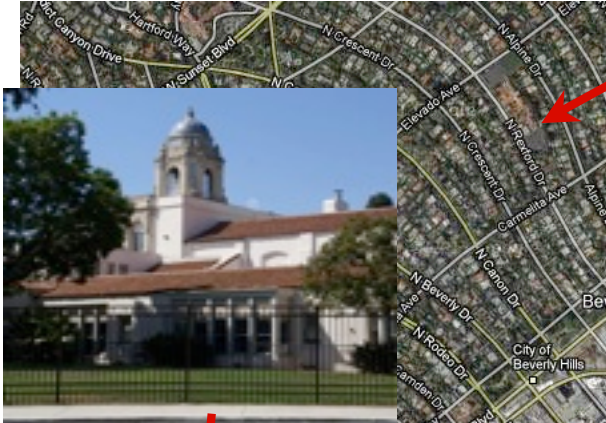


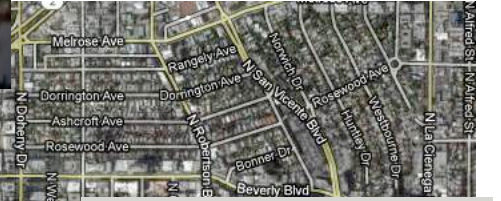


CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT 2011

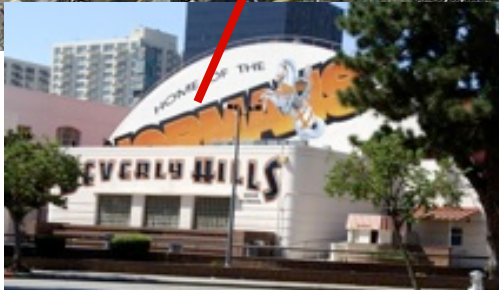
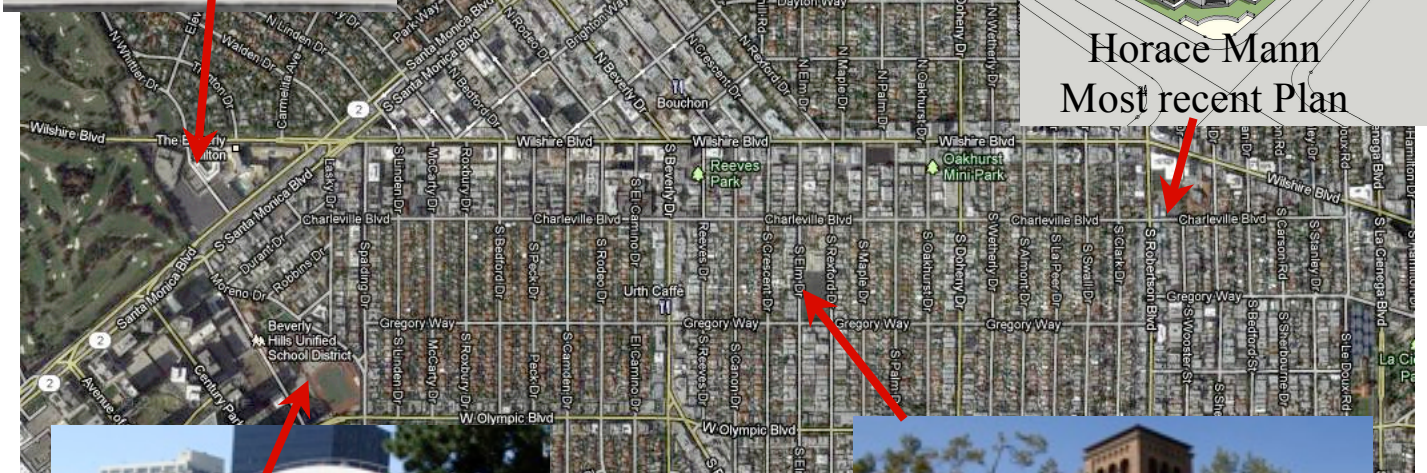
El Rodeo



Hawthorne



Horace Mann Most recent Plan



Beverly Hills High School



Beverly Vista

BEVERLY HILLS UNIFIED SCHOOL DISTRICT
MEASURE E CITIZENS' OVERSIGHT COMMITTEE

Annual Report

January 1 to December 31, 2011

The Citizens' Oversight Committee (“COC”) respectfully submits to the citizens of the City of Beverly Hills, this oversight Report on the activities of the Measure E Bond Fund Program. This Report is presented to the Beverly Hills Board of Education for the Beverly Hills Unified School District (“BHUSD” or “District”). The Report covers the period from January 1, 2011 to December 31, 2011 and updates some information from our previous reports covering the calendar years 2008-2010. Information pertaining to Measure E can be found at: www.bhusd.org.

MEASURE E BOND

The Measure E Bond was passed by a majority of Beverly Hills residents in order:

“To provide safe and modernized school facilities, make necessary structural seismic safety repairs, upgrade, repair, and reconstruct aging classrooms, infrastructure, multi-use, gyms, libraries, science, technology & labs; roofing, plumbing, heating, ventilation and electrical systems; renovate Beverly Hills Unified School District schools to better protect student/staff from unauthorized entry, security risks and natural disasters.”

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I. EXECUTIVE SUMMARY

The COC meets monthly in public sessions that are pre-announced and posted on the BHUSD web site. The current COC is comprised of ten members: four are continuing members from the initial COC (Woodrow Clark, Chair; Steve Hendry, Vice Chair, Shirley Zaragoza and Joe Safier) and six are new members appointed in the early summer of 2011 (Les Bell, Fran Cohen, Craig Davis, Fred Fenster, Howard Goldstein and Fred Jafari). See Appendix D for COC member roster and credentials. The COC is limited to 14 members. The primary responsibilities of the COC are to actively ask questions, review and report on the proper expenditure of taxpayers' money for school construction.

A number of significant activities occurred in calendar year 2011 that are summarized and detailed below in the Sub-Committee Reports.

The Audit Committee met regularly during the year to review detailed expenditure reports prepared by the District and to discuss those reports with District personnel in advance of monthly COC meetings. Additionally, the committee met with the independent auditors and reviewed their financial and performance audit reports for the fiscal year ended June 30, 2011. The auditors issued unqualified audit reports, though they did note certain significant deficiencies in internal controls. The Performance Audit Report also made note of the significant legal expenditures paid from Measure E Funds. In January 2012, subsequent to the issuance of the audit reports and the period covered by this report, the District reimbursed the Measure E bond \$2.5 million for legal and related expenses. The source of these funds was a financial settlement between the District and one of its contractors.

The Ethics Committee met regularly in the summer and fall of 2011 to discuss and review ethics issues that faced the COC. Each member of the COC has been interviewed by the BHUSD Board and asked to file a conflict of interest form, an ethics statement, and sign California Fair Political Practices Commission Form 700. The Superintendent has collected, reviewed and filed that material. In the lead up to the Board of Education election in November 2011, the Ethics Committee made a recommendation, which was accepted by the COC members, dealing with limitations on current COC members' participation or involvement in the election and with any candidate's campaign for the Board.

The Public Relations Committee has launched a new "Measure E" webpage that is linked to the BHUSD website found at: www.bhusd.org. On the website, all members of the COC are listed along with a short bio. A group picture (some members were not present) is also on the website. The Public Relations Committee spearheaded the preparation of this report.

The Construction Committee met several times in the summer and fall of 2011 and concluded that the entire COC needed to hear from the BHUSD Facilities and Measure E Staff about the plans, costs and future financial needs for the District's schools. The Facilities staff, while giving a series of "study sessions" to other organizations and the Board, also gave two detailed and comprehensive briefings to the COC at its monthly meetings in October and November 2011. Furthermore, members of the Construction Committee and the COC attended many of the site visits and study sessions for other groups. See Appendix #A for a Timeline of Measure E Bond Fund activity from 2008 until 2014.

The COC has general concerns with how Measure E expenditures align with the original "Draft Master Plan," the current master plans from a contracted consultant in Spring 2011 and from the new Superintendent's Plan presented in September 2011. The COC plans to devote attention to this in 2012.

II. FINANCIAL SUMMARY

Fiscal years 2008/2009 through 2010/2011

The Charts below are based on financial information and reports provided to the COC. Chart #1 includes bond proceeds, interest income, annual expenses and Fund balance for three years ended June 30, 2011 the last period for which Financial and Performance audits were performed.

Chart #1: Bond Funds From 2008 through June 30, 2011

	2009 Bond proceeds		\$72,044,664
Plus - Revenues			
	2008-09 interest income	\$479,138	
	2009-10 interest income	\$934,446	
	2009-10 other local revenue	\$65,878	
	2010-11 interest income	\$842,576	
	Total revenue		\$2,322,038
Less - Expenditures			
	2008-09 expenditures	(\$4,176,409)	
	2009-10 expenditures	(\$3,828,334)	
	2010-11 expenditures	(\$5,701,440)	
	Total expenditures		(\$13,706,183)
	Fund balance as of June 30, 2011		\$60,660,519

Chart #2 lists inception-to-date expenditures by the Tasks and Sites over the same period of time.

Chart #2: Expenditures Categories from June 30, 2009 through June 30, 2011

Site/Task	<== Year ended ==>			Total	Pct of Total
	6/30/09	6/30/10	6/30/11		
Legal Fees		\$503,304	\$2,699,942	\$3,203,246	23.4%
Project/Program Mgmt	\$2,114,931	\$494,582	\$40,517	\$2,650,030	19.3%
High School	\$1,075,701	\$708,888	\$22,882	\$1,807,471	13.2%
Horace Mann	\$352,499	\$1,077,129	\$373,724	\$1,803,352	13.2%
Facilities & Planning		\$30,724	\$1,516,340	\$1,547,064	11.3%
El Rodeo	\$246,887	\$455,492	\$395,902	\$1,098,281	8.0%
Hawthorne	\$287,140	\$420,712	\$313,841	\$1,021,693	7.5%
Beverly Vista	\$99,251	\$137,503	\$338,292	\$575,046	4.2%
Total	\$4,176,409	\$3,828,334	\$5,701,440	\$13,706,183	100%

Note 1: The June 30, 2009 period was from inception of the bonds.

Note 2: For 2009, Project/Program Mgmt includes \$2,277 of unrestricted funds.

Note 3: Subsequent to 6/30/2011 \$2.5 million was recovered to offset legal fees.

Source: Beverly Hills Unified School District. 2009-2011 General Obligation Bonds Financial Audits.

III. COMMITTEE REPORTS

In Summer 2011, the COC created four Sub-Committees: Audit Committee, Ethics Committee, Public Relations Committee, and Construction Committee.

A. AUDIT COMMITTEE

Joe Safier chairs the Audit Committee serving with Steve Hendry, Shirley Zaragoza and Les Bell. The Audit Committee's meetings are open to the public and all COC members. The Audit Committee reviews District-prepared reports of expenditures of Measure E funds every month and also oversees the external Financial and Performance Audits. The Audit Committee meets monthly before the regular COC monthly meetings when it reports on its activities to the entire COC, staff and community members.

In addition to the summary of Audit Committee activities during the period covered by this report presented below, please refer to Appendix B which provides details on Measure E vendors with total expenditures over \$50k through June 30, 2011 and Appendix C which lists Measure E vendors with total expenditures over \$50k during the six months ended Dec. 31, 2011.

For the twelve months ended December 31, 2011

1. Recommended to the COC that Christy White Accountancy (CWA) be engaged to perform the 2010-11 Measure E Financial and Performance audits.
2. Met with CWA representatives during their interim work to discuss COC concerns which the auditors consider during their work.
3. Obtained Facilities Department organization chart, including public salary information.
4. Reviewed and provided input on Measure E Budget Summary for use in tracking activity and public reporting.
5. Reviewed and commented on a summary of legal and audit costs for the six months ended December 31, 2010.
6. Discussed the split of staff time between COC support (funded by the general fund) and construction activity (funded by Measure E dollars).
7. Provided input on the School Construction/Finance tutorial presented to the COC and other interested parties.
8. Discussed how budgets are established for related Measure E activities such as litigation and geotechnical analyses under the Beverly Hills High School.
9. Observed and discussed presentation to the Board on future bond sale options.
10. Worked with District staff to develop appropriate summary and detail programs and project financial reporting (Prolog, PeopleSoft,) as well as month-to-month expenditure change summary.
11. Monitored legal fees relating to litigation, environmental, and geotechnical related matters
12. Requested from staff and reviewed:
 - Cash burn projections to determine when additional bond financing will be required;
 - CA Department of State Architect (DSA) previous project closeouts.
13. Reviewed mechanical, electrical, plumbing and civil (MEPC) forensic reports for each campus.
14. Met with CWA representatives and District staff for the audit exit conference. Reviewed draft financial and performance audit reports. Offered a series of suggested changes/clarifications for Staff and CWA to consider.
15. Inquired about the existence of construction latent defects and District's approach to them.

16. Reviewed major contractor settlement and worked with staff to craft a joint allocation proposal for recommendation to the Board.
17. Analyzed, summarized and charted audited data for the period from the inception to June 30, 2011 and unaudited data for the six months ended December 31, 2011 as well as prepared summary tables and charts to display the information.
18. All Audit Committee discussions and recommendations were reported to the Citizens' Oversight Committee for consideration.

EXTERNAL AUDITS

Christy White Accountancy Corporation (CWA) performed financial and performance audits for Measure E for the year ended June 30, 2011 and issued reports dated November 25, 2011. Following discussions between the Committee, District staff and CWA, the COC voted to recommend that the District approve each of CWA's audit reports.

There were several findings in CWA's audits. These are summarized below and the auditor's reports are presented in their entirety on the District website.

FINANCIAL AUDIT HIGHLIGHTS

CWA delivered an unqualified opinion in its financial audit report. However, CWA identified certain deficiencies in BHUSD's internal control over financial reporting related to Measure E that CWA considered to be significant deficiencies. Under Generally Accepted Auditing Standards, a significant deficiency is defined as a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. These deficiencies consisted of:

Audit Findings: Expenditure internal controls

- Of the 91 Measure E expenditures that CWA tested during its audit work, 26 had a purchase order dated after the invoice date, 5 were miscoded and 1 had no purchase order in place.
- One payment contained itemized detail of services performed which could not be reconciled with the amount billed which could have led to an overpayment. The discrepancy was corrected subsequent to the audit.

Auditor Recommendations:

- Purchase orders should be created prior to Measure E expenditures to document authorization for expenditures and to properly encumber funds. In addition, the District should code site-focused expenditures to the applicable site to improve the accountability of expenditures to specific projects.
- The District should improve its review process to better ensure the accuracy and reasonableness of amounts expended out of the bond program.
 - o The auditors noted that subsequent testing indicated mid-year improvement in controls over expenditures.

District Response:

- In March 2011, the District established a defined accounting system per project to adhere to the California Department of Education ("CDE") Standardized Account Code Structure.
- With the improved CDE accounting system, the District developed a detailed budget which is used to create a check and balance between financial and projected project expenditures.

The District's internal review of invoices allowed for the correct payment of the one invoice noted; the District will require a corrected invoice to be issued and will require additional detail from consultants going forward

PERFORMANCE AUDIT HIGHLIGHTS

CWA also conducted a performance audit of the Measure E Bond Program's compliance with California Proposition 39, as incorporated in Article 13A of the California Constitution and Education Code Section 15264 et seq., during 2010/2011. In CWA's opinion, the Measure E Bond Program complied, in all material respects, with the aforementioned requirements during 2010/2011, except as noted in their accompanying schedule of audit findings which are summarized below.

Performance Audit Findings: Expenditure internal controls

- CWA's findings and recommendations were identical to the Financial Audit (see above).

Performance Audit Finding: Legal Expenditures

- CWA noted that Measure E has incurred significant legal fees in construction related matters involving Measure E funds – in the year ended June 30, 2011, \$2.7 million, or 42% of Measure E expenditures, were spent in legal fees.

Auditor Recommendation:

- While noting that the legal fees were deemed allowable by District bond counsel, CWA recommended that the District continue to closely monitor legal fees paid to ensure that the maximum funds are available for construction projects.
- CWA recommended that recoupment of any settlement amounts should be attributed back to Measure E to the extent that a nexus to Measure E expenditures past or future exists.

District Response:

- The Board of Education (BOE) very carefully weighs facility needs, existing defects, and potential impact to District facilities by consultants, contractors and other agencies; the impact to site/building improvements projected for Measure E funding have a direct correlation to past and future issues and the BOE continues to protect existing facilities.

Subsequent Event in 2012:

Subsequent to December 31, 2011 the District reimbursed the Measure E Bond Fund for legal and related costs in the amount of \$2,500,000.00 from a settlement with a District contractor.

B. ETHICS COMMITTEE REPORT

Les Bell chairs the Ethics Committee serving with Howard Goldstein, Joe Safier and Fred Fenster as members. During the period of the COC report the Ethics Committee performed the following:

1. Reviewed and presented to the COC members an overview of their responsibilities and duties pursuant to the Ralph M. Brown Act.
2. Reviewed and led COC discussions regarding the language and interpretation of the COC By-Laws and Proposition 39 including such matters as the COC membership term, request for funding, necessity for filing of Form 700 and amendments and/or additions to the By-Laws presented to the BHUSD.

3. Reviewed the existing COC conflicts/ethics code of conduct to provide guidance to COC members and proposed additions, amendments and corrections as well as drafting amendments to the “Conflict of Interest” form that were adopted and signed by all COC members.
4. The COC requested funding from the BHUSD for personnel that might be deemed necessary. These discussions are pending.
5. Discussed and recommended to the COC the propriety of COC members’ participation and other activities regarding the 2011 BHUSD Board election and other voting matters relating to the BHUSD. The recommendation can be used for future elections and voting matters as well with only slight modifications. The Committee then made a formal proposal to the COC on these matters that was discussed and adopted in September 2011.
6. Discussed and recommended information and actions to be requested by the COC of the BHUSD regarding the expenditure and recoupment of Measure E funds that have been used for legal/consultant/expert fees regarding (a) pending civil and criminal litigation and (b) the geotechnical analyses at Beverly Hills High School.

C. PUBLIC RELATIONS COMMITTEE

Howard Goldstein chairs the Public Relations Committee serving with Craig Davis and Shirley Zaragoza as members. Craig Davis authored the initial draft version of the COC Annual Report.

During the period of the COC report the Public Relations Committee performed the following:

1. Coordinated with the District Staff to assure that Measure E information including but not limited to Minutes, Agendas, and Community Reports was disseminated and timely posted to the District website.
2. Coordinated Measure E communication avenues available to the COC.
3. Coordinated with the various local broadcast organizations about the potential of producing Public Service Announcements for the COC and Measure E related information.
4. Coordinated and met with the various local print and electronic news organizations regarding the dissemination of Measure E related information and topical future stories.
5. Spoke with local community members, school sites, and citizen groups to determine what information they desired to know about Measure E funding and expenditures.
6. Coordinated and met to design the Measure E portion of the District website. Produced mock-ups for redesign of the District Measure E portion of the website. Received COC approval of the mock-ups that were then forwarded to the District for their review and implementation. The Measure E website has been created and the portal is located at www.bhusd.org.

D. CONSTRUCTION COMMITTEE

Fran Cohen and Fred Jafari co-chair the Construction Committee serving with Craig Davis assisted by BHUSD Facilities and Measure E staffs. During the planning stages for Horace Mann and Hawthorne only renderings have been presented to date. The committee and other COC members, among others have taken an interest in the initial phases of plan developments and attended various on-site and study session planning meetings. Site committees and the Facilities Advisory Committee have had several regular meetings during the summer and fall of 2011, which from time to time include members of the community at large for citizen input.

In addition, the committee discussed the possibility of negotiating the percentage of the architect fees in case the project is finished under the estimated contractual cost. This was discussed in the context of the economy and the present labor trend along with other associated costs that can be negotiated and result in a lower overall project cost.

Two monthly sessions of the COC meetings were devoted (over half the time in each meeting) to presentations by the BHUSD Facilities and Measure E staffs about the schools with particular attention on the plans and funds available for Horace Mann, Hawthorne and the Beverly Hills High School with a focus on the geotechnical analyses, environment, drilling, particulates, hazardous materials and other material concerns.

IV. MASTER PLAN – An Evolving Process

The “Draft” Master Plan prepared in 2008 has yet to be finalized. The District has contracted for a Master Plan to be done which was under review in 2011 and is now being considered by the BHUSD Board.

In addition, the Superintendent proposed an Action Plan for Advancing Student Excellence in Academics, Athletics and the Arts (A³).

Within the COC, there remain questions:

- In what form (vision, versions, time line, costs and targets) is the District’s ‘Master Plan’ today?
- Should the current iteration of the Superintendent’s AAA Plan be integrated into or become a part of the ‘Master Plan’
- How has the ‘Master Plan’ been revised based on the consultants hired to facilitate revisions since the summer/fall of 2011? The issue is how to integrate the academic programs at BHUSD schools with the building program under Measure E.
- Is the current ‘Master Plan’ significantly different from the original “Draft” to the extent that the community deserves to know how and if their tax dollars will be spent as expected?
- When will a ‘Master Plan’ be finalized?
- Will the ‘Master Plan’ incorporate Leadership in Energy and Environmental Design (LEED) the nationally accepted benchmark for the design, construction and operation of high-performance green buildings?

- Will Measure E funds be sufficient to complete all five sites given the amount (\$334 million) and timing of bond sales approved by voters Measure E funding and other issues such as geotechnical evaluations, potential litigation and additional research?

V. CONCLUSIONS AND RECOMMENDATIONS

The Citizens Oversight Committee relies exclusively on information provided by the District, Facilities Department, the Board of Education and independent accountants. Therefore, the scope of our oversight is limited to our reliance on these information sources. The COC does not have any technical staff of its own a budget, nor independent resources.

A. Financial Oversight:

The COC's opinion is that the actual expenditures and commitments of Measure E bond funds appear to fall within the parameters of the Bond Measure E, and were expended and/or committed solely for considerations of safety to students and staff or construction, reconstruction, rehabilitation or replacement of school facilities.

B. Future Legal Costs:

The geotechnical, environmental and related hazards from waste, pollution and past concerns need to be studied, rectified and continually measured for health dangers to students and staff – which may require legal action.

C. Recommendations for 2012:

Legal:

There are outstanding concerns about latent defects existing at the various school sites where construction was performed under prior bond measures. At present, the discussions and recommendations favor proceeding with full investigation of the referenced defects and the possible initiation of litigation to recover damages that have been sustained or may be in the future. Because there is a statute of limitations as well as concern of the economic viability of the contractors and subcontractors that did the work, it is imperative to act as soon as possible.

Geotechnical:

The District should continue to assess all geotechnical and seismic concerns.

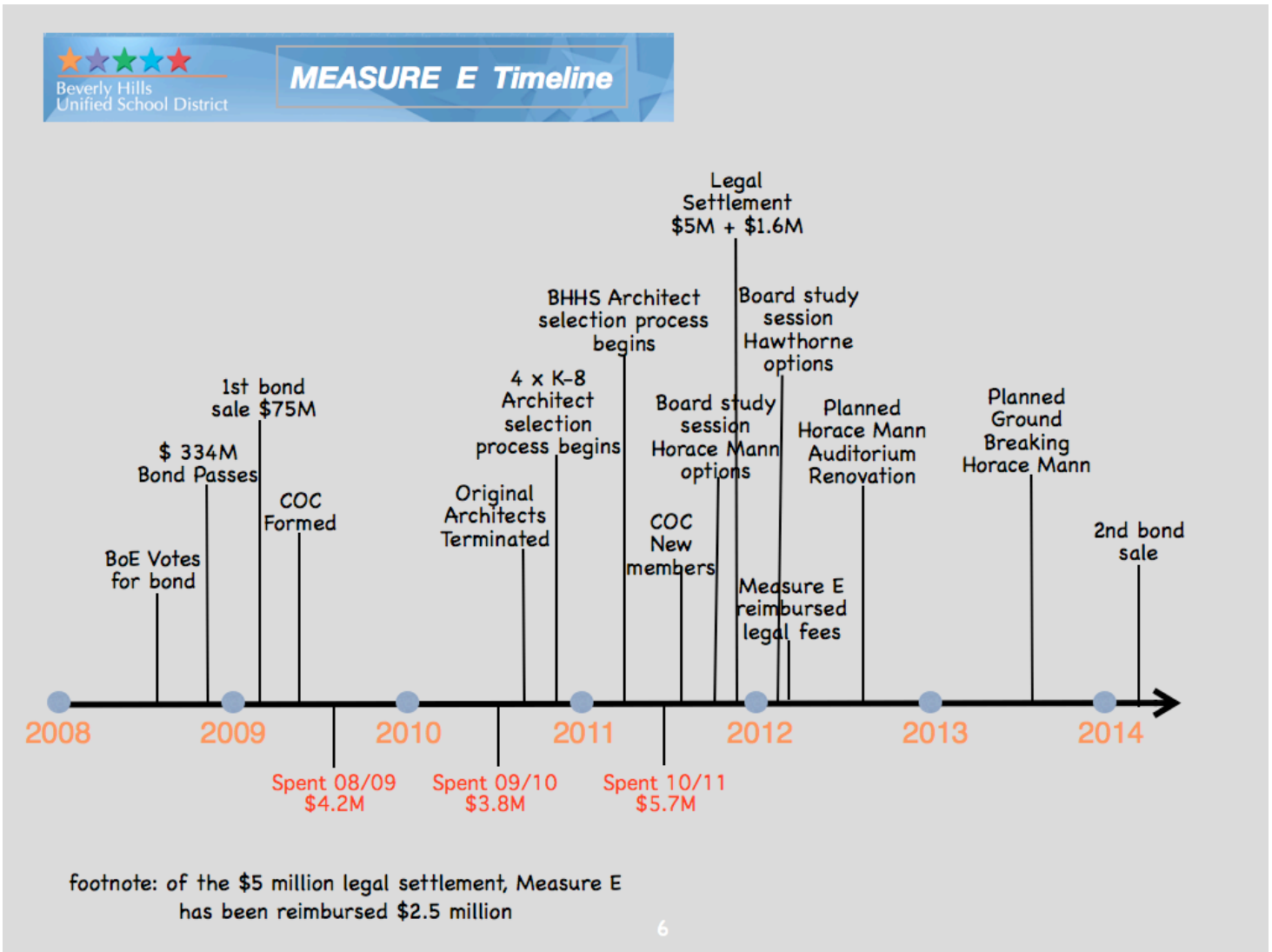
Members:

Additional COC members are needed. The COC requests an increase by three additional members (for a total of 13) with a particular emphasis on construction and planning expertise.

The COC is asking for your support in communicating with your colleagues in our community about their opportunity to serve our District by applying to become a COC member. As shown on Appendix D below, some COC members are nearing completion of their current term. Others have served two consecutive terms. According to the enabling Board resolution, members are limited to two consecutive two-year terms.

VI. APPENDICES

APPENDIX A: TIMELINE OF MEASURE E: From 2008-2014



APPENDIX B: Measure E vendors with total expenditures of \$50,000 or more thru June 30, 2011

Vendor Total	Vendor Name	Explanation
\$2,419,890	DOUGHERTY & DOUGHERTY ARCHITECTS	Architect - K-8 schools
\$2,058,696	STRATEGIC CONCEPTS	former Project Manager
\$1,908,248	QUINN EMANUEL	Attorney - Strategic Concepts litigation
\$1,359,178	LPA ARCHITECTURE	Architect - BHHS & Haw
\$628,132	BERNARDS	Project Manager
\$434,249	DANNIS WOLIVER KELLEY (DWK)	former Attorney - Strategic Concepts litigation
\$385,956	GENSLER	Architect - BHHS & Haw
\$384,856	Payroll	staff payroll
\$358,978	CST ENVIRONMENTAL ACQUISITION LP	Retention fees for Horace Mann Bldg. E Annex demolition
\$313,986	MILLER BROWN DANNIS ATTORNEYS	former Attorney - Strategic Concepts litigation
\$291,232	HENRIKSON OWEN & ASSOCIATES, INC.	MEPC (see below)
\$261,276	DIGITAL TELECOMMUNICATIONS CORPORATION	Telecommunications contractor
\$260,104	BANERJEE POCOCK & ASSOCIATES	MEPC (see below)
\$231,621	LA TANYA KIRK-CARTER	Consultant, Interim Facilities Director & Legal/Forensic Accountant
\$198,491	HMC ARCHITECTS	Architect - El Rodeo
\$180,680	HILL, FARRER & BURRILL LLP	Attorney - MTA matter
\$164,140	AT&T DATACOM	Telecommunications contractor
\$156,130	ALSTON & BIRD	Attorney - MTA matter
\$155,923	BEST, BEST & KRIEGER	Attorney - Contract Review Counsel
\$153,085	DLR GROUP WWCOT	Architect - Hawthorne
\$149,560	AUTOMATIC BOILER COMPANY	Construction contractor
\$147,369	Architect Fees on Buildings	Architect
\$133,108	DeJONG RICHTER	Master Plan consultant
\$118,164	LVH ENTERTAINMENT SYSTEMS	Auditorium sound contractor - Measure K
\$84,109	WILLIAM SCOTSMAN	Temporary housing rentals (bungalows)
\$77,254	WLC ARCHITECTS	Architect - Horace Mann
\$73,260	ACCU-TEST STRUCTURAL LABORATORIES INC.	Construction testing
\$52,352	CBS PERSONNEL SERVICES dba STAFFMARK	Temporary staffing
\$566,154	99 Vendors each paid less than \$50,000	
\$13,706,183		
	MEPC= Mechanical, Electrical, Plumbing and Civil Engineering evaluation consultant	

APPENDIX C: Measure E vendors with total expenditures of \$50,000 or more during the six month ended December 31, 2011

Beverly Hills Unified School District
 Measure E vendors with total expenditures over \$50,000 – in descending dollar order
 For the six months ended December 31, 2012
 (UNAUDITED)

<u>Amt</u>	<u>Vendor Name</u>	<u>Explanation</u>
\$292,084.67	HENRIKSON OWEN & ASSOCIATES, INC.	MEPC (see below)
\$263,413.40	BANERJEE POCOCK & ASSOCIATES	MEPC (see below)
\$249,444.11	BERNARDS	Project Manager
\$192,890.63	Payroll	Staff Payroll
\$179,633.51	DLR GROUP WWCOT	Architect - Hawthorne
\$166,639.75	HILL, FARRER & BURRILL LLP	Attorney - MTA matter
\$165,129.94	HMC ARCHITECTS	Architect - El Rodeo
\$74,761.79	QUINN EMANUEL	Attorney - Strategic Concepts litigation
\$73,041.57	DeJONG RICHTER	Master Plan consultant
\$72,308.32	LPA ARCHITECTURE	Architect - BHHS & Hawthorne
\$57,762.42	DIVISION OF STATE ARCHITECT	Governmental construction oversight
\$56,181.09	ENVIRONMENTAL AUDT INC.	
\$110,162.77	17 vendors each paid less than \$50,000	
\$1,953,453.97		

NOTE - all amounts and vendors are unaudited
 NOTE – MEPC = Mechanical, Electrical, Plumbing, and Civil Engineering Evaluation Consultant
 Source - BHUSD Business Office

APPENDIX D: COC MEMBER ROSTER

Name	COC Role	<=== Committees Assignments ===>					Term ends	Representation
		Audit	Const.	Ethics	Public Relations	Quarterly Report		
Woodrow Clark, PhD	Chair						2013	Active in a Business organization
Steve Hendry, CPA, MBA	Vice Chair	M					2013	Parent of an enrolled child/active in parent teacher organization
Les Bell, Esq.	Member	M		C			2012	Community at large
Fran Cohen, MBA, MSIA	Member		Co-C				2013	Community at large
Craig Davis, MS	Member		M		M	C	2013	Community at large
Fred Fenster, Esq.	Member			M			2012	Community at large
Howard Goldstein, Esq.	Member			M	C		2013	Parent of an enrolled child/active in parent teacher organization
Fred Jafari, PhD	Member		Co-C				2012	Active in a bona fide Taxpayers organization
Joe Safier, CPA, MBA	Member	C		M			2013	Active in a Senior Citizens Organization
Shirley Zaragoza, MA, CAS	Member	M			M		2012	Parent of an enrolled child

Legend: C=Chair, Co-C=Co-Chair, M=Member