JEFFERSON SCHOOL DISTRICT
MEASURE J CITIZENS' OVERSIGHT COMMITTEE
Meeting Minutes
MARCH 26, 2012

In Attendance: Nineb Tumazi, Raul Salazar, Nicole Riley, Craig Saalwaechter, Michael Petrucelli, Jennifer Couch, Committee Members; Superintendent Dana Eaton; CBO Mindy Maxedon; Administrative Asst. Grace Merritt; Char Yarnall, PJHM Architects; Anthony Continente, RGM Associates; Pauline Tokunaga, Cichella and Tokunaga CPAs

1. OPEN SESSION

a. Meeting called to order at 1:20 PM
b. Roll Call – Russell Lovell was absent.
c. Pledge of Allegiance
d. MSA (Saalwaechter/Salazar) approve the agenda

Ayes – 6	Noes – 0	Absent – 1	Abstain – 0
Riley, Couch, Tumazi, Salazar, Saalwaechter, Petrucelli		Lovell	

2. PUBLIC HEARING – no comments

3. APPROVAL OF DECEMBER 5, 2011 MINUTES –
MSA (Saalwaechter/Petrucelli) approve the December 5, 2011 minutes with the correction of spelling of "abandoned"

Ayes – 6	Noes – 0	Absent – 1	Abstain – 0
Riley, Couch, Tumazi, Salazar, Saalwaechter, Petrucelli		Lovell	

4. SITE VISIT SCHEDULE – Track and shade structure projects are scheduled to begin June 4. Visits for pre- and mid-construction will be scheduled. Nicole Riley and Dana Eaton will come arrange dates and contact the committee. Construction sites can be accessed by persons aged 18 and over only.

5. UPDATE ON MEASURE J PROJECTS AND TIMELINE – Char Yarnall reported on Measure J projects. The next round of site meetings will be scheduled soon. The goal for the re-keying project is completion during spring break.

Anthony Continente reported on the lease-lease back bidding process. Two pre-bid conferences were conducted. Bid review date is March 29. One defective piece needs replacing on the Tom Hawkins School gym divider for completion. DSA timeline makes Monticello modernization project unlikely for summer 2012.

6. SHARING OF JANUARY NEWSLETTER AND INPUT FOR UPCOMING APRIL/MAY NEWSLETTER – The January 2012 newsletter was provided for review. Construction safety will be included in each issue. DSA planning/approval process inclusion was requested. Dana Eaton asked for input for the next newsletter which is planned for April/May publication. Dr. Eaton would like to include bond financing details.

Promotion of district events and activities was discussed. The need is recognized and an on-line calendar is in the works. It was suggested Tracy Press be contacted since it has a new calendar section.

7. REVIEW NEW CONTRACTS OBLIGATING BOND FUNDS – Gym divider and re-keying project contracts were provided for information. New contracts will continue to be provided at each meeting.

8. APPROVAL OF EXPENDITURE REPORTS FOR CURRENT PROJECTS AND PROGRAMS – Mindy Maxedon provided an overview of expenditures, sorted by project. Feedback and comments are welcomed and she is always available for questions.

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Committee members talked about the level of detail that they would like to be provided. It was agreed that project details, from the last meeting date forward, and project summaries would be provided.
MSA (Petrucelli/Salazar) approve expenses as presented

Ayes – 6	Noes – 0	Absent – 1	Abstain – 0
Riley, Couch, Tumazi, Salazar, Saalwaechter, Petrucelli		Lovell	

9. ACCEPTANCE OF 2010-2011 PERFORMANCE AUDIT REPORT AND 2010-2011 FINANCIAL AUDIT – Pauline Tokunaga presented the financial and performance audit reports, in accordance with state law requirements.
MSA (Petrucelli/Couch) approve the 2010-11 performance audit and financial audit reports

Ayes – 6	Noes – 0	Absent – 1	Abstain – 0
Riley, Couch, Tumazi, Salazar, Saalwaechter, Petrucelli		Lovell	

10. PROCESS FOR SELECTING 2011-12 AUDIT FIRM – Mindy Maxedon provided sample RFP (request for proposal) options. The committee requested Mrs. Maxedon obtain a multi-year proposal from Cichella and Tokunaga, in-line with the district audit contact.

11. APPOINTMENT OF COMMITTEE MEMBERS – The three one-year seats expire in June. Mr. Petrucelli, Mr. Saalwaechter and Mr. Salazar currently hold these positions. The one-year seats will convert to two-year terms. Details will be shared with the school community and community-at-large through a variety of methods, including an advertisement in the Tracy Press.

12. FUTURE BUSINESS –

- Proposal from Cichella and Tokunaga
- Pre-construction site visits
- Newsletter
- Back-up to summary of expenditures

13. UPCOMING EVENTS – The next meeting will be scheduled for early June, members will be contacted.

14. ADJOURNMENT – Petrucelli/Saalwaechter at 2:40 PM

Respectfully submitted,

Dana Eaton
Superintendent
Jefferson School District

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