

Windsor Unified School District  
9291 Old Redwood Hwy, Bldg. 500  
Windsor, CA 95492

Memorandum

Date: November 14, 2008

To: Bond Oversight Committee

From: Mary Downey, Chief Business Officer



Subject: Bond Oversight Committee Meeting Minutes

Attached are the draft minutes from the October 27<sup>th</sup> meeting. We will amend and/or approve at the January 26, 2009 meeting.

The web page for the Bond Oversight Committee materials is in the process of being setup. We expect all materials will be posted by early January.

Thank you all for your participation on the Committee.

Hope you all have a wonderful holiday season. See you all on January 26<sup>th</sup>.

# WINDSOR UNIFIED SCHOOL DISTRICT

9291 Old Redwood Highway, Building 500, Windsor, California 95492

## Monday, October 27, 2008 Bond Oversight Committee Meeting Minutes

**7:15 p.m.** Open Session

**Roll Call:** Melissa J. Imhaus, Jeffrey Leasure, Marvin B. Stubbs, Louis H. Winnard,  
William Forrest, Jeff Duplicki, Amy Ambridge, Phil Talamantes

**Flag Salute:** Steve Herrington

**Public Comment:** There were not any comments from the public.

**1. Campus Project Tour:** The tour of campus projects began at 6:20 pm and ended with the beginning of the open session at the District Office. Committee members visited Cali Calmecac Language Academy, including the Springfield Court site, Windsor High School, Mattie Washburn Elementary School, Brooks Elementary School, and Windsor Education Center.

### **2. Discussion Items**

2.1. Review of Bond Oversight Information and Guidelines. Superintendent Steve Herrington led a discussion of the history of the development of the Facilities Master Plan process. Committee member Jeff Duplicki provided information on his participation on the Superintendent's Finance Advisory Committee (SFAC) and the work of the SFAC in the development of the Facilities Master Plan.

2.2. The Annual Bond Financial and Performance Audit was discussed.

### **3. Report Item**

3.1. Superintendent Steve Herrington and Chief Business Officer Mary Downey presented a report on bond expenditures by Projects as approved by the Board of Trustees. Bond Oversight Committee members reviewed the Bond Project List and expenditures. Committee members requested copies of site maps and campus application resolutions.

### **4. Future Meeting**

4.1. The next meeting will be held on Monday, January 26, 2009; 6:30-8pm. Committee members requested that handouts be delivered two weeks before the meeting. CBO Mary Downey agreed to mail information packets with bond resolutions and site maps.

4.2. November 2009 – Date to be determined – Financial and Performance Audit

**Adjournment 8:42 pm**

**Approved:** \_\_\_\_\_