

MINUTES FROM THE REGULAR MEETING OF THE KENTFIELD SCHOOL DISTRICT  
CITIZENS OVERSIGHT COMMITTEE  
MONDAY, FEBRUARY 1, 2016  
5:00-6:00 p.m.  
DISTRICT CONFERENCE ROOM  
750 COLLEGE AVENUE, KENTFIELD, CA 94904

1. Call to Order – The meeting was called to order at 5:05 p.m.  
Members present: Renee Marcelle, Dan Calahorro, Greg Feller, Allison Salzer, Ross McKenna, and Allan Berland by phone. Members absent: Deb Fletcher. Staff members Barbara Johnson and Liz Schott were also present.
2. Approval of Agenda – The agenda was unanimously approved
3. Approval of Minutes – The minutes were unanimously approved
4. Membership Update – Ross McKenna will be the 7<sup>th</sup> member of the COC. We continue to recruit a member of a taxpayers group for a seat on the committee.
5. Term Selection – Members were randomly assigned to term lengths as follows: Renee Marcelle (2), Dan Calahorro (2), Greg Feller (2), Allison Salzer (2), Ross McKenna (1), Allan Berland (2), Debra Fletcher (1)
6. Annual Measure D Performance and Financial Audit Review – Members reviewed the audit of our bond financials and performance. Questions were raised about two areas in the audit, one having to do with legal proceedings and claims that will not materially affect Measure D, and one about an expenditure of \$110,100 in the “Building and Improvements” category which we have researched and found to be the cost of the Master Plan expenditures originally paid to CSDA Design Group from the General Fund. Expenditures were transferred to the Bond Fund when it was established. The \$178,977 “Professional and Consulting Services” is made up of the Cost of Issuance, legal fees, and communication services.  
  
Members asked questions about their role relative to the audits. In order to more thoroughly understand the audits, we will invite our auditor to the June 1, 2016, meeting of the COC, and to the earliest meeting of each calendar year moving forward.
7. Budget Update (see attached) – \$182,627 has been spent thus far out of the \$11,870,000 worth of bonds sold. Members asked about the timeframe of the reporting of the revenues and expenditures. Barbara Johnson explained that the Project Manager (whom we will also invite to our next meeting on June 1, 2016) will be providing detailed timelines and budgets as projects begin to roll out. Liz reported that the architects (QKA) have begun the programming phase of their work, meeting with groups from each school.

8. Form 700 – Members voted unanimously to request that the School Board remove the Form 700 language from the Citizens Oversight Committee by-laws. Bond Counsel has informed us that it is not a legal requirement.
9. Plan for COC Annual Report – Liz will work with Greg Feller on a draft report that will be distributed electronically to all Members in preparation for inclusion in the District’s annual June update to the community.
10. Adjournment – The meeting adjourned at 6:15 p.m.