



CULVER CITY
UNIFIED SCHOOL DISTRICT

CC Bond

Citizens' Bond Oversight Committee

Location:	CCUSD District Annex	Minutes:	Meeting #1
Date:	Thursday, January 8, 2015	Time:	7:00pm

<p><u>CBOC Members Present:</u></p> <ul style="list-style-type: none"> • Alan Corlin • Ann Alexander • Goran Eriksson • Jaime Wallace • Janet Chabola • Jeannine Wisnosky Stehlin • Jonathan Varsano • Laura Stuart • Michael Hamil • N. John Hasegawa • Paul Ehrlich 	<p><u>Membership Constituency:</u></p> <ul style="list-style-type: none"> Senior Citizen Group Business Business PTO Member & Parent of Child in CCUSD At Large Community Member Business, PTO Member & Parent of Child in CCUSD Parent of Child in CCUSD At Large Community Member PTO Member & Parent of Child in CCUSD Senior Citizen Group Senior Citizen Group
<p><u>CBOC Members Absent:</u></p> <ul style="list-style-type: none"> • None 	
<p><u>Elected Officials:</u></p> <ul style="list-style-type: none"> • None 	
<p><u>CCUSD Staff:</u></p> <ul style="list-style-type: none"> • Mike Reynolds • David Casnocha • Allyson Gipson • Charles Wren 	<p><u>Affiliation:</u></p> <ul style="list-style-type: none"> Assistant Superintendent Business Services, CCUSD Strading, Yocca, Carlson & Rauth, Attorneys at Law CC Bond Program Manager, Harris & Associates CC Bond Program Manager, Harris & Associates
<p><u>Guests:</u></p> <ul style="list-style-type: none"> • None 	<p><u>Affiliation:</u></p>

The Mission of the Culver City Unified School District, a diverse haven of excellence, is to ensure that each student possesses the academic and personal skills necessary to achieve his/her highest potential as a valued, responsible member of society by providing challenging, personalized educational experiences in a safe, nurturing environment and by fostering a passion for teaching and learning with committed parent and community involvement.



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Agenda:

- I. Call to Order
- II. Pledge of Allegiance
- III. Introduction of Attendees
- IV. Adoption of Agenda
- V. Public Recognition
- VI. Role and Responsibilities of Committee, add Election/Appointment of Officers; Selection of Terms; Establish Meeting Dates; Report on Bond Sale
- VII. New Business
- VIII. Adjournment

Meeting Handouts: Mr. Reynolds provided a binder for each CBOC Member and each attending CCUSD Staff Member, which contained the following:

- **Agenda** Binder Tab #1; containing the January 8, 2015 Meeting Agenda
- **Meeting Minutes** Binder Tab #2; for copies of future Meeting Minutes
- **Resolution Calling for the Election** Binder Tab #3; containing Resolution No. 9, Resolution of the Board of Education of Culver City Unified School District Ordering an Election and Establishing Specifications of the Election Order, signed February 25, 2014 by Laura Chardiet, President, Board of Education of the Culver City Unified School District
- **Exhibit "A"** Binder Tab #4; containing Resolution No. 9 Exhibit "A", Ballot Proposition Language
- **Exhibit "B"** Binder Tab #5; containing Resolution No. 9 Exhibit "B", Full Text Ballot Proposition of the Culver City Unified School District Bond Measure Election June 3, 2014
- **Bylaws** Binder Tab #6; containing the Independent Citizens' Bond Oversight Committee Bylaws
- **Facilities Master Plan** Binder Tab #7; containing the Culver City Unified School District Facilities Master Plan, revised January 10, 2014
- **Committee Members Information** Binder Tab #8; containing the a self-written bio from Ann Alexander, Paul Ehrlich, Goran Eriksson, Michael Hamil, Jeannine Wisnosky Stehlin & Jonathan Varsano
- **Audits** Binder Tab #9; for copies of future audits
- **Handouts** Binder Tab #10; for copies of future handouts

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| I. | <u>Call to Order:</u> Mr. Reynolds opened the meeting at 7:10pm and welcomed all attendees. |
| II. | <u>Pledge of Allegiance:</u> Mr. Reynolds led all meeting attendees in the Pledge of Allegiance. |
| III. | <u>Introduction of Attendees:</u> |
| IV. | <u>Adoption of Agenda:</u> Mr. Reynolds introduced the January 8, 2015 Meeting Agenda. A motion to approve the agenda was duly made by Laura Stuart and seconded by Goran Eriksson, with vote as follows: <ul style="list-style-type: none">• <u>Ayes:</u> 11• <u>Noes:</u> 0• <u>Absent:</u> 0• <u>Abstentions:</u> 0 Approval of the Agenda passed. |
| V. | <u>Public Recognition:</u> Mr. Reynolds introduced Mr. Casnocha who reviewed the public recognition of the CC Bond and led an overview discussion of Resolution No. 9, Exhibit "A", Exhibit "B", the Facilities Master Plan and the CBOC Bylaws. Mr. Casnocha also responded as follows to questions on the following items: <ul style="list-style-type: none">• <u>Basis for CC Bond Eligible Projects:</u><ul style="list-style-type: none">○ Resolution No. 9, Exhibit "A"○ Resolution No. 9, Exhibit "B"○ CCUSD Facilities Master Plan |
| VI. | <u>A) Role and Responsibilities of Committee:</u> Mr. Casnocha reviewed the role and responsibilities of the CBOC and led an overview discussion of Resolution No. 9, Exhibit "A", Exhibit "B" (which lists the project that the Bond money can be spent on), and the CBOC Bylaws, Section 3; Duties. Mr. Casnocha also responded as follows to questions on the following items: <ul style="list-style-type: none">• <u>Inform the Public:</u> The CBOC will have several options for communication with the community which should be approved by the CBOC Chairperson (Mr. Casnocha):<ul style="list-style-type: none">• CC Bond Website (the CBOC determines all content) will have:<ul style="list-style-type: none">○ Agendas○ Meeting Minutes○ Handouts and Videos |

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- Culver Currents
- Other Methods of Publication as identified by the CBOC
- **CBOC Website:** To be provided by the District, but cannot be funded through CC Bond funds (Mr. Casnocha).

B) Add Election/Appointment of Officers: Mr. Casnocha reviewed the election and appointment of CBOC officers and led an overview discussion of the CBOC Bylaws, Section 5; Membership. Mr. Casnocha also responded as follows to questions on the following items:

- **Membership Requirements:** Mr. Casnocha recommended that a current CBOC member also join a bona-fide Taxpayer's Association in order to comply with CBOC Bylaws, Section 5.1.

C) Selection of Terms: Mr. Casnocha reviewed CBOC membership terms and led an overview discussion of the CBOC Bylaws, Section 5.4, Term. CBOC Members Alan Corlin and Laura Stuart agreed to serve an initial one (1) year term. All other CBOC Members agreed to serve initial two (2) year terms.

D) Establish Meeting Dates: Mr. Casnocha reviewed the CBOC meeting requirements and led an overview discussion of the Bylaws, Section 6; Meetings of the Committee.

- **Regular Meetings:** All attendees agreed by consensus to meet quarterly at the CCUSD District Board Room or Annex, with the next meeting to occur on Thursday, April 23rd, 2015 at 7:00 pm at the District Board Room. Agendas items are to be distributed to the CBOC Members for their review no later than Wednesday, April 15th.
- **Meeting Quorum:** If less than six (6) CBOC Members attend a meeting, the meeting may occur for informational reasons only, but no votes can be cast concerning any agenda items (Mr. Casnocha).

E) Report on Bond Sale: Mr. Casnocha reviewed the reporting requirements and led an overview discussion of the CBOC Bylaws, Section 3; Duties and Section 8; Reports. Mr. Casnocha, Mr. Reynolds and Mr. Wren also responded as follows to questions on the following items:

- **Financial Audits and Performance Audits:** The District's Independent Auditor will provide the first annual Financial Audit and Performance Audit to the Board and Citizens' Bond Oversight Committee for the 12 month period

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ending June 30, 2015. The report will be provided to the CBOC no later than February, 2016 (Mr. Casnocha).

- **Annual Reporting Requirements:** Each year, after the Independent Financial and Performance Audit results have been presented to the CBOC and the Board, the CBOC will draft an "Annual Report" in a format of its own choosing (Mr. Casnocha).
- **CBOC Access to District Reports:** The Committee has the right to request copies of District reports that are prepared for other purposes, but does not have the ability to direct that special reports be prepared by District staff (Mr. Casnocha).
- **District's Auditor:** The District's Auditor will appear before the CBOC in an upcoming meeting to provide the Committee with an overview of the audit function (Mr. Reynolds).
- **Project Budget Summary:** Harris and Associates agreed to present a Project Budget Summary of CC Bond Funds before the CBOC at each CBOC meeting (Mr. Wren).

VII. New Business: None

VIII. Adjournment: Mr. Reynolds adjourned the meeting at 9:55pm

Upcoming Meeting Dates:

- Thursday, April 23, 2015 at CCUSD District Board Room

- **Additional Notes:** After the meeting, the District Superintendent officially appointed Jaime Wallace to serve as the CBOC Chair Person.

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