

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

**MINUTES**

**March 10, 2004**

George Jeffries, President, called the regular meeting of the Citizen's Oversight Committee to order at 6:07 p.m., in the Multipurpose Room, Guin Foss Elementary School, 18492 Vanderlip Avenue, Santa Ana, Tustin, CA 92780.

**Members Present:**

Patrick Craig  
Lisa Frost (Arrived at 6:12 p.m.)  
George Jeffries  
Bruce Junor  
Steve Kozak (Absent)  
Jason Rush  
John Secor  
Judy Shade (Arrived at 6:21 p.m.)  
Rich Wagner

**Staff Present**

Peter Gorman  
Brock Wagner

**Guest Presenters**

- Tim Holcomb and Bruce Risley of PinnacleOne
- Bob Nelson of Trittipio and Associates

George Jeffries led the Pledge of Allegiance to the Flag of the United States of America.

**Adoption of the Agenda**

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

**Staff Presentation and Information**

Michael Shackelford, Acting Principal of Guin Foss Elementary School, conducted a tour of Guin Foss Elementary School.

## **Public Comments**

None.

## **General Functions Consent Item:**

It was moved by Rich Wagner, seconded by Jason Rush, and carried unanimously to approve the Minutes of January 14, 2004.

## **Informational Items/Presentations**

### 1. Update from recent School Board meetings

Pete Gorman shared the District's 2003 Academic Performance Index scores.

### 2. Update on State and District budgets

Brock Wagner discussed the Second Interim Report, General Fund and Multi-Year Projections, Federal, Local, Other State, Categorical, and ADA funds.

### 3. Contract Status

Brock Wagner informed the Committee that the Trittipio Architecture and Planning (Architect) and Douglas Barnhart (Construction Management) contracts have been Board approved.

### 4. Schedule Overview.

Bruce Risley discussed and provided the Committee with the list of Phase I Overview and Work Status bid opening dates (Group A-March 16, Group B-May 4, Group C-May 17). Completion dates are set for Summer 2004, except the high schools and large projects.

### 5. Expenditures/Budget Overview and Status for Phase I Work

Bruce Risley passed out the list of Measure G Bond Program-Phase I Project Budgets. He stated that the list was grouped in alpha order and not in Groups A, B, and C. For future presentations the Committee requested that the list be broken down in Groups A, B, and C, and the money rounded in dollars only. The Committee also discussed adding columns for bid awards, i.e., original estimate, contract amount awarded, contract modifications, percentage invoiced to date, balance remaining, percentage invoiced of original estimate, percentage invoiced of original contract, and percentage invoiced of modified amount. George Jeffries stated and the Committee agreed that a spreadsheet would be presented to the COC identifying these issues. District staff will work with PinnacleOne to bring for review, to the next meeting, the proposed spreadsheet.

Per Brock Wagner, \$35 million worth of modernization is committed by June, Phase I timing is very important and the District is on a tight timeline and moving projects very quickly.

Bob Nelson went over construction walk through for Phase A.

- Beswick - restrooms, exterior doors, upgrade conduit, fire alarm, disabled access, bus/faculty parking and drop off, fire hydrants, landscaping/paving, finished hardware, and roofing.
- Loma Vista – no major parking lot changes, disabled access drop off, restrooms, and administration restrooms.
- Guin Foss – restrooms, new faculty restrooms, doors, parking and bus drop-off.
- Lambert – restrooms, new faculty restrooms, all doors, parent and bus drop off.

#### 6. Phase II Work

Tim Holcomb presented an overview of Phase II modernization plans. PinnacleOne plans to have workshops to discuss goals, mitigate any conflicts, discuss scheduling, compliance of District standards, cash flow requirements, state funding, capabilities of program design, potential use of alternative strategies, and review master schedule.

The following dates have been scheduled:

- ✓ March 31 - meet with Pete, Brock, and Don Bishop to develop a plan.
- ✓ April 7 - meet with Trittipio Architects and Barnhart to review and revise plan as necessary.
- ✓ April 20 - meet with Site Administrators to revise plan as necessary.
- ✓ May 18 - meet with TUSD Board to review and revise plan as necessary.

The implementation plan will remain a work in progress as it changes to meet the changing requirements of the program.

#### 7. Audit Subcommittee

Lisa Frost met with the District's auditors, Vicenti, Lloyd and Stutzman "VLS" to discuss financial audit reports. Two examples of financial audit reports were passed out to the Committee. The audit reports from November 2002 - June 2003 and July 1 2003 – June 30, 2004 will be prepared and submitted to the Board of Education for approval. A performance and financial audit report will be issued

every fiscal year. Lisa suggested that a member of the COC attend the audit review with VLS and the District when the audit is completed. It was also recommended that the COC receive copies of the completed audit report.

The COC suggested than an overview and summary of COC activities be provided to the community to keep them apprise of COC activities. The Superintendent will draft a summary to put on the Web to inform the community of COC activities and future meetings.

8. Proposition 55

The District will begin the application process for modernization of schools under Proposition 55, the new Facility Bond for California, if awarded an 18-month clock begins on a first come/first serve basis.

9. New Business

- COC requested revisiting meeting schedule and considering special meeting if necessary.
- The next meeting will be held May 12, 2004, 6 p.m., Nelson Elementary School, Tustin, CA.

**Adjourn**

It was moved by Bruce Junor, seconded by Rich Wagner, and carried unanimously to adjourn the meeting at 8:57 p.m.