS' OVERSIGHT COMMITTEE OF  
ST. HELENA UNIFIED SCHOOL DISTRICT  
FOR FISCAL YEAR 2017-18

*J. J. [Signature]*  
3/30/18

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:

Meeting Date and Time	Meeting Location
March 28, 2018 – 4:00 p.m.	SHUSD – Vintage Hall

Each meeting has been in compliance with the Ralph M. Brown Act (Brown Act), in that the meetings were formally scheduled with agendas 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 at each of its meetings. At each 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 28, 2018

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

BY: David DeSante 3/30/18  
Chair – David DeSante

BY: John M. Collins  
Vice-Chair – John Collins

*[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.]*

**ANNUAL REPORT OF THE CITIZENS' OVERSIGHT COMMITTEE OF  
ST. HELENA UNIFIED SCHOOL DISTRICT  
FOR FISCAL YEAR 2017-2018**

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

BY: \_\_\_\_\_  
Chairperson – David DeSante

By: \_\_\_\_\_  
Vice Chair/Secretary – John Collins

*[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.]*