JEFFERSON SCHOOL DISTRICT
MEASURE J CITIZENS' OVERSIGHT COMMITTEE
Meeting Minutes
DECEMBER 5, 2011

In Attendance: Nineb Tumazi, Raul Salazar, Nicole Riley, Craig Saalwaechter, Michael Petrucelli, Russell Lovell, Committee Members; Superintendent Dana Eaton; CBO Mindy Maxedon; Administrative Asst. Grace Merritt; Ken Podany and Char Yarnall, PJHM Architects; Anthony Continente, RGM Associates

1. OPEN SESSION

a. Meeting called to order at 1:00 PM
b. Roll Call – Nicole Riley arrived at 1:06 PM. Jennifer Couch was absent.
c. Pledge of Allegiance was led by Char Yarnall
d. MSA (Salazar/Saalwaechter) approve the agenda

Ayes – 5	Noes – 0	Absent – 2	Abstain – 0
Lovell, Tumazi, Salazar, Saalwaechter, Petrucelli		Couch, Riley	

2. PUBLIC HEARING – no comments

3. APPROVAL OF AUGUST 25, 2011 MINUTES –

MSA (Petrucelli/Saalwaechter) approve the August 25, 2011 minutes

Ayes – 5	Noes – 0	Absent – 2	Abstain – 0
Lovell, Tumazi, Salazar, Saalwaechter, Petrucelli		Couch, Riley	

4. **UPDATED BYLAWS** – The committee reviewed the updated bylaws, with section 7.1(g) stricken after the question of fingerprinting was abandon by the School Board, pursuant to COC vote on August 25, 2011. The bylaws will be presented to the Jefferson School Board on January 17, 2012 for Board approval.

5. UPDATE ON MEASURE J PROJECTS AND TIMELINE – Charlene Yarnall explained the timeline provided and discussed project details. The Jefferson School committee will meet later today.

6. SHARING OF SEPTEMBER NEWSLETTER AND INPUT FOR UPCOMING JANUARY NEWSLETTER – The September 2011 newsletter was provided for review. Site security and student safety will be included in the next issue. Anthony Continente provided details of security measures that will be implemented at all construction sites. Nicole Riley suggested including the reasons for the $24.50 per $100,000 assessment, since the Measure J campaign pledge was an estimate of $23.03.

7. REVIEW NEW CONTRACTS OBLIGATING BOND FUNDS – No contracts to review.

8. APPROVAL OF EXPENDITURE REPORTS FOR CURRENT PROJECTS AND PROGRAMS – Milani Associates' multiple billings were questioned and Mindy Maxedon explained they were incremental billings. Russell Lovell requested that contract amounts be included in future expenditure reports.

MSA (Petrucelli/Lovell) Approve expenses as presented

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

9. AUDIT CRITERIA AND SELECTION OF FIRM – A new state law requires a Proposition 39 audit be submitted to the Citizens Oversight Committee by March 31 of each year. Discussion of a bid for audit services was initiated by Mr. Lovell, but in the interest of time it was decided the search/bid process will begin with the 2013 audit. The proposal

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from Cichella & Tokunaga was discussed. Cichella & Tokunaga is the district's current audit firm.
MSA (Petrucelli/Tumazi) approve the firm of Cichella & Togunaga for the current year audit.

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

10. **FUTURE BUSINESS –** Mr. Salazar is interested in site visits for upcoming meetings. Dr. Eaton will coordinate dates and times, keeping in mind Brown Act requirements.

11. **UPCOMING EVENTS** - March 26, 2012 at 1:15 PM is set tentatively for the next meeting.

12. **ADJOURNMENT** – Salazar/Lovell at 1:46 PM

Respectfully submitted,

Dana Eaton
Superintendent
Jefferson School District

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