

EUREKA CITY SCHOOLS CITIZENS' OVERSIGHT COMMITTEE

MINUTES – September 11, 2007

District Office Board Room

Members Present: Sue Alton, Marianne Hutchins (arrived 4:36 p.m.), Heidi McLean, Theresa Nelson, Nancy Pritchard
Members Absent: Ralph Lindstrom, Lynn McKenna
Staff Present: Gregg Haulk, Jerry Johnson, Mike McKay, Debra Tilley
Parsons: Barbie Warren

Due to lack of quorum at 4:30 p.m. the committee discussed the “Review Items under Staff Reports”.

Revision to Structure and Operating Guidelines: Chairperson Alton discussed the proposed change in Section B **Membership of the Committee:** nine members will be replaced with seven members. Moving one member from the elementary school representation to at large representation meets the required representation. In Section C. **Meeting Procedures of the Committee:** number two (2) meeting requirement changed from once a month to once per quarter and number five (5) members elect a chairperson, vice-chairperson and secretary at first meeting in June replaced with first meeting after July 1. This item will be brought to the next meeting and if passed will be presented to the school board for approval.

Revision to Citizens' Oversight Committee Rules: Chairperson Alton reviewed numerous formatting changes to the Committee Rules, as outlined in the draft proposal. Following discussion, “Officers will preside at the next meeting after their appointment.” was added to number 6. Community member Ken Skaggs commented that normally public comments at the beginning of a meeting are for items that are not on the agenda however the public can comment during the meeting on agenda items. With regards to the election of a secretary, he commented that the previous committee used staff for that purpose. Chairperson Alton replied that the recording secretary is supplied by ECS staff, however the Structure and Operating Guidelines require a committee member be appointed as secretary, their duties being signing the minutes by the recording secretary. This item will be brought to the next meeting for approval.

Marianne Hutchins arrived at 4:36 p.m. and after completion of the discussion items Chairperson Alton called the meeting to order at 4:45 p.m.

I. WELCOME AND INTRODUCTIONS - Assistant Superintendent Johnson introduced Superintendent Gregg Haulk who joined the district on July 2, 2007 and Chairperson Alton welcomed community member Ken Skaggs.

II. ADJUSTMENTS TO THE AGENDA -None

III. PUBLIC COMMENTS (limited to three minutes per speaker) -None

IV. APPROVAL OF MINUTES

It was M/S by Pritchard/Mclean to approve the minutes of June 19, 2007.

Ayes: 5 (Alton, Hutchins, McLean, Nelson, Pritchard) Noes: 0 Absent: 2 (Lindstrom, McKenna)

V. ACTION ITEMS

Appoint Chair, Vice-Chair and Secretary:

Chair: Nancy Pritchard nominated Marianne Hutchins; and Marianne Hutchins nominated Sue Alton

It was M/S by Pritchard/Alton to appoint Marianne Hutchins as Chair. It was M/S by Hutchins/Nelson to reappoint Sue Alton as Chair. Sue Alton was appointed as Chair by the following vote:

Alton: Hutchins, McLean, Nelson

Hutchins: Alton, Pritchard

Absent: Lindstrom, McKenna

Vice-Chair: Heidi McLean nominated Nancy Pritchard.

It was M/S by McLean/Nelson to appoint Nancy Pritchard as Vice-Chair.

Ayes: 4 (Alton, Hutchins, Mclean, Nelson) Noes: 0 Abstain: 1 (Pritchard) Absent: 2 (Lindstrom, McKenna)

Motion carried, Nancy Pritchard appointed as Vice-Chair.

Heidi McLean nominated herself for Secretary.

It was M/S by McLean, Nelson to nominate Heidi McLean as Secretary.

Ayes: 5 (Alton, Hutchins, Mclean, Nelson, Pritchard) Noes: 0 Absent: 2 (Lindstrom, McKenna)

Motion carried, Heidi McLean appointed as Secretary.

Annual Report to the Community (Appoint Ad Hoc Committee to Develop Report): Chairperson Alton suggested appointing herself and Lynn McKenna to the Ad Hoc Committee. The remainder of the committee agreed. A draft will be presented at the next meeting. Assistant Superintendent Johnson indicated a draft of the S & T audit may be available early November. Chairperson Alton asked if a presentation by the auditor would be a possibility. Assistant Superintendent Johnson stated the contract requirement is for the auditor to present to the governing board, not additional committees. He will check into this and/or have staff present on behalf of the auditor.

VI. STAFF REPORTS

Eureka High School Construction (General): Parsons Program Manager Barbie Warren reported that the start of school went well despite on-going construction. Contractors are actively working on the canopy system, teaching walls are in place in the I.E. building, and new desks are being delivered. Due to a working area needed for the retaining wall, landscaping and irrigation have been pulled out of the modernization for now and a credit is being issued by the contractor. At present irrigation will be supplied to the area south of the service drive and the planter boxes completed. Completion of the promenade deck is near in the upper level of Freedom Hall where the elevator is located in the main building. Structural repair is in place and work is scheduled to be completed and the elevator operational in mid-October. The elevator in the Industrial Arts Building is being tested this week and should be operational. Plans and drawings for the de-scoped level of work at the CMC (Humboldt Access Studio) have been received. Chairs are being set into the lecture hall and close to being open for use. The retaining wall behind the Industrial Arts Building is still being revised through DSA and work is planned for next summer. She reported that when state match funds are received an auditing of expenditure reports by the Office of Public School Construction is required. The final reports for all schools have been filed with the exception of Eureka High which is anticipated to be filed the end of September, 2007. At present it is projected that, after change orders are completed, \$3.2 million will be left in Measure S. Community member Ken Skaggs inquired as to whether the balance in Measure S included state match funds and Program Manager Warren indicated that the estimated \$3.2 million includes all funding.

Eureka High School Gym: Assistant Superintendent Johnson reported that the Heritage Society lawsuit is still pending, no action to date. The Board has discussed using the remaining bond funds, Measure S, towards the gym project. There will be an assessment period and discussion with the physical education staff. If we are able to hold the line on the \$3.2 million there will be about \$2.4 million in hard dollars to actually do the construction and modernization. That will not go very far with the cost of materials, prevailing wage, and other issues such as change orders once the project starts. He reported that roof repairs are needed and will probably encounter rot, the main gym floor needs replacing, there is some opinion that the small gym floor needs to be replaced, possibly some painting and electrical. Deferred maintenance funds would be qualified to supplement bond funds. The caution is that deferred maintenance funds must be used throughout the district. Deferred maintenance funds are being used at other sites, for example, the Lafayette office and some work being done at Lincoln. A concern is fiscal cover for any over-runs for these projects. Being a qualified budget within our general fund the county office has an oversight responsibility for these activities, and in their experience school districts within this county have over-run their construction budget by 10%. We have been holding tight for deferred maintenance dollars to provide that cushion for fiscal reporting purposes for the county and to provide back-up if we do run into a situation, such as in Freedom Hall at EHS, where there are no additional state dollars to assist with the repair. Deferred maintenance funds will be used more aggressively once bond projects are complete. This fund is matched by the state and district and is approximately \$500,000 per year between both funds and is used to fund repairs only. Actual wages for the maintenance department come from the restricted maintenance fund, a different fund entirely.

A consultant is scheduled to present alternative funding sources to the board on October 17. Funds generated will be capital in nature and used on capital facilities. Early discussion is not optimistic. Regarding re-issuing/re-selling of the current bond funds for a better interest rate; the Attorney General has not rendered an

opinion to date and the Taxpayers League in San Jose has filed suit that those dollars should be re-distributed back to the taxpayers, not the district.

Discussion ensued regarding monthly reports by site of expenditures to date. Community member Skaggs stated these reports, subject to audit, were received monthly and helpful in developing the Annual Report to the Community. Chairperson Alton requested that staff provide a report on expenditures by site for the period July 1, 2006 – June 30, 2007 for her review prior to the next meeting of the COC.

Assistant Superintendent Johnson reported that the balance in Measure T, pending audit, is approximately \$32,000. There may also be interest, not posted to date by the county assessor. He will recommend to the board that the balance be divided by site by enrollment to purchase fixtures and equipment.

VII. FUTURE AGENDA ITEMS / NEXT MEETING DATE

Future Agenda Items:

- ECS Web Site and COC Information
- Tour of Eureka High School

Next Meeting Date: Tuesday, November 13, 2007 4:30 p.m. at the District Office followed by a tour of Eureka High School.

VIII. ADJOURNMENT

The meeting was adjourned at 5:20 p.m

Meeting summary submitted by: Debra Tilley

- Meeting Summary reviewed by: _____

Jerry Johnson, Assistant Superintendent

C: Governing Board Members