

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURES S AND J CITIZENS' OVERSIGHT COMMITTEE (COC)
MINUTES

LOCATION: M&O Conference Room
6135 Sutter Avenue, Carmichael, CA 95608

DATE: September 18, 2012

TIME: 6:30 P.M.

1. **Call to Order.** 6:30 p.m.

2. **Roll Call.**

Committee Members Present:

Eric Bakke
Dick Cowan, Chairperson
Kimberley Johnson
Jim Ray
Kimberly Sarkovich
Jeff Slowey

Committee Members Absent:

Kip Skidmore
Charlie Solt

SJUSD Board Members Present:

Dr. Masuoka, Vice President

SJUSD Staff and Consultants Present:

Cathy Allen, Sr. Director of Facilities
Cherie Chenoweth, Accounting Analyst
Tony Oddo
Tom Fante
Fil Duldulao
Kent Kern
Butch Jackson, Vanir Construction Management

3. **Approval of Minutes.** Minutes of the September 18th meeting were approved unanimously.

4. **Annual Committee Report.** Dick Cowan asked at what time of the year is the annual report contemplated by the bylaws appropriate. Dr. Masuoka mentioned that it had typically been delivered near the end of the year, so performance of summer projects could be assessed.

5. **Committee By Laws.** Dick Cowan asked for discussion of the draft bylaws which he had suggested and had been reviewed and added to by the District's legal counsel. The Committee added three additional edits, simplifying qualifications for membership, extending Committee service to three consecutive two year terms, and clarifying that By Laws amendments be recommended first by the Committee, then by the Superintendent, then considered for approval by the Board. With these additional edits, the Committee recommended these changes to the Superintendent and Board.

6. **Conflict of Interest Forms.** Members discussed the Conflict of Interest Form 700. Some were familiar with the form. Others had concerns or questions. Linda or Amy can answer Form 700 questions for members who have them.

7. **Support to the Committee.** Dick and Kim suggested that the Superintendent's office or the CBO might better be the office to provide support for minutes, follow up, and other committee support. Kent and Cathy affirmed that the facility director's office can provide the support needed by the Committee and will do so. Cathy explained the concept of notice for meetings and avoiding serial discussion of issues via email or phone which should be discussed in open, public meetings.

8. **Questions from Committee Members.**

- a. Kim asked whether the Board intended to adopt the California League of Citizens oversight Committee guidelines. Dr. Masuoka replied that it's up to the Committee to adopt or recommend such Guidelines.
- b. Dick noted that the Measure N Board language is very generic in its description of projects, but that the District had a legal opinion that the language met that requirement of the statute.
- c. Kim asked if a separate auditor for the Bond accounting and performance will be considered. Cathy indicated that it would be for next year end and that the Committee should be involved in that selection.
- d. Dick explained that he had written up his questions from reviewing the documents the Staff had provided to the committee, and created a log of questions, and that Cathy and Staff would answer them prior to or at the next meeting.

9. **Funding Sources for Facilities.** Eric Bakke provided a list of funding sources tapped by LAUSD. He will schedule a meeting with the District staff to share more information.

10. **Next Meetings** The next meeting was set for October 30, 2012.

11. **Future Topics.** The Committee worked on its list of topics for review which was brainstormed at the first meeting. The Committee categorized them into groups for prioritization. A matrix of the topics is attached to these minutes. After discussion, Kent offered an explanation that the District had spent time considering what family of project work should be in Measure N. Then the District will convene committees to determine site

and program specific needs. The Committee will be asked for input, as well, in prioritizing needs. A future topic can also be asking the District's consulting CM firms how they work.

12. **Actions** The following actions are continuing or set:

Tami Pfau Correct and update directory of members contact info and distribute

All Members Help Cathy recruit someone from PTSO or PTA

Cathy Send past COC minutes and annual reports for review

Eric Meet with Cynthia to offer assistance in soliciting funding

13. **Adjournment.** The meeting was adjourned by Dick Cowan at 7:38 p.m.