

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

**SPECIAL MEETING
Wednesday, November 9, 2016 at 5:15 p.m.**

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

UNAPPROVED MEETING MINUTES

1. **Call to Order:** The meeting was called to order at 5:18 p.m. by Dr. Feddersen.
2. **Roll Call:** Dr. Bill Feddersen opened the meeting.

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:** Laura Lassman-Poster noted one correction to the September 29, 2016 meeting minutes. The correction noted was related to item no. 6, Review of the 1st Draft COC Annual Report. There was a reference to developing the final form of the annual report at the December "2015" COC meeting. This should reflect the December "2016" COC meeting.

The meeting minutes will be updated and will reflect the correction. A motion was made by Spencer Baker to approve the September 29, 2016 Meeting Minutes with the correction noted, and seconded by Kathleen Boylan. All were in favor and the meeting minutes were approved.

5. **Review of 2nd DRAFT COC Annual Report:** The 2nd Draft COC Annual Report was provided to members for review and comments. Dr. Bill Feddersen initiated the discussion and indicated that the goal is to have COC members provide input on the revised draft at this special meeting in order to have the report in final form by the December 2016 meeting.

Patrick Cisneros gave an overview of the revised draft, which incorporated the COC members' comments and suggestions from the September 29, 2016 meeting.

COC Member Comments:

1st Page

Laura Lassman-Poster – Requested draft be provided for review prior to the meeting. Commented the three paragraphs switched from first, second and third person. Consistency is needed.

2nd Page

Elaine Eldred – Requested additional clarification on construction language and acronyms used. The acronyms should be removed and spelled out for clarity.

Rosanna Cardenas – The last paragraph of the Indio High School narrative should be revised to correct the use of “consist” or “consists” in the sentence.

3rd Page

Dr. Bill Feddersen – The estimated costs should be highlighted in each of the narratives on all pages.

4th Page

Elaine Eldred – Correct the spacing and spelling where reference is made to “21st” and “Multi-purpose”.

Kathleen Boylan – Make all narratives consistent when referencing buildings or spaces.

6th Page

Elaine Eldred – Requested clarification to some of the language quoted in the narrative. Patrick Cisneros indicated that these are typically quoted from the audit report.

Financial Charts Page

Kathleen Boylan – Correct the New Elementary School percentages.

Other Comments:

Discussion took place as to when the report will be available for public review. It was noted that the report will become available after the Board presentation. Some additional comments were made related to printing and distribution, along with posting electronic versions of the report. It was noted that this process was discussed at a prior COC meeting when the annual report was initiated for discussion. The COC members can review the approved meeting minutes and address this at the next meeting.

Dr. Bill Feddersen concluded the discussion by noting that the overall report has been developed, and only minor editing and small changes are needed to complete the final document.

6. **Consideration of Appointment of Sub-committee for Final COC Annual Report:** Discussion took place on whether a sub-committee was needed to work with district staff to review and make all remaining edits for the final COC Annual Report prior to the December 15, 2016 meeting.

A motion was made by Spencer Baker to appoint Dr. Bill Feddersen and Elaine Eldred to a Sub-committee for Review of Final COC Annual Report. The motion was seconded by Laura Lassman-Poster. All were in favor and Dr. Bill Feddersen and Elaine Eldred were appointed to a Sub-committee for Review of Final COC Annual Report.

7. **Adjournment:** The following items were noted before closing the meeting:
- Dr. Bill Feddersen indicated that the auditor will be present at the December 15, 2016 meeting, to review the performance audit and the financial audit.
 - Dr. Bill Feddersen stated that at the December 2016 meeting members will review the final COC Annual Report, and discuss the presentation to the Board of Education at **January 17, 2017** Board meeting.
 - Dr. Bill Feddersen requested for all members to bring their calendars to the next meeting, in order to schedule the COC meeting dates and tour date for 2017.

The meeting was adjourned at 5:54 p.m. by Dr. Feddersen.