

**DESERT SANDS UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE MEETING
MEASURE K AND MEASURE KK**

**REGULAR MEETING
Wednesday, April 27, 2016 at 5:15 p.m.**

**MEETING LOCATION
District Office
47-950 Dune Palms Road, La Quinta, CA
Business Services Conference Room**

MEETING MINUTES

1. **Call to Order:** The meeting was called to order at 5:17 p.m. by Dr. Feddersen.
2. **Roll Call/Introductions:** Dr. Feddersen opened the meeting and asked for each member to introduce themselves and to give a brief background on what they do.

Members:

Citizens Oversight Committee Members	Present	Absent
Dr. Bill Feddersen (Chair)	X	
Arnold Kaminsky (Vice-Chair)	X	
J. Spencer Baker	X	
Kathleen Boylan	X	
Rosanna Cardenas		X
Elaine Eldred		X
Laura Lassman-Poster	X	
Sonja Martin	X	
Alice Young		X

Staff:

District Staff Members	Present	Absent
Dr. James Novak, Assistant Superintendent, Business Services	X	
Patrick Cisneros, Director, Facilities Services	X	

3. **Public Comments:** No public comments were made.
4. **Approval of Minutes:** A motion was made by Spencer Baker to approve the August 31, 2015 Meeting Minutes and seconded by Sonja Martin. All were in favor and the meeting minutes were approved.

Following the approval of the minutes, Arnold Kaminsky requested if the meeting minutes could be sent out within two weeks from meeting. After brief discussion and verification from District staff, Patrick Cisneros agreed to send draft meeting minutes as soon as possible after meetings.

Laura Poster requested for clarification on how to provide feedback to information proposed for review through email. Dr. Feddersen noted that the Chair is the point person and will gather individual comments or requests from the Citizens' Oversight Committee (COC) members, and coordinate with District Staff.

Dr. Feddersen requested the District provide a contact information sheet so all members will have each other's contact information and could communicate with one another on an individual basis, if necessary. Dr. Novak explained the rules regarding the Brown Act and expressed concern about COC members communicating about items as a group outside of the properly scheduled meeting. Dr. Feddersen commented that the reminder was helpful and was good insight for the committee members to remember. District Staff will provide a contact list to all COC members for their personal use and information.

5. **COC Members Term Updates:** Dr. Novak provided a handout with information on member terms, member categories for community representation, and the process on terms for all members. There were no questions or further discussion.
6. **Development of COC Annual Report:** Dr. Feddersen noted that there was a requirement for the development of a COC annual report. There were handouts provided from College of the Desert and Palm Springs Unified School District, which are other Prop 39 bond programs for information and reference by the COC. This information was provided to assist with developing the COC annual report.

Publication Language - There was discussion regarding the need to publish in Spanish and English and the committee will be the ones to determine what if they want to publish the annual report in Spanish. There is no requirement for publishing the annual report in Spanish.

COC Member Comments for Developing the Annual Report - Dr. Feddersen opened up the floor for members to provide comments and feedback regarding the samples provided and what would be recommended for this committee's annual report.

Arnold Kaminsky requested information as to what are the required items that are to be included in an annual report. The COC members reviewed the sample report from Palm Springs Unified School District, which included an example check list of all the requirements for the annual report.

Each member continued to provide their individual input and then all of the comments were summed up to help give District staff a sense of direction for developing an initial draft. The first draft will include various placeholders for financials, photos, and a statement letter from the COC chair. This will be presented for the COC to review and provide feedback at the next COC meeting.

The COC discussed where and how the annual report will be printed and shared with the community. There were many options discussed for publishing the document and it was noted that placing copies at the local City offices, libraries, COC website, the schools and District office is a good starting point.

Timing for Publishing the Annual Report - It was decided that the COC will work to publish the report after the District's audit is complete and findings have been made by the Auditors for the prior fiscal year. The Audit is typically complete in December and then the COC would finalize and present the COC annual report to the Board of Education at a Board meeting in January 2017.

7. **COC Web-site Discussion:** Dr. Feddersen initiated the discussion regarding the COC website. The committee reviewed the website and information that is currently on the web page and discussed preferences regarding content on posted information.

Website Content Review – The following items were reviewed and discussed:

- The application for COC membership was requested to be removed from the web page as there are no open seats at this time. Staff will work to remove this from the web page.
 - Dr. Feddersen inquired about placing the names and representative categories on the COC web page. Dr. Novak made a comment for the COC to consider that they represent the community and not specific categories. The COC agreed it would be better to not put the categories next to each member and leave just their names.
 - It was requested for staff to add an update to the Measure K summary to include the status of completion of the bond projects since the bond fund is almost completed.
 - There was a comment that pictures might be nice to have on the web-site. No further discussion took place on this item.
 - Discussion took place regarding the placement of a project list and the status of projects on the COC web page. Dr. Novak recommended that this be something that may be part of the Facilities web page and not the COC. It was decided by the COC that this would not be part of the web page and could be better information presented on the Facilities page.
8. **Measure K Update:** Patrick Cisneros provided an update on the status of the Measure K bond program. Patrick presented an overview of the Indio High School Reconstruction project, which is the only project in progress for Measure K. The financial summary was also reviewed with the COC.

Arnold Kaminsky requested clarification as to the cost difference between the Palm Desert High School Reconstruction Project and the Indio High School Reconstruction project. It was noted that the bid market at the time of the Palm Desert High School project versus the bid market now with the Indio High School project could be some possible factors. The existing site configurations, interim housing and phasing requirements were mentioned as possible considerations for cost differences between the two projects as well. It was noted that staff would bring some additional clarifications related to the different market conditions and different types of projects to help clarify this information further at the next meeting.

9. **Measure KK Update:** Patrick Cisneros provided an update on the status of the Measure KK bond program and provided an overview of the current projects in progress under 2015/18 bond series. The financial summary was also reviewed with the COC and there were no comments or questions.

10. **Future COC Meeting Dates:** The next two meeting dates were scheduled as follows:

September 29, 2016 at 5:15 p.m.

December 15, 2016 at 5:15 p.m.

The December COC meeting will be to go over the final draft of the annual report and to discuss the presentation of the annual report to the Board of Education in January 2017.

11. **Adjournment:** The meeting was adjourned at 7:15 p.m. by Dr. Feddersen.