

**Tustin Unified School District
Citizens' Oversight Committee**

MINUTES

January 10, 2007

Vice Chairman, Lisa Frost called the regular meeting of the Citizens' Oversight Committee "COC" to order at 6:03 p.m. in the Staff Conference Room, Tustin Unified School District, 300 South C Street, Tustin, CA.

Members Present:

Ann Davert
Lisa Frost
George Jeffries (absent)
Bruce Junor
Larry Leaman
Jason Rush
Judy Shade
Paul Wilkins (absent)

Staff Present

Brock Wagner, Deputy Superintendent, Business Services
Tony Soria, Director of Fiscal Services
Peter Burns, Senior Director, Maintenance, Operations, and Facilities
Tina Cullors, Facilities Coordinator/Planner

Guests

Ann Davert led the Pledge of Allegiance to the Flag of the United States of America.

Adoption of the Agenda

It was moved by Ann Davert, seconded by Larry Leaman, and carried unanimously to adopt the agenda.

General Functions Consent Item:

It was moved by Jason Rush, seconded by Ann Davert, and carried unanimously to amend the Minutes of November 8, 2006, to include discussion of term limits for COC Members.

It was moved by Jason Rush and seconded by Lisa Frost to defer the adoption of the 2004-05 Annual Report to March 14, 2007.

Public Comments

None.

Discussion Item:

1. Bond Bulletin – Fall 2006

Brock Wagner reviewed the Bond Bulletin that was sent to the community regarding Measure G projects at various sites, i.e., Benson and Heideman elementary schools, Tustin Memorial Academy, Columbus Tustin, Currie, and Utt middle schools, update of Phase II Foothill High School Facility Master Plan, deferred maintenance projects, and Tustin High School update.

2. Phase II Status and Expenditure Report

Brock Wagner provided an overview of the Phase II Project Budget Report. He shared that there is little change from the last meeting and that the District is within budget for Phase II. All the work contracted is complete and staff is continuing to keep a running total of each phase. Bruce Junor requested that the amount of money in the expenditure report be rounded off.

Brock also reviewed the Foothill and Tustin High roofing projects and the Foothill High School Master Plan. The Board has approved an architectural contract with NTD Stichler for the Foothill High School infrastructure, projected to begin summer 2007.

3. Update of FHS Master Plan

Brock Wagner passed out the schematic design phase for the Foothill High School Science Building presented to the Board on January 8, 2007. The handout contained project scope (square footage, number of teaching spaces, classroom support spaces, staff support space and support areas facilities), and renderings (site plan, first and second floor plans, roof plan, bird's eye view, exterior elevations, interior elevations, entry, project schedule, etc.). Brock reiterated these are renderings only and not the final design for the school. He reviewed cost estimates, square footage, estimated costs prior to bid process, possible renovation of existing science buildings and the removal of all portables once the building is built. An aggressive project timeline is proposed for an opening in June/July 2009.

The COC discussed building status and the use of the school site. Brock discussed interim housing for students, usage of current portables during construction, and energy efficient materials, i.e., solar panels that look like roof tiles.

COC Member, Larry Leaman brought up safety issues, i.e., lock down, District policy regarding safety issues, etc. Brock shared that the District is pro-active in safety policies, i.e, every teacher must have phone access to dial out, we fence (interior) of school perimeter, doors are locked, etc. The Department of School Architect “DSA,” Office of Public School Construction, and Orange County Fire Authority require school districts to adhere to strict guidelines during the construction approval process. Larry Leaman inquired as to whether we have a safety expert on the NTD Team. Brock shared that we have District safety personnel and that safety drills are conducted at each school site every year.

4. Update of Tustin High School/MCAS

Brock Wagner shared that the proposed 40-acre high school site on the Base is slowly moving forward, no change from our last meeting. Legacy’s (Centex/Shea) home building has slowed down, however, the commercial part is going as planned. We have a timeline with the Federal Department of Education on the Red Hill site. We are also still awaiting approval from the Department of Substance Toxic Control. We do believe that moving Tustin High school to the Base is a doable project, Legacy will need to make a commitment, the City of Tustin Manager and Council are extremely supportive, and everybody appears to be on board.

5. New Members and Attendance

Brock Wagner shared that the COC by-laws states that COC members can only serve two consecutive terms (two two-year terms). Jason Rush brought up the question of extending the two consecutive terms. Brock will check with Legal Counsel regarding extending the time line and of reducing the nine members to seven. It was requested that Members interested in serving another term contact Brock.

6. Financial and Performance Audit Reports

The COC audit subcommittee met with the District’s auditors Nigro Nigro and White to review the performance and financial audits for 2005-06, which will go to the Board on January 22, 2007. The auditors walked the COC audit team through the report, expenditures were down for Phase I projects completed in prior year, procedures were clean, no material weakness, and the auditors found no problems.

The COC discussed issuance of costs relating to the Series “B” bond issue. The performance audit was good, no issues, the District did what they were supposed to do, i.e., proper bid process, no change orders over 10%, and all site worked performed. All-in-all the audit was very clean.

7. New Business

Facilities:

- Lisa Frost brought up the question that when Foothill High School is shut down during the summer, will the District communicate this to students and parents. Brock Wagner shared that letters have already been sent out to auxiliary groups regarding potential facilities changes and a press release from Mark Eliot's Office will be sent to students, parents, and the surrounding community.
- Ann Davert inquired as to whether the new high school can be built using bonds.

The 700 forms were passed out to the COC members.

7. Items to be agendized for future COC meetings:

Annual Reports (2004-05 and 2005-06)
Safety Design

Adjourn

It was moved by Bruce Junor, seconded by Larry Leaman, and carried unanimously to adjourn the meeting at 7:39 p.m.