



CUPERTINO UNION SCHOOL DISTRICT
Measure H Bond Program Update

May 6, 2013 Meeting Minutes
Corrected 8.14.13

MEMBERS PRESENT:

Rajeev Singh
Benaifer Dastoor
Liz Brockman
David Fung
Lavanya Noor
Randall Shingai
Orrin Mahoney
Daniel Nguyen
Mark Burns

MEMBERS ABSENT:

None

NON-MEMBERS PRESENT:

Rick Hausman, CUSD, Chief Business Officer
Pam Mackey, CUSD, Administrative Secretary to Rick Hausman
Mary Ann Duggan, CUSD, Director-Facilities Modernization
Jeremy Nishihara, CUSD, Chief Information Officer
Patrick Gaasch, Swinerton Management Consulting
Mark Newton, Kitchell CEM
Jeff Scogin, Ann Kennedy Group (AKG)
David Casnocha, Counsel, Stradling Yocca Carlson & Rauth

CALL TO ORDER:

Rick Hausman, Chief Business Officer of the District, called the meeting to order at 7:05 p.m.

ADOPTION OF AGENDA: Orrin Mahoney made the motion to accept the agenda as presented and Mark Burns seconded the motion. Agenda was approved unanimously.

PUBLIC COMMENTS: None

OFFICIAL BUSINESS – DAVID CASNOCHA

- David Casnocha, Counsel from Stradling Yocca Carlson & Rauth reviewed the Committee bylaws and the selection process for chairperson, vice chairperson, and member term limits. Each member received a notebook containing information regarding the bond and oversight committee. David asked everyone to familiarize themselves with the bylaws and went over several sections specifically.
- The committee is under the requirements of the Brown Act and therefore all meetings must be publicized in advance. Meetings will be open (no closed sessions) and must allow time for public comments. Discussions will be limited to items on the agenda only. Members may discuss issues outside of a meeting as long as there is not a quorum of 5 members.
- Rick Hausman will be the contact at CUSD for any questions. The District will provide ongoing administrative support and Pam Mackey, Administrative Secretary to Rick Hausman, will provide secretarial support. The Committee will confine itself specifically to bond proceeds generated under Measure H only. Casnocha suggested that the Committee check Resolution 11-12-12 and the Project List in making sure expenses are appropriate. Prop 39 requires specificity of projects.

- After June 2013, CUSD will undergo an annual independent financial and performance audit. The committee's role is to insure that all proceeds are used in a proper manner. They do not approve projects.
- The Committee will prepare an annual report to the CUSD Board of Education. Audit reports, provided by CUSD, will go to the District's Board in December, with the committee receiving the approved audits in January. Therefore, February is the recommended timeframe for the committee to do their report to the Board.

COMMITTEE CHAIRPERSON/VICE CHAIRPERSON

- Nominations were received, seconded and approved unanimously for: Chairperson (Mark Burns) and Vice Chairperson (Daniel Nguyen)
- Chairperson will run committee meetings and be the spokesperson for the public. Members should go through the chairperson to place items on the agenda. In addition, the chairperson will give an oral report to the CUSD Board. The Vice will step in as Chair in their absence.

TERM LIMITS

- One-year terms (to allow for staggering of old/new members): Orrin Mahoney and Rajeev Singh.
- Two-year terms: Benaifer Dastoor, Liz Brockman, David Fung, Lavanya Noor, Randall Shingai, Daniel Nguyen and Mark Burns.
- The Committee will disband when it submits a report reflecting the final accounting of all Measure H monies – expect approximately 6-7 years.

PROGRAM UPDATE – MARY ANN DUGGAN

- The following individuals will be involved with bond projects:
 - Mary Ann Duggan -- CUSD Director of Facility Modernization
 - Jeff Skogin, Ann Kennedy Group – Consultant who helps the District prepares the bond financial report and will keep the bond website updated.
 - Construction Management Firms: Mark Newton with Kitchell and Patrick Gaasch with Swinerton
 - Five Architects
- Mary Ann has prepared a Measure H Bond Program Implementation Plan (PIP) and present it to the Board for approval.
- Projects must be approved by the Division of State Architects (DSA).
- CUSD selects the bond auditors which may be the same company that does the general audit for the District.

FUTURE MEETING DATES

- The Committee decided to meet once a quarter.

NEXT MEETING DATE: Wednesday, August 14, 2013, from 7:30-9:00 p.m. in the District Board Room located at 1309 S. Mary Avenue, Sunnyvale

ADJOURNMENT: 9:00 p.m.