

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE
OF THE SANTEE SCHOOL DISTRICT

Wednesday, January 27, 2021

Minutes

1) **Call to Order at 6:08.** Chair Linda Vail called the meeting to order.

2) **Roll Call.**

Members Present: Erin Garcia, Terri Knight, Joseph Perricone, Beth Rackliffe, and Linda Vail

Attendees Present: Evonn Avila, Karl Christensen, Dianne El-Hajj, Nicole Roberts, and Dale Scott

3) **Approval of Agenda.**

Motioned by Terri Knight; Seconded by Erin Garcia; All in Favor.

4) **Approval of Minute: October 28, 2020.**

Motioned by Erin Garcia; Seconded by Terri Knight; All in Favor.

5) **Public Comments.** None at this time.

6) **Review of Terms for ICOC Members and Selection of Vice Chair.** The Santee School District Assistant Superintendent of Business Services, Karl Christensen, shared with ICOC members that member Corrine Reed recently resigned from the committee. Mr. Christensen reviewed the membership terms with the ICOC. The bylaws of the ICOC stipulate that members serve for two (2) years and can serve up to three (3) consecutive terms. In order to avoid all members terming out the same year, at the first meeting of the ICOC, certain members were selected to serve initial terms of one year. On January 19, 2021, the Board of Education took action to renew the terms of Members Terri Knight and Joseph Perricone for another two years to end on October 15, 2022. Member Knight asked to switch terms with another member whose term ends in October 2021. Mr. Christensen explained that the Capital Improvement Projects funded by Measure S are scheduled to be completed this summer and that it is anticipated that the ICOC duties will be fulfilled by early 2022. No membership terms were altered. Chair Linda Vail informed the committee that the departure of Member Reed created a vacancy for the Vice Chair position on the ICOC. Members discussed the Vice Chair position. Chair Vail nominated Member Joseph Perricone to be Vice Chair and called for a consensus of support for Member Perricone to be Vice Chair of the ICOC. All members of the ICOC were in favor.

7) **Selection of Member to Join San Diego County Taxpayers' Association.** Karl Christensen informed the ICOC of each members' ICOC position designation:

Erin Garcia	School Finance Experience
Terri Knight	Member of Senior Citizen Group
Joseph Perricone	Business Representative Group; Parent of a School District Student
Beth Rackliffe	At-Large Community Member
Kai Ramer	At-Large Community Member
Linda Vail	At-Large Community Member
(vacant)	Member of Taxpayer Organization

Chair Linda Vail asked for a member to volunteer to join a taxpayer organization. Mr. Christensen and Santee School District Financial Advisor, Dale Scott, provided background information about joining the San Diego County Taxpayers' Association. Mr. Christensen stated that the District would fund the cost of membership. Member Beth Rackliffe volunteered to join the San Diego County Taxpayers' Association. Chair Vail called for a consensus of support for Member Rackliffe to join the San Diego County Taxpayers' Association and all ICOC members were in favor.

- 8) **Acceptance of Measure S Financial and Performance Audit.** Chair Linda Vail informed the ICOC that there were no exceptions or adverse findings during the audit. Karl Christensen explained the components of the audit, both financial and performance. Mr. Christensen offered to answer any ICOC member questions about the audit. Member Erin Garcia stated she reviewed the audit and commended the District on a positive audit. Chair Vail asked for any other questions or comments, then called for a motion.

Motioned by Terri Knight; Seconded by Erin Garcia; All in Favor.

- 9) **Review Draft of Annual Board Report and Community Report.** Karl Christensen explained what the annual Board Report is and suggested splitting the report into two reports: A narrative report to the Board of Education on February 16, 2021; and a visual and informative report to the Community of Santee when projects are completed or near completion. The ICOC discussed the reports. The ICOC discussed a few suggested changes to the Annual Report to the Board of Education. Member Perricone asked if there has been any extra costs or delays of construction due to COVID-19? Mr. Christensen responded, "No, because the bids and time line were already in place and construction supplies were procured by the contractor pre-COVID. It is anticipated that the projects at PRIDE Academy and Sycamore Canyon School will be completed by Spring Break 2021, with occupancy occurring after Spring Break. The Chet F. Harritt School project is anticipated to be completed in June with occupancy in August 2021. Member Erin Garcia motioned to divide the Annual Report into two separate reports: A report to the Board of Education and a report the community; and motioned for approval of the Board Report with edits as discussed by the ICOC.

Motioned by Erin Garcia; Seconded by Terri Knight; All in Favor.

Mr. Christensen and Dale Scott explained the purpose of the Community Report is to celebrate the accomplishments achieved with the Bond funds and emphasized that it would be an effective way to communicate with voters. Mailing the Community Report to each registered voter's household is estimated to be about \$25,000. Member Perricone stressed concern over the price to print and mail a Community Report. Members of the ICOC agreed that the cost of printing and mailing was steep. It was suggested that the centerfold of the quarterly Santee Magazine may be a viable alternative with an approximate cost of \$5,000, which the District already secures and funds annually. Chair Vail suggested a tickler on the cover of the magazine. Dale Scott suggested an insert card. Mr. Christensen will research the cost of a centerfold ad and insert and suggested a special ICOC meeting occur prior to the Annual Report to the Board of Education. Chair Vail called for a consensus of the ICOC for a special ICOC meeting to occur prior to February 16, 2021 to discuss the Community Report and all were in favor.

- 10) **Scope and Progress Report for Capital Improvement Program (CIP) Projects.** Karl Christensen presented a slideshow of progress photos of the Capital Improvement Program (CIP) projects at Chet F. Harritt School, PRIDE Academy, and Sycamore Canyon School. Mr. Christensen provided background information on each photo and informed the ICOC that all projects are on schedule. The members of the ICOC were appreciative of being provided with the virtual tour of the projects.

- 11) **Expenditures and Change Orders for Capital Improvement Program (CIP) Projects.** Karl Christensen reviewed expenditures and change orders for the Capital Improvement Program (CIP) projects in detail with the members of the ICOC.

a) **Change Orders and Use of Allowances and Contingencies.** Karl Christensen went over spreadsheets to explain the change orders listed and what the contingencies are for. The District has two individuals that oversee the change order process: Bryce Storm, the District's Director of Maintenance, Operations & Facilities, along with Don Hendrix, a Division of State Architect Inspector of Record. Mr. Storm and Mr. Hendrix carefully scrutinize each change order for its necessity.

b) **Financial Reports.** The following documents were reviewed and discussed:

- i. Sources and Uses Statement
- ii. Project Expenditures To Date
- iii. Project Cost Summary

Karl Christensen went over spreadsheets to show all the income sources, expenditures, and projected expenditures, listing all the purchase orders that have been allocated to date, along with a project cost summary for Chet F. Harritt School.

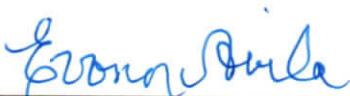
12) **Training for ICOC Members.** Chair Linda Vail introduced Dale Scott to the ICOC. Mr. Scott provided an overview of the process and critical steps that are needed for Bond elections, determining assessed valuations, and issuing bonds.

13) **Committee Member Comments and Suggested Topics for Next Meeting.** Chair Linda Vail asked members for questions, comments, and/or suggested topics for the next meeting. Member Perricone asked if COVID safe designs would be included in future bond proposals. Chair Vail stated that she will be delivering the Annual Report via Zoom to the Board of Education on February 16, 2021. The link to the Board meeting is made available on the District's website and becomes a live link on the date/time of the meeting. Karl Christensen will handle next steps for Beth Rackliffe's membership in the San Diego County Taxpayers' Association and provide additional cost information for a Community Report at the special ICOC meeting to be scheduled prior to February 16, 2021. Member Terri Knight thanked Mr. Christensen and Dale Scott for all the information that was provided to the ICOC and the rest of the committee concurred.

14) **Adjourned at 7:33 p.m.**

Motioned by Terri Knight to adjourn meeting; Seconded by Beth Rackliffe; All in favor.

The next ICOC meeting is scheduled for Wednesday, April 28, 2021, from 6:00 to 8:00 p.m.



Evonn Avila
Administrative Secretary, Business Services

1-27-2021
Date