

**POWAY UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE
MEETING MINUTES**

Date: November 8, 2004

Location: Poway Unified School District
Conference Room B-1

Committee Members Present:

Andy Berg
Lee Dulgeroff
Todd Gutschow
Tony Heinrichs
Fred Sanford

Committee Members Absent:

Chrissa Corday
Kathy Frost

District Representatives Present:

Don Phillips, Superintendent
John Collins, Deputy Superintendent
Doug Mann, Executive Director, Facilities & Planning
Bob Gravina, Director, Technology Support Services
Mark Miller, Director, Educational Facilities & Programs
Laurel Weber, Assistant to the Deputy Superintendent

Others Present:

Mark Claussen – Deputy Program Manager - PinnacleOne/Barnhart

Meeting Items:

1. Chairman, Todd Gutschow, called the meeting to order at 6:03p.m.
2. Roll call of members taken as reflected above.
3. Tony Heinrichs moved to approve the minutes from the October 4, 2004 meeting. Fred Sanford seconded the motion. The motion carried 5- 0.
4. There were no public comments.

5. There were no member reports

6. Mark Claussen gave a program update.

- Expenditure Summaries
- Expenditures by school
- Total program expenditures
- Program Summary

- Significant milestones next six months
 - Complete Poway High phase I December 2004
 - Mt. Carmel High phase II start December 2004
 - Twin Peaks Middle School DSA submit January 2005
 - Poway High phase II start March 2005

- Accomplishments
- Midland
 - Site work continuing
 - Pre-construction meeting with contractors
- Mt. Carmel
 - Phase II advertised
- Poway High School softball fieldwork continuing
- Westwood site utilities and grading continuing
 - Second bid opening complete
 - Pre-construction meeting with contractors
- Twin Peaks and Tierra Bonita design continuing
- Start design process for Garden Road

- Significant Milestones Next 6 Months
- Complete Poway High Phase I December 2004
- Mt. Carmel High Phase II Start December 2004
- Twin Peaks Middle DSA Submit January 2005
- Poway High Phase II Start March 2005

- Significant Next Steps
- Bid Opening Mt. Carmel High Phase II November 18, 2004
- Poway High DSA Final Review December 15, 2004
- Advertise Poway High Phase II January 7, 2005
- Westwood New Classroom Decision November 15, 2004
- Planning Summer Work at PHS and MCHS
 - Shutdown of school operations

- Bid Results Westwood
- Posted on the Building for Success Website
- Construction Totals
 - Phase I \$ 1,709,400
 - Phase II \$14, 502,055
 - Total Project \$20,447,835
- Westwood Bid Results by Contractor
- Risk Analysis Summary
- Bond Facilities Needs Summary
- SFID Budgets and Funding
 - Report handout discussion
 - All projects reviewed against needs described in Proposition U
 - Other capital project funding sources

John Collins discussed the program update that will be presented to the Board on November 15, 2004. All COC members will be present for the Board presentation. The COC Committee recognizes the program challenges and believes staff has made every effort to identify additional resources, the staff has been very effective in mitigating the additional costs through value engineering and that the non-hard construction costs of the program to date are well within the normal. The COC Committee compliments staff on meeting those challenges.

7. New Business

Proposed future meeting dates were discussed and will be approved at the January meeting.

John Collins will talk to the auditors to determine how soon the financial and performance audits will be completed and will email a copy of the audits to COC members.

Fred Sanford will be the point of contact for the financial audit.

Andy Berg and Lee Dulgeroff will be the point of contact for the performance audit.

Todd Gutschow will be the point of contact for the COC report to the community.

8. Next Agenda

Program Update
Financial and Performance Audits
Future Meeting Dates

The next meeting will be January 10, 2005

9. The meeting adjourned at 8:40 p.m.