

**Tustin Unified School District
Citizens' Oversight Committee**

MINUTES

March 8, 2006

Chairman, George Jeffries called the regular meeting of the Citizens' Oversight Committee to order at 6:03 p.m. in the Staff Conference Room, Tustin Unified School District, 300 South C Street, Tustin, CA.

Members Present:

Patrick Craig (absent)
Ann Davert
Lisa Frost
George Jeffries
Bruce Junor
Larry Leaman (absent)
Jason Rush
Judy Shade (arrived 6:25 p.m.)
Paul Wilkins (arrived 6:05 p.m.)

Staff Present

Peter Gorman, Superintendent
Brock Wagner, Deputy Superintendent, Business Services
Tony Soria, Director of Fiscal Services
Peter Burns, Senior Director, Maintenance, Operations, and Facilities

Guests

Bruce Junor 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 Ann Davert, and carried unanimously to adopt the agenda.

General Functions Consent Item:

It was moved by Lisa Frost, seconded by Jason Rush, and carried unanimously to approve the Minutes of January 11, 2006.

Staff Presentation and Information

1. Peter Gorman passed out a “News Release” regarding the 2006 California Distinguished Schools. The State sets the criteria for schools and five of our schools (Arroyo, Ladera, Myford, Thorman elementary schools and Tustin Memorial Academy) met the criteria and were nominated. Thorman Elementary School’s high percentage of non-native speaking students, with 80% participation in the Free and Reduce Program, made this nomination a great accomplishment. Two schools received honorable mentions (Guin Foss and Red Hill elementary schools). The District received the second most nominated schools in Orange County over a three-year period.
2. Peter Gorman passed out the District’s Budget Report for 2005-06 and discussed the following:
 - Eighty cents of every dollar goes to salaries and benefits
 - Health and Welfare benefits - \$9,400 is paid for each employee
 - The District has a multi-year projected reserve of 10%
 - Students drive the size of the budget and with our enrollment growth, we are one of the fastest growing districts in the County
 - Pupil-Teacher staffing ratio is one of the lowest in the County
 - The District is the largest employer in the Tustin Community
 - Funding from lottery continues to decrease
 - Staff and architects developed the District’s five-year facilities plan
3. Brock Wagner passed out the Measure “G” audit report ending June 2005. The COC Audit Committee met with the Auditors. Lisa Frost shared that the audit report was a clean opinion for Measure G and that state matching funds have many guidelines. Overall the audit was very successful, with the Committee being very thorough in overseeing, i.e., minutes, asking questions, expenditures, reports, etc.

Public Comments

None.

Informational Items/Presentations:

1. Phase II Status

Brock Wagner shared that the District is ready to move forward with Phase II modernization projects (Benson, Heideman, Tustin Memorial Academy, C.E. Utt, Columbus Tustin and Currie Middle schools). The estimated cost is \$7.2 million for construction cost and bid packages should be ready in 30-45 days, ready to begin work this summer.

Brock Wagner and Peter Burns attended the C.A.S.H. conference in Sacramento and they learned that the Office of Public School Construction is under-funding projects and districts might need to lean more on the community. Nonetheless, the District will continue to pursue and apply for state funding.

2. Bond Issuance

Brock Wagner shared that he has been meeting with the Bond Committee regarding the Bond Issuance. From beginning-to-end the process should take three months to obtain the funds, possibly mid-May or early-June, with the money being deposited in the County Treasurer's Office. The Bond rating presentation will be on Monday, April 3.

3. Facilities Department Staffing

Brock Wagner shared that the District has many projects (Phase II, K-8 school sites, FHS Master Plan, MCAS, etc.) forthcoming and is in the process of redefining a Facilities Department. The District is looking into hiring two individuals, a Facilities Planner and Facilities Technician. The Facilities Planner would be the field person and the Facilities Technician would be involved in the financial process. The District has a very good track record of overseeing construction projects totaling \$160-170 million, always on-time and within budget. We will, however, continue with Pinnacle One to provide construction management services for the next six months.

4. New Business

- Site Visits –Peter Gorman will arrange for the COC to visit the six Phase II modernization schools. Visits will be in May before construction and in July while construction is in progress.
- Items to be agenized for future COC meetings
 - ✓ Phase II update (tour)
 - ✓ Bond Issue update
 - ✓ Facility Staffing update
 - ✓ Foothill High School Master Plan update
 - ✓ Form 700 (2006) Conflict of Interest Forms
 - ✓ Internet Update

Adjourn

It was moved by Bruce Junor, seconded by Ann Davert, and carried unanimously to adjourn the meeting at 7:37 p.m.