



**MINUTES**  
**ORANGE UNIFIED SCHOOL DISTRICT**  
**Measure S**  
**Citizen's Oversight Committee**

**District Office – 6:00 p.m.**  
**CONFERENCE ROOM B**  
**January 24, 2018**

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**I. CALL TO ORDER**

Chair Fascenelli called the meeting to order at 6:00 P.M.

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**II. PLEDGE OF ALLIGIANCE**

Chair Fascenelli invited the audience to join her in reciting the Pledge of Allegiance.

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**III. ESTABLISH QUORUM**

All committee members present: Carolyn Cavecche, Diana Fascenelli, Trevor O'Neil, Jennifer Schuerger, Mrunal Shah, Bill Utter, and Bill Campbell, 6:11 P.M. arrival.

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**IV. COMMENTS FROM THE FLOOR:**

There were no comments from the floor.

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**V. APPROVAL OF AGENDA**

**Action**

Ms. Cavecche motioned to approve the agenda; Second by Jennifer Schuerger

**Motion passed: 6-0-1**

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**VI. APPROVAL OF MINUTES**

**Action**

Vice-Chair O'Neil motioned to accept the September 6, 2017 minutes; Second by Ms. Shah.

**Motion passed: 6-0-1**

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**VII. 2016/17 ANNUAL FINANCIAL AND PERFORMANCE AUDIT**

**Action**

Presenter: Christy White and Associates

Chair Fascenelli introduced Christy White from Christy White and Associates, the independent audit firm that prepared the 2016-17 Audit Report for Orange Unified School District's Measure S Bond Building Fund. Ms. White reviewed with the Citizen's Oversight Committee (COC) members, information contained in the report.

Ms. Cavecche motioned to accept the Measure S Audit Report; Second by Mr. Utter.

**Motion passed: 7-0-0**

**Discussion:**

Mr. Lebs mentioned that the presentation of the Audit Report and the COC Annual Report are due to Board of Education by March 31<sup>st</sup>. It was also mentioned for consideration, that the next board meeting after February 15<sup>th</sup> was March 8<sup>th</sup>.

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**VIII. ANNUAL REPORT AND PRESENTATION TO BOARD OF TRUSTEES** **Action**  
Identification and assignment of Committee Members to deliver the report to the Board of Education at the February 15, 2018 board meeting.

It was moved by Ms. Cavecche, second by Mr. Campbell, assigning the COC Chair the responsibility of presenting the Measure S Audit Report to the Board of Education at the February 15, 2018, Board Meeting.  
**Motion passed: 7-0-0**

Ms. Cavecche motioned in the event of a conflict prohibiting the Chair from presenting at the February 15<sup>th</sup> Board Meeting, at the Chair's discretion, an alternate representative may be designated to present. Second by Mr. Utter.  
**Motion passed: 7-0-0**

**Discussion:**

It was further discussed and decided by the COC members to meet on Monday, February 5, 2018, at 6:00 P.M. to review the Measure S Annual Report prior to the Board of Education presentation.

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**IX. ESTABLISHMENT OF COC MEETING DATES FOR 2018** **Action**  
January 24  
April 25  
July 18  
October 17

Mr. Utter motioned to accept the proposed meeting dates; Second by Ms. Shah.  
**Motion passed: 7-0-0**

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**X. MEASURE S PROGRAM UPDATE** **Information**  
Mr. Lebs, Assistant Superintendent, provided two handouts to the Committee members:  
1) December 2017, Monthly Progress Report  
2) Program Highlights Summary

Mr. Lebs and Mr. Wren reviewed the information provided to the COC members. Familiarization and explanations of applicable acronyms, consultant services, and program progress reviewed.

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**XI. FINANCIAL UPDATE** **Information**  
Mr. Lebs discussed with the committee the availability of additional funds at the state level. Bond Funds may be augmented by Modernization Matching Funds and/or New Construction Funds. An additional priority of staff is to pursue state funds before funds are exhausted. High school Modernization Matching Funds could potentially range from approximately \$10 – \$12 million per site. Receipt of state funds, if the District's application is accepted, is at least 2-5 years out.

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**XII. COC BYLAWS REVIEW AND DISCUSSION**

**Discussion**

It was motioned by Ms. Shah to review the COC Bylaws at the next COC meeting scheduled for April 25, 2018. Second by Ms. Schuerger.

**Motion passed: 7-0-0**

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**XIII. COMMENTS FROM COMMITTEE MEMBERS**

**Discussion**

Mr. Campbell remarked that based on the information and audit documents (as of June 30th) he has confidence the Bond program is adhering to program procedures and expenditure guidelines. Mr. Lebs mentioned the District budgets are also subject to an audit report with the Measure S funds being a subset of it. The District audit report is typically presented to the Board at the December Board Meeting.

It was further mentioned that the COC may instruct the auditor to focus on a particular item, for example, salaries. Mr. Lebs clarified for the committee that no District salaries are being expended from Measure S Funds.

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**XIV. ADJOURNMENT**

Chair Fascenelli adjourned the meeting at 7:31 P.M.

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