

**TUSTIN UNIFIED SCHOOL DISTRICT  
CITIZENS OVERSIGHT COMMITTEE**

**Fiscal Year 2002-2003**

**ANNUAL REPORT**

THIS REPORT IS HEREBY ADOPTED BY THE **TUSTIN UNIFIED SCHOOL DISTRICT CITIZENS OVERSIGHT COMMITTEE** PURSUANT TO EDUCATION CODE SECTION 15280 (B) AND SUBMITTED TO THE PUBLIC IN CONFORMANCE WITH SUCH SECTION.

I. MEMBERSHIP OF THE TUSTIN UNIFIED SCHOOL DISTRICT CITIZENS OVERSIGHT COMMITTEE:

**Citizens Oversight Committee Members**

- George Jeffries, Chairman
- Elizabeth (Lisa) Frost, Vice Chairman
- Patrick Craig
- Bruce Junor
- Steve Kozak
- Jason Rush
- John Secor
- Judy Shade
- Rich Wagner

There were no changes to the membership of the Citizen's Oversight Committee during Fiscal Year 2002/03.

II. ACTIVITIES OF THE TUSTIN UNIFIED SCHOOL DISTRICT CITIZENS OVERSIGHT COMMITTEE:

The first Meeting of the Citizens Oversight Committee (COC) was held at 6 p.m. on March 5, 2003, in the Board Room at the Tustin Unified School District Office. COC Members received a binder with various reports and information relating to Measure G and the Citizen's Oversight Committee.

The purpose and function of the COC was recognized and reiterated as including:

- (1) reviewing and reporting on the proper expenditure of taxpayers money for school construction;

- (2) advising the public as to whether the District is in compliance with Proposition 39 requirements; and
- (3) ensuring that a performance audit and a financial audit are performed annually by the District.

The Committee has a Website at [www.TUSDMeasureG.org](http://www.TUSDMeasureG.org) that contains information about their activities.

The following parliamentary procedures were established at this initial meeting:

THE TUSTIN SCHOOL DISTRICT CITIZENS OVERSIGHT COMMITTEE: The meeting schedule for the coming year was established:

May 5, 2003

June 2003 – Special Meeting – Tour of Schools

COC Officers were elected as follows:

Chairman, George Jeffries

Vice Chairman, Lisa Frost

Secretary, Leticia Barrozo

Minutes from each Meeting would be approved at the following meeting and subsequently posted on the District Web Site.

The Agenda Order was agreed upon and a vote was taken to limit public comments to 3 minutes per person, 20 minutes maximum per topic.

Several other procedural items were discussed such as: (1) Conflict of Interest Forms (California Form #700) were discussed and passed out to each COC Member for completion to be filled out and kept on file at the District Office; (2) The Brown Act rules were explained and booklets provided to the COC Members as a reference.

The various Measure G projects were discussed, with Health and Safety projects being rated as the Board's highest priority.

Following the initial meeting, several documents were provided to COC Members:

- General Outline of the Ralph M. Brown Act (Bowie, Arneson, Wiles & Giannone)
- Public Works Contracts and Competitive Bidding Basics (Bowie, Arneson,

- Wiles & Giannone)
- Conflict of Interest Forms (Form 700, Statement of Economic Interests)

The 2003 COC meeting schedule is set for the second Wednesday of every other month. COC Members indicated a desire to meet for their next meeting at a school site where they could see Measure G monies at work. Future meetings will be held at different school sites.

**REPORT OF 2002-2003 CITIZENS OVERSIGHT COMMITTEE ACTIVITIES: YEAR #1**

In order to comply with Proposition 39 requirements, the COC needs to make certain basic findings as to the activities of the COC and expenditure of Measure G Bond proceeds. A rough draft of the annual report was discussed and included suggested the following findings:

- ✓ COC has met regularly (a listing of meetings to be included);
- ✓ COC has visited schools and project sites;
- ✓ Audit Reports will be reviewed and reported by COC in the next fiscal year

III. CITIZENS OVERSIGHT COMMITTEE (COC) FINDINGS FOR FISCAL YEAR 2002/2003:

In order to comply with the requirements of Proposition 39, the COC needs to make certain findings as to activities of the COC and the use and expenditure of Measure G Bond proceeds. The COC hereby finds and determines as follows:

1. COC has met regularly.

The meetings of the COC are briefly described above. Minutes of the COC meetings are on file with the School District and are posted on the COC website at [www.TUSDMeasureG.org](http://www.TUSDMeasureG.org)

In addition, the COC Chairman has been actively involved, and has met regularly with School District staff to coordinate the presentation of information to the COC as a whole and has been involved with staff and outside auditors to perform the annual financial and performance audits relating to the Measure G Bond funds and their expenditures.

2. The COC will be visiting schools and project sites.

3. The COC has received all necessary and requested technical and administrative assistance from the School District (Education Code Section 15280).

Under the requirements of Education Code Section 15280, the School District is required to provide the COC with all necessary technical and administrative assistance without expending Measure G Bond funds. The School District has made presentations to the COC, provided documents and information as set forth herein, and has provided necessary and requested architectural, construction management, legal and planning support and assistance to the COC. Based on the foregoing, and the documentation and information provided to the COC, as referenced herein, the COC has found that the School District has provided all necessary and requested technical and administrative assistance without expending Measure G Bond funds.

4. COC Website is operating and includes all required documentation and information (Education Code Section 15280(b)).

The COC internet website is operated and maintained by the School District Board on behalf of the COC and is located at [www.TUSDMeasureG.org](http://www.TUSDMeasureG.org). Information relating to the COC can be viewed at the COC website. This includes minutes of the COC meetings and reports issued by the COC, which will include this Annual Report following its adoption.

5. Based on the foregoing, the Tustin School District is in compliance with the requirements of Article XIII A 1(b)(3) of the California Constitution.

#### IV. CONTACT INFORMATION:

Comments, questions and suggestions can be forwarded to the COC through the School District at the following address:

Tustin Unified School District  
300 South C Street  
Tustin, CA 92780

Attn: Superintendent  
telephone: (714) 730-7301, extension 312  
fax: (714) 730-7436

Dates, times and location(s) of COC meetings can be found on the COC website. Members of the public are invited to attend.

Starting July 1, 2003, the school Board and COC are charged with an annual report and a financial and performance audit. Per the COC's direction, the audit will be synchronized with the District's audit. Therefore, the first full audit report for fiscal year 2003-04 will be presented to the Board in December 2004. The COC will review the audit reports following the receipt thereof.

ADOPTED, SIGNED AND APPROVED BY THE TUSTIN SCHOOL DISTRICT  
CITIZENS' OVERSIGHT COMMITTEE ON \_\_\_\_\_, 2004.

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Leticia Barrozo, Secretary