

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

MINUTES

May 12, 2004

Lisa Frost, Vice President, called the regular meeting of the Citizen's Oversight Committee to order at 6:13 p.m., in the Multipurpose Room, Nelson Elementary School, 14392 Browning Avenue, Tustin, CA 92780.

Members Present:

Patrick Craig
Lisa Frost
George Jeffries (Absent)
Bruce Junor
Steve Kozak (Absent)
Jason Rush
John Secor (Absent)
Judy Shade
Rich Wagner (Arrived 6:20 p.m.)

Staff Present

Peter Gorman
Brock Wagner

Guest Presenters

- Bruce Risley of PinnacleOne

Patrick Craig led the Pledge of Allegiance to the Flag of the United States of America.

Adoption of the Agenda

It was moved by Bruce Junor, seconded by Jason Rush, and carried unanimously to adopt the agenda.

Staff Presentation and Information

Amy Meyers, Principal of Nelson Elementary School, conducted a tour of Nelson Elementary School.

Public Comments

None.

General Functions Consent Item:

It was moved by Judy Shade, seconded by Bruce Junor, and carried unanimously to approve the Minutes of March 10, 2004.

Discussion/Action Items

1. 2004-05 COC Meeting Dates and Locations

Pete Gorman discussed the COC meeting dates and locations for 2004-05. A discussion was held to consider visiting school sites under construction during the summer.

It was moved by Bruce Junor, seconded by Jason Rush, and carried unanimously to approve the 2004-05 COC meeting dates and locations, with the exception to add August "TBA" 2004, to tour schools, and amend Tuesday, September 14 to Wednesday, September 15.

New meeting dates are:

- July 14, 2004 Veeh Elementary School
- August (TBA), 2004 Tour of Schools Under Construction
- September 15, 2004 Arroyo Elementary School
- November 10, 2004 Loma Vista Elementary School
- January 12, 2005 Thorman Elementary School
- March 9, 2005 Hewes Middle School
- May 11, 2005 Columbus Tustin Middle School
- July 13, 2005 Tustin Memorial Academy

2. Measure G Expenditures Report Format

PinnacleOne passed out the "Measure G Project Status" book. The COC discussed the "Project Budget, Commitment, and Actual Cost" spreadsheet on page three of the book. The Committee discussed in detail the spreadsheet format and whether to post on the web site, and suggested that a footnote describing each column be added to the spreadsheet.

It was moved by Rich Wagner, seconded by Lisa Frost, and carried unanimously to approve the format to the Measure G Expenditures Report with the following changes to the spreadsheet: add a footnote to the bottom of the page with a description of the columns, and monetary cost be in dollars only, not cents.

3. Audit

The following information/letters was passed out to the Committee for the first Citizens Oversight Committee Annual Report:

- Pete Gorman discussed the letter dated May 11, 2004, from George Jeffries to “Members of the Tustin Unified School District Community.” The letter would be the front page of the 2002-03 Annual Report, describing the COC’s presentations and activities for the past year and the District’s current modernization/renovation projects.
- Brock Wagner discussed the letter regarding the GO Bond, outlining the events from August 21, 2001 through June 2003, leading up to the passage of the \$80 million bond issue for SFID 2002-01 of the Tustin Unified School District.
- Lisa Frost discussed the outline/format of the annual report for fiscal year 2002-03.

It was moved by Jason Rush, seconded by Rich Wagner, and carried unanimously to approve the letters and format for the 2002-03 COC Annual Report.

Informational Items/Presentations

1. Update from recent School Board meetings

Pete Gorman discussed the following:

- The work being done during the summer under Deferred Maintenance: Tustin High-Electrical/Communications, Lambert-HVAC, Hewes-Roofing “B” Building, and Columbus Tustin- Roofing “F” Building.
- TEACH continues to raise funds for class size reduction at school sites and as of this date, they are short of the required amount.
- The State’s Revised Budget for 2004-05 is due May 13, 2004.
- The Board approved School Principal moves for the 2004-05 school year.

2. Update on State and District budgets

Brock Wagner conducted a slide presentation of School Services of California May 10 Board presentation. The presentation provided a budget review of the past three years District priorities, along with the goal of assessing alignment between expenditures and goals. Their report stated that the District is in good shape.

3. Group A Projects Approved by the Board

- Group “A” Bids – Bruce Risley discussed the start date/schedule of Phase I construction projects (June 18), scope of work, budget, etc. The COC discussed the spreadsheet passed out by PinnacleOne. Questions arose as to differences

between original projected costs in the Facilities Plan and actual costs of the bids awarded. It was shared by Pete Gorman and Brock Wagner that certain items will have increased dollar amounts due to inflation, a wider scope of work provided to prohibit repeat work and increased costs down the road, and inaccurate initial projected costs in the Facilities Plan.

The COC requested that a breakdown of unit costs increases from the initial Facility Plan to current bids on spreadsheet provided by PinnacleOne. An example of one school's costs will be presented to the Committee at the July 14 meeting.

- YRE Calendar vote – Pete Gorman discussed that out of the four year-round education schools, three schools are scheduled for summer work. Approximately 70% of the teachers voted for traditional rather than year-round education during the construction time. Unfortunately, the vote was not enough and it will be necessary to relocate the three schools for three weeks while the schools are under construction.

4. Labor Compliance Projected Costs

Pete Gorman shared the projected Phase I Labor Compliance Costs of \$262,500. The COC discussed the costs for union vs. non-union costs. The first phase of modernization projects must meet the State guidelines in regard to Labor Compliance. Consequently, the District must contract this service out and the cost is not to exceed 1% of the bid awards for the first phase projects.

5. Communications

Pete Gorman showed the COC a sample of the signage schools will have on their sites describing the construction. Pete also passed out and discussed the sample “TUSD Measure G Bond Bulletin” describing the construction at school sites. Each school will receive a “Bulletin” to be passed out at their school site during construction. The Community will also be kept informed through newspaper articles and staff, parent, and community meetings.

6. Group B and C Status

At the July 14 meeting, PinnacleOne will provide status of Group B and C construction projects. Brock Wagner shared that the District filed and completed the paperwork for the State Allocation Board 50-05s for Group A and B. School districts are required to send in 50-05s for fund release prior to June 18, 2004, the 18-month deadline. The Form 50-05 states that the District has entered into a contract for 50% of the project costs, and that the District's matching share has been deposited in the District's County Fund.

7. New Business

- Pete Gorman passed out Conflict of Interest “700” forms to be filled out, signed, and returned.
- Pete Gorman shared that the Board will be having a special meeting on May 18, 2004, for Phase II projects prioritization.
- The next COC meeting will be held July 14, 2004, at Veeh Elementary School.

Adjourn

It was moved by Rich Wagner, seconded by Bruce Junor, and carried unanimously to adjourn the meeting at 8:30 p.m.