

**West Contra Costa Unified School District
Citizens' Bond Oversight Committee, Measures M, D, and J
WWW.WCCUSD-BOND-OVERSIGHT.COM/
Agenda, August 26, 2009**

Committee's Purpose: "The purpose of the Committee is to inform the public concerning the expenditure and uses of bond revenues. The Committee's legal charge is to actively review and report on the expenditures of taxpayer's money for school construction." WCCUSD Administrative Regulation 7214.2

AGENDA
West Contra Costa Unified School District
Citizens' Bond Oversight Committee Measures M, D, and J
Wednesday, August 26, 2009
Meeting: 6:00-8:00 PM
Bond Project Tour:
Richmond High School New Fieldhouse
Behind Richmond High
Off 23rd St. turn on Emeric then rt. On 24th st. to gate.
We'll meet there.
5:15 pm Tour begins.

A. OPENING PROCEDURE

- A.1 Call to Order.....R. Leigh
- A.2 Pledge of Allegiance.....R. Leigh
- A.3 Roll Call.....R. Leigh

- CBOC Members: Kirk Ferreira, Alex Gomez, Don Gosney, Gigi Guizado de Nathan, Anton Jungherr, Jeanette Lambert, Richard Leigh, Joe Eddy McDonald, Leonard McNeil, Marcus Mitchell, Peter Murray, Sue Pricco, Robert Sewell, Paul Gilbert-Snyder, Robert Studdiford, Cheryl Sudduth.

- CBOC Alternates: Genoveva Calloway, Sylvia Ledezma, Don Kuehne, Richard Leung, Ludmyrna Lopez, Roy Swearingen.

- A.4 Approval of Agenda.....R. Leigh
- A.5 Approval of Minutes of Meetings of June 17, 2009.....R. Leigh
- A.6 Public Comment for items not on the agenda. Public comment on agenda items shall be at the time of consideration of the items.

B. ACTION ITEMS

- B.1 Approve outline for 2008 Annual Report.....R. Leigh
- B.2 Election of Chair, Vice-Chair, and Secretary for 2009/2010.....R. Leigh
- B.3 Approve 2009/2010 CBOC Meeting Schedule.....A. Jungherr
- B.4 Approve recommendation regarding Bond Oversight Committee access to Bond Program documents.....A. Jungherr
- B.5 Acceptance of 2008 Mid Year Performance Audit.....A. Gomez

C. SUBCOMMITTEE REPORTS

- C.1 Audit & Program Management..... A. Gomez, Chair; D. Gosney; A. Jungherr
- C.2 Public Information & Website:D. Gosney, Chair; A Jungherr
- C.3 Membership Report.....S. Pricco
- C.4 Annual Report Subcommittee.....R. Leigh, Chair; A. Jungherr
- C.5 Report on Board's Facilities Subcommittee.....R. Studdiford
- C.6 Administrative Regulations Subcommittee.....D. Gosney, Chair; A. Jungherr

D. STAFF REPORTS

- D.1 Engineering Officers Report.....B. Savidge
- D.2 Capital Assets Management Plan ("CAMP") Update.....R. Parra
- D.3 Update on Bond Sales.....A. Bell
- D.4 Review of Fiduciary Duty of CBOC question.....B. Fay

E. BOARD LIAISON REPORT

- E.1 Report by Board Liaison.....A. Medrano

F. DISCUSSION ITEMS

G. NEXT MEETING: September 23, 2009.

H. GOOD OF THE ORDER

I. ADJOURNMENT

Action Items Backup

B.1 Annual Report Format

Background: Administrative Regulation 7214.2 states, "The Committee shall prepare regular reports on committee activities. A report shall be issued at least once each year." (Section 3 j). The Committee's annual report for 2008 is now due. The Annual Reports Subcommittee (Richard Leigh, Chair, and Anton Jungherr) reviewed prior annual reports and best practices of other Citizens' Bond Oversight Committees in California. Based on this review a recommendation for the contents of the annual report was prepared.

Recommendation: That the CBOC Annual Report 2008 have the following contents:

- Committee Purpose

West Contra Costa Unified School District
Citizens' Bond Oversight Committee, Measures M, D, and J
WWW.WCCUSD-BOND-OVERSIGHT.COM/
Agenda, August 26, 2009

- Members (including organization/group represented, terms of service and attendance)
- Certification of legal compliance
- Summary of meetings
- Recommendations made to Board of Education and current status
- Prior recommendations made to Board of Education and current status
- Compliance with Board Policy 7214.2
- Compliance with Administrative Regulation 7214.2
- Review of Annual Financial Audit Report
- Review of Semiannual Performance Audit Reports
- Review of Best Practices

B.3 CBOC Schedule of Meetings 2009-2010

August 26, 2009, September 23, 2009, October 21, 2009*, December 2, 2009, January 27, 2010, February 24, 2010, March 24, 2010*, April 28, 2010, May 26, 2010,

June 23, 2010

*Tentative Joint Meeting with Board (October meeting unofficially confirmed).

B. 4 Access to Public Records

Background: “The purpose of the Committee is to inform the public concerning the expenditures and uses of bond revenue. The Committee’s legal charge is to actively review and report on the expenditure of taxpayer’s money for school construction.” (Administrative Regulation 7214.2, Section 1) To carry out its duties Committee members need access to records available under the California State Public Records Act. In order to facility the processing of records request s from Committee members it would be useful to have an agreed upon procedure between the Committee and the District.

Administrative Regulation 7214.2 provides, “The Associate Superintendent of Operations will serve as a resource to the Committee. He/she shall assign such other District staff and professional service providers as needed to assist the Committee in carrying out its duties.” (Section 3 l)

Recommendation: That record requests by Committee members shall be submitted to the Associate Superintendent of Operations or his designee and that said requests shall be responded to within ten (10) calendar days.

Recommendation submitted by Richard Leigh and Anton Jungherr.