

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

**MINUTES**

**September 10, 2003**

Lisa Frost, Vice-President, called the regular meeting of the Citizen's Oversight Committee to order at 6:10 p.m., in the Multipurpose Room, Beswick Elementary School, 1362 Mitchell, Tustin, CA 92680

**Members Present:**

Patrick Craig  
Lisa Frost  
George Jeffries (Arrived 6:26 p.m.)  
Bruce Junor  
Steve Kozak (Absent)  
Jason Rush  
John Secor  
Judy Shade  
Rich Wagner (Arrived 6:17 p.m.)

**Staff Present**

Peter Gorman  
Brock Wagner

**Counsel Present**

Rob Anslow

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

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

**Staff Presentation and Information**

Margaret Sanders, Principal of Beswick Elementary School, conducted a short tour of Beswick Elementary School.

**Public Comments**

None.

### **General Functions Consent Item:**

1. It was moved by Rich Wagner, seconded by Judy Shade, and carried unanimously to approve the Minutes of July 9, 2003.

### **Informational Items/Presentations**

1. Pete shared updates from recent School Board meetings
  - July 14 - Board Study Session on Measure G funding and priorities. The Board approved Phase 1 “A” (approved for State funding) projects, i.e., restrooms, drinking fountains, roofs, and painting. The Board also set the middle school restroom remodel completed in 2000, as the standard to remodel restrooms.
  - July 17 - Public Hearing on high school boundaries.
  - August 25 – Hicks Canyon bids accepted, Revised Final Budget adopted, trash collection, transportation, and workers compensation services contracts accepted.
  - September 8 - Program Administrator, Pinnacle One presentation.
  - September 11 - High School Boundary meeting.

2. Measure G. Expenditures and Fund Balances

Bob Nelson of Tritipo and Associates conducted a slide presentation of the proposed “12 Schools Modernization Measure G Phase I” projects. He shared the process for Office of Public School Construction and State funding, grants/allocations, modernization funding, contract deadlines, project schedules, Department of State Architect requirements, American Disability Act ramps, etc. Brock shared that 50 percent of project contracts must be in place by June 18, 2004, for the District to receive the \$28 million in State funding.

Bob Nelson also shared that the Board has requested that the “E” (eligible for State funding) lists come back for review.

Bob Nelson showed a slide presentation of the current State standards for facilities and what the District facilities currently in place at the different school sites look like, i.e., ramps, guardrails, lighting, communication systems, food service, etc.

3. Review of Statutory Requirements for Annual Reports and Sample Annual Reports and Audit Requirements

Rob Anslow reviewed the statutory requirements for annual reports and provided sample annual reports and audit requirements. He also stressed the importance of adhering to the California constitution requirements and passed out information regarding Assembly Bill 1908 (Purpose of the COC).

Subcommittee Formation

George Jeffries requested that a subcommittee be formed to review the Measure G audit report, as to format, deadlines, criteria of expenditures, etc. Lisa Frost will chair the subcommittee with three additional COC members.

Rob Anslow suggested that the subcommittee bring back proposed guidelines before adopting any guidelines and format. Bruce Junor suggested the format be kept simple for the public to read and to keep voter trust.

Rob shared mandates and process for selecting auditors. Brock shared that there are two separate issues for audit reports: “financial” audit and “performance” audit. The criteria is established by the State and the Board of Education selects the independent auditor to perform the audits. GO bond monies cannot be used to pay for auditors. A meeting will be scheduled between the auditors, subcommittee, and Brock to answer any questions regarding criteria, format, guidelines, questions, etc.

President, George Jeffries, appointed a subcommittee (ADHOC Committee) to work on an outline for the annual audit report. Subcommittee Members are: Lisa Frost (Chairman), Bruce Junor, Jason Rush, and Judy Shade (Members).

4. Update on State and District Budgets

Brock shared General Fund Multi-Year financial projections for 2003/04 to 2005/06. Due to the budget crisis in the State, resulting in a \$6.9 million shortfall in 2005-06, a tightening of the District Budget will be necessary for the next few years.

5. Brock shared the Labor Compliance Program (LCP) that the District has adopted and will be following when using State funds.

6. Brock shared information regarding the Bond rate and closing report for the first Bond issuance of Measure G. The District received an outstanding rate which will save the taxpayers money.

7. Brock shared the Government bidding process, guidelines, and format that the District follows.
8. Pete discussed the revised copy of Policies and Procedures of the COC. It was moved by Jason Rush, seconded by Rich Wagner, and carried unanimously to adopt the Policies and Procedures of the COC.
9. Pete thanked the Committee for returning the “Areas of Expertise” form sent to them and in their packet for review. Jason Rush commented that he wanted to add “contracts” to his area of expertise. Pete will send an updated list to the Committee.

### **Old Business**

Pete passed out an article from the Tustin News regarding “How to Use Measure G Money.”

### **New Business**

- a) Members Bruce Junor and Rich Wagner will work together on an article for the Tustin News regarding the Labor Compliance Program and GO Bond Issue.
- b) The next meeting will be held on November 12 at Lambert Elementary School, 1151 San Juan Street, Tustin.
- c) Items to be agendized for future COC meetings:
  - Subcommittee update
  - Program Administrator Presentation
  - Status report from Architect regarding State timelines

The District has written and will send a flyer to residents in the District on the Bond sale, information on the COC, Board priority “A” list projects, timelines, etc.

### **Adjourn**

It was moved by Rich Wagner, seconded by Bruce Junor, and carried unanimously to adjourn the meeting at 9 p.m.