JEFFERSON SCHOOL DISTRICT
MEASURE J CITIZENS' OVERSIGHT COMMITTEE
Meeting Minutes
AUGUST 25, 2011

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

**1. OPEN SESSION**

a. Meeting called to order at 1:08 PM - MSA (Petrucelli/Riley)
b. Roll Call - Absent: Jennifer Couch and Russell Lovell
c. Pledge of Allegiance was led by Dr. Eaton
d. MSA (Petrucelli/Saalwaechter) to approve the agenda

**2. PUBLIC HEARING** – no comments

**3. OVERVIEW OF COMMITTEE RESPONSIBILITIES** – Dr. Eaton discussed the citizens' oversight committee information provided by David Fama of Jones Hall, which includes reporting responsibilities, committee make-up and duties.

**4. ESTABLISHMENT OF BYLAWS** – Draft bylaws were reviewed. Mrs. Riley asked for specifics of, "…non-liability except where expressly set forth in California law." in section 8.2 - Non-Liability for District Debts. Dr. Eaton will research and report back. Section 7.1 (g) was discussed. Members are aware that the Jefferson Board of Trustees is considering the fingerprinting of volunteers.

MSA (Riley/Salazar) Approve the bylaws, as presented, with the exception of section 7.1(g), which will be adjusted to be consistent with board policy – pending changes to board policy

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

**5. SELECTION OF CHAIRPERSON**

MSA (Saalwaechter/Salazar) nominate Nicole Riley as committee chair

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

MSA (Salazar/Saalwaechter) nominate Jennifer Couch as committee vice-chair

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

MSA (Riley/Salazar) nominate Mike Petrucelli as committee secretary

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

**6. MEASURE J BACKGROUND** – Resolution 2010-07-01 was reviewed by the committee, with particular attention given to Appendix A-1, School Facilities Projects Eligible To Be Funded.

**7. UPDATE ON MEASURE J PROJECTS AND TIMELINE** – Charlene Yarnall with PJHM Architects reviewed the site projects and timelines:

- Jefferson School planning
- keying project



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- running paths and playfields
- shade structures
- Hawkins School modernization – safety lighting, playground equipment, sidewalk widening, grading, courtyard improvement, gymnasium divider
- Monticello School improvements – security, restroom facilities, paving, drainage, roofing

Dr. Eaton encouraged members to provide ideas for the next Measure J newsletter that he expects to publish in mid-September.

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

**9.** **APPROVAL OF EXPENDITURE REPORTS FOR CURRENT PROJECTS AND PROGRAMS** – Mrs. Maxedon provided several tools for the committee use in their expenditure oversight – a budget summary, expenditure spreadsheets, and the SJCOE budget summary report. Members discussed the format and level of details they would like provided. It was decided that components provided in the August 25, 2011 packet would continue to be provided. It was decided that members will contact Dr. Eaton with questions after review of the documents, prior to the meeting.
MSA (Petrucelli/Salazar) approve current expenditures

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

a. State Allocation Board Form 50-06 Expenditure Worksheet

**10.** **FUTURE BUSINESS** – Members discussed their preference for receipt of agenda and backup material. Mr. Saalwaechter, Mr. Petrucelli and Mr. Tumazi would like a paper copy in addition to the electronic packet that will be provided to the committee prior to the meetings. Other members will contact Grace Merritt if they required a paper copy of the meeting packet.

**11.** **UPCOMING EVENTS** – The committee would like to meet in December. The possibility of a school site meeting or visit was suggested. Dr. Eaton will coordinate an early December meeting.

**12.** **ADJOURNMENT** – Salazar /Petrucelli at 2:22 PM

Respectfully submitted,

Dana Eaton
Superintendent
Jefferson School District

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