

**Tustin Unified School District
Citizen's Oversight Committee**

MINUTES

January 14, 2004

George Jeffries, President, called the regular meeting of the Citizen's Oversight Committee to order at 6:03 p.m., in the Multipurpose Room, Estock Elementary School, 14741 North B Street, Tustin, CA 92680.

Members Present:

Patrick Craig (Absent)
Lisa Frost
George Jeffries
Bruce Junor
Steve Kozak (Arrived at 6:37 p.m.)
Jason Rush
John Secor
Judy Shade (Departed at 7:35 p.m.)
Rich Wagner

Staff Present

Peter Gorman
Brock Wagner

Guest Presenters

Bruce Risley, Fausto Silva, and Martin Lopez of Pinnacle One.

George Jeffries led the Pledge of Allegiance to the Flag of the United States of America.

Adoption of the Agenda

It was moved by George Jeffries, seconded by Lisa Frost, and carried unanimously to adopt the agenda.

Staff Presentation and Information

Paulette Fuller, Principal of Estock Elementary School, conducted a short tour of Estock Elementary School.

Public Comments

None.

General Functions Consent Item:

1. It was moved by Rich Wagner, seconded by Jason Rush, abstained by George Jeffries, and carried unanimously to approve the Minutes of November 12, 2003.

Informational Items/Presentations

1. Program Administrator Report

Bruce Risley of Pinnacle One introduced Fausto Silva and Martin Lopez, who are working directly with the District and are based at the Maintenance and Operations facility. Mr. Silva presented a slide presentation and overview of the progress to date. They have met with District Staff, District Architect, Trittipio and Associates, and Construction Manager, Douglas Barnhart. Timelines for Measure G Phase 1 projects (12 schools) were passed out. The projects are broken down into three groups: Group A (Beswick, Loma Vista, Guin Foss, and Lambert schools); Group B (Tustin High, Foothill High, Arroyo, and Nelson schools); and Group C (Estock, Thorman, Veeh, and Hewes schools). Groups A-C projects also have various timelines for architectural design, DSA submittal and review, DSA stamp, out to bid, etc. A responsibility matrix for Measure G” projects was also passed out. Committee Members voiced some concerns about schedules, dates, bids, etc. Pinnacle One will provide the COC with update reports at each meeting.

2. Audit Update

Lisa Frost met with Linda Saddlemire and Dain Claudette of Vicenti, Lloyd and Stutzman “VLS” to discuss the process and guidelines for audit reports and the COC’s responsibility concerning Proposition 39. Lisa passed out information prepared by VLS, on Proposition 39 Bonds-Citizens’ Oversight Committee responsibilities and samples of performance audit reports. Samples of financial audits were not available, but will be provided at the next meeting.

The Committee raised concerns as to receiving information on a timely basis, i.e., status of expenditures that will be incurred this summer for construction. It was discussed that as expenditures are incurred, information will be presented to the COC.

When the fiscal year ends in June 2004, VLS will perform an audit of the GO Bond expenditures. It was suggested that a member of the COC attend the audit review with VLS and the District when the audit is completed. Lisa also recommended that the COC receive copies of the completed audit report.

3. Updates from recent School Board meetings

Pete discussed the main topic of the past Board meetings – high school boundaries.

4. Measure “G” Expenditures and Fund Balance

Brock discussed Measure “G” Expenditures:

- Pinnacle One
- Trittipos and Associates
- Approximately \$70,000 of Department of State Architect fees.

As the Board approves construction bids for Measure G, a spreadsheet identifying and totaling bid awards per site will be submitted to the COC. Also, a notebook detailing and listing all expenditures will be available for Committee Members to review.

5. Update on State and District Budgets

Brock discussed the School Services of California 2004-05 budget preview he attended on January 15, 2004.

6. Old Business

Pete passed out two articles:

- District staff prepared a “2003-04 Budget Report” which was sent to all staff and parents. The Report was also presented to the 12th grade high school civic classes and surprisingly they understood what was written, but were also surprised that 80% of the budget is spent on personnel.
- A news article regarding school districts throughout Orange County that are facing bigger class sizes.

7. New Business

- The next meeting will be held March 10, 2004, 6 p.m., Guin Foss Elementary School, Tustin, CA.
- COC members that would like to tour the school before the COC meeting will meet at 5:30 p.m., with the regular COC meeting beginning at 6 p.m.

Adjourn

It was moved by Jason Rush, seconded by John Secor, and carried unanimously to adjourn the meeting at 8:47 p.m.