

PALM SPRINGS UNIFIED SCHOOL DISTRICT

CITIZENS' OVERSIGHT COMMITTEE MEETING

May 23, 2005

MINUTES

Committee Members Present: Benjamin Anglin, Fred Carrick, Maria Casillas, Thomas Kanarr, John Turlo, Greg Wetmore

Members Absent: Jon Caffrey

PSUSD Staff Present: Jerry Grence, Sr. Director of Facilities
Jim Novak, Assistant Superintendent, Business Services

Public: None

1. **CALL TO ORDER**

Jim Novak called the meeting to order at 6:02 p.m. and thanked everyone for coming.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

All members were present, except Jon Caffrey.

4. **INTRODUCTIONS**

Everyone introduced themselves. The meeting was turned over to Rob Anslow of Bowie, Arneson, Wiles & Giannone.

5. **PUBLIC COMMENTS**

There were no public comments.

6. **PRESENTATION/DISCUSSION OF PURPOSE AND FUNCTIONS OF CITIZENS' OVERSIGHT COMMITTEE**

Rob Anslow explained the principal purpose of the Committee is to inform the public concerning expenditure of bond revenues to be received from the sale of bonds under Measure T authorized by the voters on November 2, 2004. Once bonds are sold, information will be brought to the committee on what projects are to be completed with the bond proceeds. The Committee will go to construction sites from time to time and speak with the Construction Manager. The Committee will be given financial documents including a financial audit and performance audit. Exhibit A under Section Four of the binders shows a list of projects on which bond funds can be expended. The School Board decides in what order and how much funds are to be expended on each project. There may be state matching funds. Any questions or concerns Committee members have about expenditures should be directed to Jim Novak. Rob stated the Committee must produce an annual report that includes what they are doing, their findings, and any concerns. It must also state that the

Committee has met, received information asked for, looked at audits and that the school district expended funds properly on projects. Rob continued to say that the District probably won't sell any bonds for at least a year, so there will be no bond funds to overlook until then. The Committee only needs to hold one or two more meetings in the next year. Once the bonds are sold, the Committee will get very busy.

7. **PRESENTATION/DISCUSSION OF THE RALPH M. BROWN ACT** (California Open Meeting Law). Members of the public can come, listen, and have limited participation in meeting. Meetings of the Committee must be open to the public. The Agenda, including rough topics to be covered, has to be made available on the Internet and posted at the District Office. Members should receive a copy. Rob Anslow stated one concern of the Committee is a "serial meeting". This means members potentially running into each other outside the public forum or sending an email chain on topics relating to the Committee. It was decided all questions, concerns, and communication should be routed through Jim Novak.

8. **DISCUSSION AND POSSIBLE ACTION ON SELECTION OF CITIZENS' OVERSIGHT COMMITTEE OFFICERS**

Rob Anslow stated there are no specific requirements for officers, but suggests having at least three officers. 1. President, Chairperson, CEO - to run the meetings; 2. Vice Chair - to preside in absence of president; 3. Clerk, Secretary – to countersign minutes, sign reports, authenticate reports.

The terms are for two years. Members cannot serve more than two consecutive terms. Terms can be staggered so there are constantly experienced members on the Committee. The Committee needs to decide what constitutes a quorum.

9. **DISCUSSION AND POSSIBLE ACTION ON RECOMMENDED MEETING PROCEDURES**

The Committee needs to decide if they want speakers to fill out speaker slips or just come up to the microphone and talk.

The agenda format is up to the Committee – it can be changed if they want to.

All members need to decide how they want to receive documentation – electronically or hard copy. Anyone wanting to visit a school site should let the District know ahead of time so that proper arrangements can be made in accordance with the Brown Act. The life of the Committee will be from now until all bond funds are spent. The Committee will be educated on what is involved in building a school.

10. **DISCUSSION REGARDING CONFLICTS OF INTEREST AND FINANCIAL DISCLOSURE BY CITIZENS' OVERSIGHT COMMITTEE MEMBERS**

California law requires public officials to refrain from conflict of interest. A Form 700 is to be completed by each member and turned in before the next meeting. The District is required to keep them on file and they need to be filled out once a year. If members have any questions they should contact Jim Novak. The Assuming Office date is today.

11. **DISCUSSION AND POSSIBLE ACTION RELATIVE TO THE OUTLINE OF PROPOSED MEETING SCHEDULE FOR 2005**

It was decided that any future meetings would be scheduled on Mondays at 6:00 p.m. The next meeting will likely be in September or October.

12. **INITIAL DISCUSSION OF SALE OF SERIES A BONDS**

Rob Anslow explained that the first sale of bonds is probably a year out. The amount to be issued will be brought to the Committee. Bond proceeds are to be spent within a 36-month window. Banker firms bid on the bonds – the one with the lowest interest rate is awarded the bid. An Official Statement will be brought to the Committee also, which has the terms of the sale and pertinent information about the District.

13. **COMMENTS FROM COMMITTEE MEMBERS**

Some discussion was held regarding the two pieces of property being considered in Palm Desert. The District will not be building a high school in Palm Desert at this time, but the other site is still being pursued. The District is also looking at sites in other areas. There was further discussion about what projects would begin in the next year or two. There will be a presentation at the next meeting in Sept. or October that will delineate the District's plan.

There was further discussion on whether or not Committee members will have any input on projects. Rob responded that the Committee does not have any real jurisdiction on priority of projects, when they are done, etc. The real decision makers are the Board of Education but as Committee members they can always come and speak to the Board or give input to staff.

14. **DISCUSS AGENDA FOR FUTURE MEETINGS**

At future meetings, the Committee will be electing officers, be introduced to other district consultants, receive an overview of district facilities planning, assess when the next meeting will be. If members have other issues, they should let Jim Novak know. Committee members are to look at the website and decide what they would like on it. Minutes will be brought back for approval at each meeting.

15. The Meeting was adjourned at 7:26 p.m.

Recorder: Laura Boyse
COC Meeting
May 23, 2005

COC Approved: November 7, 2005