

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

## **MINUTES**

**May 5, 2003**

Pete Gorman, Superintendent, called the regular meeting of the Citizen's Oversight Committee to order at 6:08 p.m., in the Little Theater, Tustin High School, 1171 El Camino Real, Tustin, CA 92780

### **Members Present:**

Patrick Craig  
Lisa Frost  
George Jeffries  
Bruce Junor  
Steve Kozak (Absent)  
Jason Rush  
John Secor (Absent)  
Judy Shade (arrived at 6:40 p.m.)  
Rich Wagner

Margie Sepulveda led the Pledge of Allegiance to the Flag of the United States of America.

### **Public Comments**

None

### **Staff Presentation and Information**

Margie Sepulveda, Principal of Tustin High School, conducted a short tour of Tustin High School.

It was moved by Rich Wagner, seconded by George Jeffries, and carried unanimously to approve the Minutes of the March 5, 2003, COC meeting.

### **The following COC Officers were appointed:**

1. It was moved by Patrick Craig, seconded by Judy Shade, and carried unanimously to appoint George Jeffries, as President.
2. It was moved by Rich Wagner, seconded by Bruce Junor, and carried unanimously to appoint Lisa Frost, as Vice President.
3. It was moved by George Jeffries, seconded by Rich Wagner, and carried unanimously to appoint Leticia Barrozo, as Secretary.

### Meeting Schedule and Location

The 2003 COC meeting schedule is set for the second Wednesday of every other month. The next scheduled meeting is July 9, 2003, at 6 p.m., at Foothill High School. Future meetings will be held at different school sites.

### Schedule of Tours

Schedule of tours for the SFID financed facilities projects will be determined considering site security, existing conditions, work underway, COC availability, etc. A tour will be scheduled to visit three elementary and two middle schools, in addition to the newly renovated Red Hill Elementary. Pete will meet with the COC President to set a date. Once the date has been set, there will be a posting of the meeting/visitation which will also be opened to the public.

### Policy for Contacting the Superintendent and District Staff

It was agreed that COC members would contact the Superintendent directly if they have any questions or concerns.

### COC Website Layout and Contents

Discussion was held regarding the COC website layout and what items the Committee would like to see on the web. Some suggestions were: summary of minutes, construction/renovation project timelines, list of mandatory projects, prevailing wage, etc. Staff discussed the cost factor in adding too much information to the web, since the District does not have available funds from the General Fund to pay for this expense. Consensus was to keep the web page simple.

COC members commented that they were having trouble getting into the web site for Measure G. Pete stated he would look into the problem. He also indicated that there is an icon on the District's web page regarding Measure G.

### Format of COC Agenda

The COC agreed to keep the format of the agenda simple and informal, and all committee members agreed that the narrative letter sent with the agenda was very helpful.

### Procedures for Agendizing COC Items

COC members inquired about the process of putting an item on the agenda. Rob Anslow informed the committee of the process. Pete shared procedures that the Board uses for agendas, i.e., a minimum 10 days advance notice for items to be put on agenda, posting, etc. Rob and Pete will prepare a procedure policy booklet to be presented to the COC. It

was moved by Rich Wagner, seconded by Judy Shade, and carried unanimously to adopt the current requirements and guidelines for agenda prep.

### Speaker Slip and Public Comments Format Suggestions

A written policy will be presented at the next meeting regarding non-agenda policy speaker time limits, i.e., 3 minutes per person, 20 maximum. Rob Anslow informed the Committee that time schedules are required by statute and necessary to prevent potential public filibusters.

### Facilities Plan Presentation

Pete Gorman presented a review of the 2003 Facility Plan. A copy of the Facility Plan is available at the District Office.

### School District Building Process, DSA, and OPSC

Brock presented an overview of the school construction process: DSA, OPSC, SAB, State approved architect requirements; engineered job/assessments; submittal of plans to DSA, process for bids from drawings, standards required by the State, Ed Code requirements, Field Act, potential financing from State to help fund projects, detailed public bids (qualified bidder) process, DSA inspector required on job site, etc. The COC asked questions regarding change orders, value engineering, construction manager, etc.

### GO Bond Outline

Rob Anslow presented an outline of the GO Bond, general overview of SFIDs, the law excluding existing CFD's from this assessment, SFID tax rate to be on November tax bill for 2003-04, tax enforced for a period of 24-25 years, etc.

#### Financing team members:

District - SFID

County of Orange – holds construction money, debt service, and collects tax

Bond Counsel - Rob Anslow, legal advice

Disclosure Counsel -Jim Anderson, disclosure opinion, official statements

Underwriter – Rod Carter, RBC Dain Rauscher, obtains credit information for bond rating agencies (Moody, Standards and Poors, etc.)

Bank – forwards payments, record keeping agency, etc.

### State Budget Update

State budget news is still the same, no new news. The District will need to borrow \$6 million this year for cash flow compared to \$4 million last year.

### Old Business

Pete Gorman will continue to write an article for the COC.

### New Business

Items to be agendized for future COC meetings: timelines for plans/construction schedule, renovation, ADA restrictions and improvements, expenditures, etc.

### Adjourn

It was moved by Rich Wagner, seconded by Judy Shade, and carried unanimously to adjourn the meeting at 9:59 p.m.