



# OUSD Citizens' Oversight Committee Meeting Minutes

May 8th, 2023

## 1. Call Meeting to Order at 5:30 p.m.

Committee members William Norris, Kathy Smith, PJ Garahan, and Donna Lloyd, were present in person. Member Jennifer Burkett subsequently attended via Zoom. Committee Member John Hook was not present. District Interim Superintendent Sherrill Knox and Bond Managers Adam Dutter and Alan White, and Director of Operations David Rogers were also present.

### 1.1. Flag Salute

### 1.2. Emergency Additions/Modifications to Agenda

#### Action

Member Norris moved to hear item 3.3 out of order and following public comments, in order to accommodate Dr. Knox's meeting schedule. Member Lloyd seconded the motion which carried with a vote of 4.0. Yes: Members Norris, Smith, Garahan and Lloyd. Members Burkett and Hook were not present at this time.

Member Norris also indicated that the minutes are not on the agenda tonight for approval and therefore minutes from meetings held June 15, 2022, February 17, 2023 and May 8, 2023 will be included in the next meeting agenda.

### 1.3. Approval of Agenda

#### Action

Member Smith moved to approve the agenda as modified. Member Garahan seconded the motion which carried with a vote of 4:0.

## 2. Monthly Communications

### 2.1. Public Comments

Community member Debora Kirkland thanked the Committee for their oversight, and thanked Mr. Dutter and Mr. White for answering her questions regarding Bond issues. She asked that all new projects be paused due to the extraordinary changes the District is going through, and to address any future needs projects through the creation of a new Master Plan. This would ensure future bond dollars be spent wisely in light of the recent school closures.

Ms. Kirkland also asked for a pause of the Board approved contract for Electric Vehicle Charging Stations, indicating that it will take 14 years for the District to recoup the cost of installation.

### 3. Annual Reports

\*\*\*\*\* Item 3.3 is heard out of order.

#### 3.3 Open Discussion of Bond Projects

The Committee will receive information regarding the recent loans and repayment of bond funds temporarily transferred to the general fund.

##### Information

Member Burkett joined the meeting and participated via Zoom.

Dr. Knox reported to the Committee the circumstances around the transfer of bond funds to operating fund accounts and provided the following timeline:  
6/1/22, \$400,000 was transferred to the general fund  
6/29/22, \$150,000 was transferred to the general fund  
6/29/22, \$ 50,000 was transferred to the cafeteria fund

Dr. Knox explained how these transfers were repaid to the bond fund on August 8, 2022, and reiterated that the transfers shouldn't have happened. She added that it is common in school accounting to transfer money from one account to another due to cash flow constraints. She added that consultants hired by the District made the decision to transfer these funds.

Dr. Knox further reported that it was during the annual audit process that the transfer was discovered and repaid. She continued to answer questions from Committee members and agreed to research the question as to whether interest is due to the bond funds that would have otherwise been received had the transfers not occurred.

Member Norris thanked Dr. Knox for the information presented.

#### 3.1. Review of the 2021-22 Measure J Audit

The Committee will review and discuss the audit report J, previously presented to the Board of Education on April 19, 2023.

##### Information

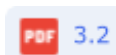
Mr. Dutter presented information and answered committee member questions regarding the sampling of work items reviewed by the auditors totalling approximately \$4.5 million in projects and 84.2% of the invoices and other documentation were reviewed. He reported that the audit deficiencies were a direct result of the untimely submission of documents to the auditors by business office staff. The auditors confirmed that all expenditures were spent on appropriate bond projects.



#### 3.2. Review of the 2021-22 Measure K Audit

The Committee will review and discuss the audit report K, previously presented to the Board of Education on April 19, 2023

##### Information



Mr. Dutter indicated that 100% of the Measure K expenditures were reviewed by the auditors and confirmed that the projects were appropriately presented. The same deficiencies reported for Measure J were limited to late filing of required documents to the Auditors.

### 3.3. Open Discussion of Bond Projects

The Committee will receive information regarding the recent loans and repayment of bond funds temporarily transferred to the general fund.

Information

\*\*\*\*\*This item was discussed out of order and before item 3.1.

### 3.4. Discuss the 2023 Annual COC Report

The Committee will review the first draft of the 2023 Annual Report to the Community.

Information

Mr. Dutter opened the discussion and presented information to the Committee on the draft COC report. He shared budget information regarding projects from the 2022-2023 fiscal year.

He also presented a general overview of bond projects outside the annual report parameters but currently of concern because of future school consolidations.

Member Norris recommended that the information regarding the transfer of bond funds be added to the annual report, including the comments by Dr. Knox.

Additional edits to the report were discussed and reviewed, whereupon Mr. Dutter agreed to make recommended changes before submitting the final report to the committee for consideration.

## 4. Future Agenda Items

The Committee members will have the opportunity to suggest future agenda items for consideration.

The Committee discussed potential COC meeting dates and schedule the next meeting for May 22, 2023 at 5:30 p.m.

Mr. Dutter suggested a future agenda item to discuss outgoing members who have served two terms and member recruitment.

Member Smith asked that additional meetings be scheduled for the new committee to meet during the upcoming fiscal year.

Member Norris asked that if committee members are not able to attend a meeting that they notify the chairperson of the conflict.

Information

## 5. Adjourn Meeting

At 6:38 p.m. the meeting adjourned.