

**SAN JUAN UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE (COC)**

La Entrada-Room 18

March 17, 2015

6:30 pm



SJUSD COC MEETING MINUTES

Committee Member	Present	Absent	SJUSD Staff	Present	Absent
VACANT – PTA Rep			Greg Paulo – Board Member		X
Eric Bakke – Chairperson –Parent Rep	X		Frank Camarda – Sr. Director Facilities, Maintenance & Transportation	X	
William Baker – At-Large Community Rep	X		Brett Mitchell – Director of Facilities Construction & Modernization	X	
Bronwyn Bateman – Senior Citizen Rep	X		Steve Miller – Construction Manager	X	
Brian LaPask – At-Large Community Member		X	Tony Oddo – Mod Coordinator		X
James Ray - At-Large Community Member		X	David Burke- Director of Planning & Property Management		X
Kip Skidmore - Business Rep	X		Cherie Chenoweth – Accounting Analyst	X	
David Wolfe – Taxpayer Rep	X		Mike Hall – Project Planner		X
Jeff Slowey - At-Large Community Member		X	Joe Meistas – Project Planner		X

Others in Attendance: Jackie Smith (Admin. Assistant), Keith Reid (Communications), Butch Jackson (Vanir), Danny Martin (ICS), Ronny Kagstrom (KMM), Kirk Rosenkranz, Amy Rosenkranz, Allyson Jakubicka (community members)

1. Call to Order, Roll Call and Quorum Count:

Meeting called to order at 6:35pm. After completing roll call, there is not a quorum present.

2. Approval of the Minutes from January 20, 2015:

Minutes cannot be approved at this time, due to lack of quorum. Minutes were subsequently approved when a quorum was reached.

3. Announcements – Eric Bakke:

Vacant COC position-three applications were received for the vacant position; none were viable. One application received was a district employee; another applicant did not reside within the district boundary; the third did not have a child in the district. As the vacant position is for a PTA/PTO representative, none of the applicants were accepted.

Eric participated in a workshop today with the EPA regarding Polychlorinated Biphenyl (PCB). Brett Mitchell was able to participate in this working group also. Eric would like SJUSD to consider the replacement of lighting ballasts containing PCBs when modernizing our schools and updating lighting. Eric is working with the Division of State Architect and California Energy Commission to draft an exemption to the Proposition 39 Energy Program and Title 24 energy requirements when replacing the ballasts in modernization projects. Frank Camarda asked if the exemption would be for modernization projects or energy service contracts. Eric replied that the exemption would be in a larger modernization project when more than 40 ballasts are replaced in a building, for instance. Additionally, the exemption would apply to Proposition 39 projects required to meet the 1.05 SIR threshold to receive state funding.

4. Staff Announcements – Brett Mitchell:

Efficiency -Brett started with an update on the district's efficiency efforts, noting that the COC has had an interest in these kinds of projects. Brett announced that the department has hired Joe Meistas, Project/Planner Coordinator. The department has used third party contractors in the past for services that Joe will provide; as an example the last year and a half alone the district spent \$150,000 on outside consultants. Brett introduced to the Committee his new Administrative Assistant, Jackie Smith, stating that her organizational skills will help the department in their efforts.

LED Replacement Project-Brett told that committee that SMUD has approached SJUSD regarding their Energy Efficient Lighting Program. SJUSD has been offered a tiered system rebate: \$13/bulb for the first 10,000 bulbs replaced, \$10/bulb for the second 10,000, and \$7/bulb for all remaining bulbs. This will be an estimated savings of \$500,000 overall. Frank Camarda explained that SMUD is giving us a tight deadline of October of this year. We will start with high school bulbs only, then move onto middle schools if there is still time. Switching from a 32 watt to a 15 watt bulb will save electricity district wide. Brett explained that these projects are bond money allowable.

Updates: Brett gave the COC updates on Citrus Heights/Sylvan conversion, Bella Vista's new science wing, Rio Americano's theater, and Churchill's groundbreaking. Lionakis is the architect established for Citrus Heights; currently working on the RFQ process for LLB. Architect assigned to Bella Vista is Nexus. DLR has been selected for Rio.

CASH Award-Excellence in Design awarded for SJUD's Facility Master Plan. A short video was shown from the conference, highlighting the FMP and its process.

Teacher Expenditure-Brett read from the auditor's report regarding paying teachers to pack/unpack their rooms due to moving to a new school:

We have seen this type of expenditure in other Districts. To the extent that the District can document that the teachers were paid only the actual time that they spent moving the classrooms, we believe this is a legitimate expenditure of bond funds. The logic is that someone would have to be paid to move the classrooms, either an independent contractor or someone else. The Teachers are a viable choice because in a sense these are "their" classrooms, and they could be / should be in a better position to orchestrate the move and set-up in the now location.

Eric asked that a legal opinion is obtained to finalize this discussion. Brett agreed, and will email that legal decision out. Cherie Chenoweth added that contractually, teachers are allowed 9 hours to pack, and 9 hours to unpack, but not to move their classrooms physically.

5. High School Signature Project Presentation – Frank Camarda:

Frank went through the PowerPoint presentation previously shown to the Board of Education. Some discussion was had regarding specificity of projects.

It should be noted that at this time David Wolfe joined the meeting, roll call was re-taken, and a quorum has been reached.

6. Project Construction Update – Cherie Chenoweth, Steve Miller, Ronny Kagstrom:

Cherie gave a brief explanation of the Scoping Report that each committee member was given. A brief discussion followed.

Steve Miller outlined the Bid Construction projects, which start on page 4 of this same report.

Ronny Kagstrom touched upon the technology portion of those projects outlined.

7. Prop 39 Auditor Interviews – David Wolfe, Bronwyn Bateman:

David and Bronwyn talked briefly about their experience attending the auditor auditions held with Board Members. Three different firms gave presentations.

Eric further explained that two different firms will be selected out of these interviews: one to oversee the school districts financials and one to oversee the bond funded projects.

8. New Items – Committee:

Bronwyn made a motion to approve the January 20, 2015 minutes as they stand. Kip Skidmore seconded the motion. The motion carried unanimously.

Due to the meeting running over the allotted time, Kip will give a report regarding Soft Costs at the next COC meeting. This was done a few years ago, and Eric feels it is always a good topic to revisit. Cherie commented that she can run a financial report at the end of the fiscal year, June 30.

Frank asked Eric what will be asked of Kent Stevens, as it was brought up that he would be asked to attend the next COC meeting. Eric responded that the COC would like to know where are the challenges, where are the opportunities, in regards to cash flow, now that the district has an idea of what direction they are going with projects.

The next COC meeting to be on May 19, 2015, pending any board conflicts. Location to be determined.

9. Meeting Adjourned:

Eric Bakke adjourned the meeting at 8:25pm.