

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

MINUTES

November 10, 2003

Lisa Frost, Vice-President, called the regular meeting of the Citizen's Oversight Committee to order at 6:07 p.m., in the Multipurpose Room, Lambert Elementary School, 1151 San Juan Street, Tustin, CA 92680. Starting at 7:05, Rich Wagner acted as Chair for the remainder of the meeting.

Members Present:

Patrick Craig
Lisa Frost (Departed at 7:05 p.m.)
George Jeffries (Absent)
Bruce Junor
Steve Kozak (Arrived at 6:55 p.m.)
Jason Rush
John Secor
Judy Shade (Arrived at 6:20 p.m.)
Rich Wagner

Staff Present

Peter Gorman
Brock Wagner

Guest Presenters

Tim Holcomb and Bruce Risley of Pinnacle One

Rich Wagner led the Pledge of Allegiance to the Flag of the United States of America.

Adoption of the Agenda

It was moved by Lisa Frost, seconded by John Secor, and carried unanimously to adopt the agenda with the exception to move Item Number Seven (Annual Report/Audit Subcommittee Report) to the beginning of the meeting.

Staff Presentation and Information

Janet Bittick, Principal of Lambert Elementary School, conducted a short tour of Lambert Elementary School.

Public Comments

None.

General Functions Consent Item:

1. It was moved by Rich Wagner, seconded by Bruce Junor, and carried unanimously to approve the Minutes of September 10, 2003.

Informational Items/Presentations

1. Annual Report/Audit Subcommittee Report

Lisa shared that she met with Brock Wagner to discuss the process and basic guidelines for audit reports. The District has many checks and balances in place to make sure monies are spent correctly. Brock spoke with the District's Auditor, Linda Saddlemire of Vicenti, Lloyd and Stutzman, who will provide some recommendations and sample audit reports. The COC will also need to agree on the procedures for the Performance Audit.

2. Updates from recent School Board meetings

October 13 – Board approved Phase I Modernization Projects
October 27 – Board approved Pinnacle One's Contract

3. Measure "G" Expenditures and Fund Balance

Brock shared Measure "G" Expenditures:

- Pinnacle One
- Trittipio and Associates
- Department of State Architect costs to review the plans for the first four sites- approximately \$3,000 to \$4,000 each
- Mailer sent to residents regarding GO Bond - \$2,100

4. Program Administrator Report

Tim Holcomb of Pinnacle One presented a profile of their services and experience. They will work on implementing a plan to provide a master budget, schedule of benchmarks, such as District goals, prioritization, master schedule, cash flow, soft costs, hard costs, maximizing State and Federal funding, etc. The plan will be reviewed and revised as necessary. Bruce Risley will meet with the responsible parties in the project: Architect, Construction Manager, Inspector, etc., to avoid duplication of services and to develop goals and objectives. Pinnacle One will present timelines to the Committee at the next meeting.

Judy Shade asked who/what determines a priority in the modernization of schools. Pete shared that the Board approves the priority and project. Per Brock, the District must commence construction by June 2004 to secure State funding.

5. Update on State and District Budgets

The State's budget has not changed and more information will be forthcoming in January, when the State's first preliminary budget is due.

6. Architect Update, Board Approved Projects

Brock will meet with the Architect and Pinnacle One regarding specific direction for deadlines, status, costs, etc.

7. Bond Brochure

Over 40,000 brochures on the GO Bond were sent to Tustin residents. An English/Spanish version of the brochure is available at each school site.

8. Areas of Expertise

Each member should have a revised copy of the areas of expertise.

9. Old Business

Pete passed out two articles:

- Tustin News article regarding facilities
- Brochure sent to residents on information on the COC, Board priority "A" list projects, timelines, and the four school modernization projects.

10. New Business

- Bruce Junor and Rich Wagner will write a Tustin News article when more projects are on board.
- The next meeting will be held January 14, 2004, 6 p.m., Estock Elementary School, Tustin, CA.

Adjourn

It was moved by Judy Shade, seconded by Jason Rush, and carried unanimously to adjourn the meeting at 8:28 p.m.