



**Joint Meeting of the Citizens Oversight Committee and the
Emery Unified School District Board of Trustees**
May 16, 2012 – 6:00 p.m. – **Library at Emery Secondary School**
1100 47th Street, Emeryville

Emery Unified School District Guiding Principles:
We Hold High Academic, Social, and Professional Expectations
We Create a Sense of Family
We Inspire and Support Innovation to End Racist and Classist Practices

PUBLIC AGENDA

A. OPENING CEREMONY/ROLL CALL (approximately 6:00 p.m.)

Charlie Schuman, Interim Chair
Francisco Aalbers, Member
Lisa Carlisle, Member
Mitchell Fine, Member
Ron Henry, Member
Judy Inouye, Member
Vacancy, Member
Marcelline Krafchick, Member
Kelly Maddox, Member
Dave Martinez, Member
Tom Rauch, Member

Barbie Robinson, Member
Andrea Sanchez Cortez, Member
Rodney Wong, Member

Staff

Dr. Debra Lindo, Superintendent of Schools
Roy Miller, ECCL Project Director
Dr. Hayin Kim, Director of Community and Youth
Engagement

B. APPROVAL OF AGENDA (approximately 6:05 pm)

C. APPROVAL OF MINUTES (approximately 6:08 pm)

D. REPORTS (approximately 6:10 p.m.)

- I. Superintendent's Report
- II. COC Chairperson's Report
- III. School Board President's Report
- IV. EUSD Staff Comments
- V. COC Member Comments

E. VISITORS – Public comment for items NOT on the agenda (approximately 6:20 p.m.)

Citizens Oversight Committee Procedures: Community members are encouraged to attend Citizens Oversight Committee meetings. Each agenda contains a "Visitors" section, to allow for public comment on items NOT listed on the agenda. Public comments on items that ARE on the agenda will be taken at the time of the item. When recognized by the COC Chair, speakers are asked to limit their comments to three (3) minutes.

This is a public meeting. Under the Ralph M. Brown Act, any person has the right to record these proceedings with an audio or video tape recorder so long as they do so without causing a persistent disruption. Cal. Gov. Code 54953.5(a). Please note that an official audio recording of the meeting is taking place and is available upon request to the Emery Unified School District. All writings that are public records and relate to an agenda item below which are distributed to a majority of the Oversight Committee (including writings distributed to a majority of the Oversight Committee less than 72 hours prior to the meeting noticed below) will be available at the Emery Unified School District, 4727 San Pablo Avenue, Emeryville, CA

F. COC ACTION/DISCUSSION ITEMS (approximately 6:25 pm), PUBLIC COMMENT INVITED

1. NEW COC MEMBERS. COC members will receive information from staff and discuss status of applications from potential new members . (15 minutes)
2. ANNUAL REORGANIZATION MEETING for ELECTION of CHAIR and VICE-CHAIR POSITIONS. COC members will hold their annual election of officers (Chair and Vice-Chair positions). (15 minutes)
3. DISCUSSION OF COC ANNUAL REPORT. The COC will discuss finalizing its required annual report. (20 minutes)
4. FINANCE (10 minutes total)
 - a. Subcommittee liaison report- none to report at this meeting as no liaison meeting was held
 - b. Additional input from staff: 1) review of financial info for 03/12
 - c. Discussion

G. NEXT COC MEETING AGENDA ITEMS (June 16, 2012)

H. COC CHAIR REPORT TO CITY-SCHOOLS

I. COC COMMITTEE MEMBER CLOSING COMMENTS

J. CALENDAR REVIEW

K. ADJOURNMENT

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation related to COC meetings, may request assistance by contacting the Office of the Superintendent at (510) 601-4906.



**Joint Meeting of the Citizens Oversight Committee and the
Emery Unified School District Board of Trustees**
April 18, 2012 – 6:00 p.m. – **Library at Emery Secondary School**
1100 47th Street, Emeryville

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PUBLIC AGENDA

A. OPENING CEREMONY/ROLL CALL (approximately 6:20 p.m.)

Brian Carver, did not renew

Charlie Schuman, Acting Chair

Francisco Aalbers, Member (**ABSENT**)

Lisa Carlisle, Member

Betsy Cooley, did not renew

Matt Johnson, did not renew

Mitchell Fine, Member

Ron Henry, did not renew

Judy Inouye, Member

Vacancy, Member

Dr. Marcelline Krafchick, Member

Kelly Maddox, Member

Dave Martinez, Member

Tom Rauch, Member

Barbie Robinson, Member

Andrea Sanchez Cortez, Member

Rodney Wong, Member

Staff

Dr. Debbra Lindo, Superintendent of Schools

Roy Miller, ECCL Project Director

Dr. Hayin Kim, Director of Community and Youth
Engagement

School Board

Cheryl Webb, President of the Board

Miguel Dwin

Melodi Dice

Josh Simon (**ABSENT**)

Joy Kent

B. APPROVAL OF AGENDA (approximately 6:25 pm)

1. Item (F3) Finance moved ahead of (F1).

****AMENDED AGENDA APPROVED. Moved by: M. Krafchick, Second: D. Martinez, no objections.**

C. APPROVAL OF MINUTES (approximately 6:08 pm) – No Changes.

****MINUTES APPROVED. Moved by: M. Krafchick, Second: R. Wong, no objections.**

D. REPORTS (approximately 6:10 p.m.)

I. Superintendent's Report

1. For the week of April 23, EUSD students will be CST/STAR testing.
2. The Santa Fe lease for interim housing was approved by the School Board on April 16, 2012.
3. The District will be hosting a Community Budget Forum on May 1 to lay out the 2012-13 budget.

II. COC Chairperson's Report

1. Charlie Shuman shared his April 5 report to City/Schools
2. There is a City Planning Commission meeting on April 26, 2012, 6PM to review the ECCL plans.

III. School Board President's Report

1. The Board is thankful to have this opportunity to have a joint meeting with the COC.

IV. EUSD Staff Comments

Hayin Kim shared the following:

1. Community Design Workshop 8 is on April 19, 2012, 6-8PM. Golden State Warriors tickets donated by Stephen Curry will be raffled off.
2. EUSD and the ECCL will have tables at Emeryville's Earth Day celebration on April 21, 2012
3. EUSD has a new website with a link to the ECCL website (www.emeryvillecenter.org)

V. COC Member Comments

1. UC Berkeley's Cal Day event is on April 21, 2012. Rodney Wong wants to encourage all students to check out the event.

E. VISITORS – Public comment for items NOT on the agenda (approximately 6:40 p.m.)

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F. COC ACTION/DISCUSSION ITEMS (approximately 6:25 pm), PUBLIC COMMENT INVITED

1. JOINT COC and SCHOOL BOARD CONVERSATION REGARDING THE FUTURE DIRECTION OF THE COC. COC and School Board discussed the future direction of the COC. This discussion included potential revisions to the COC By-Laws that would align the COC more clearly with the future direction as resolved by the COC and Board. (60 minutes)

The conversation opened with Board President, Cheryl Webb, sharing the purpose behind holding a joint meeting with the COC. This was followed by a discussion around the role and responsibilities of the COC as required by Measure J and the additional role as Steering Committee for scope of work. Main points taken away from the conversation are as follows:

- a. The Bylaws language needs to be closely reviewed (wording, preciseness, tenses, etc.)
- b. Under Section 3.4, "steering committee for the scope of work" was interpreted differently amongst members of the COC. Bylaws should clarify the COC's responsibilities to 1) review the District's financial expenditure reports and 2) be a steering committee for **community engagement**, and not the ECCL project at large.
- c. There is a need to create structures/processes for COC members to access and process information (re: finance, scope of work, community engagement) so that members are capable of fulfilling their responsibilities.
- d. Revised bylaws should be approved by legislative counsel.

Because the project and its components are evolving, processes may need to change to ensure continued success.

2. DISCUSSION OF COC ANNUAL REPORT. The COC discussed the finalizing of its required annual report. (10 minutes)
 1. Liaisons will draft a summary for their respective sections (Scope of Work, Finance, Community Engagement); a "Lessons Learned" section will be included and to be drafted by Tom Rauch. Report should be in a summarized format. An appendix can be included for numbers and extra details.
 2. Drafts should be emailed to Lisa Carlisle to assemble into a full report before the next meeting.
 3. The COC will have a rough draft ready by the next COC meeting on May 16, 2012.
 4. The goal date to have a finalized report is set for June.

3. FINANCE (5 minutes total)
 1. Subcommittee liaison report- none to report at this meeting as no liaison meeting was held
 2. Additional input from staff: 1) review of financial info for 03/12
 - a. Terri Ryland presented the financial report for March 2012. A column for previous year's expenditures was added.
 3. Discussion
 - a. Staff clarified expenditures re: lobbying costs and architectural fees
 - b. Questions arising from financial reports should be sent to the Finance Liaison to consolidate and relayed to staff.

- G. NEXT COC MEETING AGENDA ITEMS (May 16, 2012)
 1. Election of Officers with statements of intent.
 2. Annual Report
 3. Reviewing of Bylaws.

- H. COC CHAIR REPORT TO CITY-SCHOOLS

- I. COC COMMITTEE MEMBER CLOSING COMMENTS
 1. Mitch Fine inquired about a timeline for new COC member applications and process. Staff informed the COC that they have begun outreach efforts but cannot give final dates because the Board has not reviewed COC applications yet.

- J. CALENDAR REVIEW

- K. ADJOURNMENT (approx. 8:30pm)

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Measure J: ECCL Actual Expenditures as of April 30, 2012

meas lang option code	Bond Projects	notes	2010-11	2011-12 Adopted	Revised Budget	Encumbrance	Year-to-Date Prior Month	Year-to-Date Current Month	Activity for Current Month	Balance	Total Measure J To Date	
			Actuals	Budget								
a	801	Construct, Furnish & Equipment Facilities	1	995,062	1,871,000.00	1,877,258.00	0.00	1,025,296.56	1,071,652.37	46,355.81	805,605.63	2,066,714.81
b	802	Replace, demolish or renovate District properties			2,200,000.00	2,200,000.00	86,434.50	506,435.00	582,869.50	76,434.50	1,530,696.00	582,869.50
c	803	Replace portables with permanent classrooms			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
d	804	Construction school-site support			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e	805	Upgrade and replace classroom technology		105,517	0.00	14,483.00	10.22	4,184.68	4,184.68	0.00	10,288.10	109,701.79
f	806	Acquire available real property			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
g	807	Provide appropriate packing facilities			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
h	808	Provide Interim housing		39,762	670,000.00	760,238.00	7,951.20	66,162.36	66,162.36	0.00	686,124.44	105,924.64
i	809	Make additional repairs and upgrades			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
j	810	Perform necessary site preparation			250,000.00	250,000.00	0.00	5,831.44	5,831.44	0.00	244,168.56	5,831.44
k	811	Address unforeseen conditions revealed by construction			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
l	812	Mitigate items identified by the EIR			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
m	813	Install energy efficient systems			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total				1,140,342	4,991,000.00	5,101,979.00	94,395.92	1,607,910.04	1,730,700.35	122,790.31	3,276,882.73	2,871,042.18
Payroll										32,746.36		
Non-payroll expenditures										90,043.95		
Total Activity for Month										<u>122,790.31</u>		



¹ Budget was adjusted to include \$75,000 budget lines not coded to specific "a to m" components of project - i.e. bond audit fees, consultants and contracted services.

Measure J Accounts Payable Warrants
April 1 through April 30, 2012

Check Number	Date Paid	Payee	Description	Amount
50120100	04/02/2012	Office Depot	Office Supplies for ECCL Staff	11.58
50122224	04/20/2012	Office Depot	Office Supplies for ECCL Staff	58.19
50122692	04/23/2012	Wendy Chew	ECCL/Reimbursements	140.83
50120113	04/02/2012	CDW Government Inc.	Computers for ECCL Student Work	2,104.81
50122231	04/20/2012	School Facility Consultants	ECCL/Professional Svcs	327.50
50122218	04/20/2012	Davis & Associates	ECCL/Professional Communication Services	4,527.50
50122232	04/20/2012	Second Sight Video-Multimedia	ECCL/Video Service	500.00
50122236	04/20/2012	Regent of Univerity of CA U C Berkeley	ECCL/Y-Plan	4,939.04
50122222	04/20/2012	MKTHINK	ECCL/Addendum 6 for Architectural Svcs	76,434.50
50122219	04/20/2012	Emery Unified School District Revolving F	ECCL/Conceptual Design Review	1,000.00
Non-Payroll				90,043.95
Monthly Payroll				32,746.42
Total Expenditures Jan				122,790.37

Detail for Dates 04/01/2012 to 04/30/2012

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Revenue	Account Balance
210-8591-9120-	- - - - CY Deferred Rev, Measure			04/01/12				.00
210-8660-9150-	- - - - Interest, Mea J Interest,			04/01/12	156,303.00	156,303.00	19,968.08	136,334.92
210-8951-9120-	- - - - Sale Bonds, Measure J Ser			04/01/12	156,303.00	156,303.00	22,640,000.00	22,640,000.00-
	Total for Revenue Accounts						22,659,968.08	22,503,665.08-

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
210-2305-9110-9214-8100-400-70-	801 Supv Sal, Measure J SerA,			04/01/12	230,025.00	230,025.00		185,915.97	44,109.03
	PR12-00053	04/30/12	Regular Payroll (Earning;	04/30/12				20,657.33	23,451.70
	PR12-00055	04/30/12	Salary Encumbrance between 05/	04/30/12			41,314.66		17,862.96-
	Account Total			04/30/12	230,025.00	230,025.00	41,314.66	206,573.30	

210-2405-9110-9214-8100-400-70-	801 Clrk Sal, Measure J SerA,			04/01/12	39,420.00	39,420.00		23,859.28	15,560.72
	PR12-00053	04/30/12	Regular Payroll (Earning;	04/30/12				2,980.00	12,580.72
	PR12-00055	04/30/12	Salary Encumbrance between 05/	04/30/12			5,960.00		6,620.72
	Account Total			04/30/12	39,420.00	39,420.00	5,960.00	26,839.28	

210-2924-9110-9214-8100-400-70-	801 OthClasHst, Measure J Ser			04/01/12	95,357.00	95,357.00			95,357.00
210-3202-9110-9214-8100-400-70-	801 PERS Class, Measure J Ser			04/01/12	39,848.00	39,848.00		22,913.87	16,934.13
	PR12-00053	04/30/12	Regular Payroll (Contrib	04/30/12				2,581.92	14,352.21
	PR12-00055	04/30/12	Salary Encumbrance between 05/	04/30/12			5,163.84		9,188.37
	Account Total			04/30/12	39,848.00	39,848.00	5,163.84	25,495.79	

210-3312-9110-9214-8100-400-70-	801 OASDI Clas, Measure J Ser			04/01/12	21,856.00	21,856.00		11,763.79	10,092.21
	PR12-00053	04/30/12	Regular Payroll (Contrib	04/30/12				1,465.51	8,626.70
	PR12-00055	04/30/12	Salary Encumbrance between 05/	04/30/12			2,931.02		5,695.68
	Account Total			04/30/12	21,856.00	21,856.00	2,931.02	13,229.30	

210-3322-9110-9214-8100-400-70-	801 Medi Class, Measure J Ser			04/01/12	5,290.00	5,290.00		3,041.75	2,248.25
	PR12-00053	04/30/12	Regular Payroll (Contrib	04/30/12				342.74	1,905.51
	PR12-00055	04/30/12	Salary Encumbrance between 05/	04/30/12			685.48		1,220.03
	Account Total			04/30/12	5,290.00	5,290.00	685.48	3,384.49	

selection	Filtered by User Permissions, (Org = 18, Online/Offline = N, Fiscal Year = 2012, Start Date = 4/1/2012, End Date = 4/30/2012, Unposted JES? = N, Assets and Liabilities? = N, Restricted? = Y, Fund = 21, Object = 1-8, Obj Digits = 0, Page Break Lvl =)								ESCAPE	ONLINE
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Detail for Dates 04/01/2012 to 04/30/2012

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
210-3402-9110-9214-8100-400-70- -801 H&W Class, Measure J SerA									
			Balance Forward	04/01/12	49,558.00	49,558.00		28,213.22	21,344.78
		PR12-00053	04/30/12 Regular Payroll (Contrib	04/30/12				3,251.72	18,093.06
		PR12-00055	Salary Encumbrance between 05/(04/30/12			6,503.44		11,589.62
			Account Total	04/30/12	49,558.00	49,558.00	6,503.44	31,464.94	
210-3502-9110-9214-8100-400-70- -801 SUI Class, Measure J SerA									
			Balance Forward	04/01/12	5,874.00	5,874.00		3,377.49	2,496.51
		PR12-00053	04/30/12 Regular Payroll (Contrib	04/30/12				380.57	2,115.94
		PR12-00055	Salary Encumbrance between 05/(04/30/12			761.14		1,354.80
			Account Total	04/30/12	5,874.00	5,874.00	761.14	3,758.06	
210-3602-9110-9214-8100-400-70- -801 WC Class, Measure J SerA,									
			Balance Forward	04/01/12	9,121.00	9,121.00		5,244.52	3,876.48
		PR12-00053	04/30/12 Regular Payroll (Contrib	04/30/12				590.95	3,285.53
		PR12-00055	Salary Encumbrance between 05/(04/30/12			1,181.90		2,103.63
			Account Total	04/30/12	9,121.00	9,121.00	1,181.90	5,835.47	
210-3802-9110-9214-8100-400-70- -801 PERS RedCL, Measure J Ser									
			Balance Forward	04/01/12	7,651.00	7,651.00		4,399.03	3,251.97
		PR12-00053	04/30/12 Regular Payroll (PERS R	04/30/12				495.68	2,756.29
		PR12-00055	Salary Encumbrance between 05/(04/30/12			991.36		1,764.93
			Account Total	04/30/12	7,651.00	7,651.00	991.36	4,894.71	
210-4300-9110-9217-8100-400-70- -801 Mails&Supp, Measure J Ser									
			Balance Forward	04/01/12	12,000.00	12,000.00	280.71	3,658.70	8,060.59
P12-00116	Office Depot	EN12-02468	Office Supplies for ECCL Staff	04/02/12			11.58-		8,072.17
P12-00116	Office Depot	EX12-02189	Office Supplies for ECCL Staff	04/02/12				11.58	8,060.59
P12-00462	Wendy Chew	EN12-02502	ECCL/Reimbursements	04/06/12			140.83		7,919.76
P12-00116	Office Depot	EN12-02558	Office Supplies for ECCL Staff	04/20/12			58.19-		7,977.95
P12-00116	Office Depot	EX12-02259	Office Supplies for ECCL Staff	04/20/12				58.19	7,919.76
P12-00462	Wendy Chew	EN12-02591	ECCL/Reimbursements	04/23/12			70.79-		7,990.55
P12-00462	Wendy Chew	EN12-02592	ECCL/Reimbursements	04/23/12			70.04-		8,060.59
P12-00462	Wendy Chew	EX12-02293	ECCL/Reimbursements	04/23/12				70.79	7,989.80
P12-00462	Wendy Chew	EX12-02294	ECCL/Reimbursements	04/23/12				70.04	7,919.76
			Account Total	04/30/12	12,000.00	12,000.00	210.94	3,869.30	
210-4315-9110-9307-8100-400-55- -805 Comp Softw, Measure J Ser									
			Balance Forward	04/01/12		14,483.00	10.22	4,184.68	10,288.10
210-4400-9110-9306-8100-100-56- -808 NonCap Eq, Measure J SerA									
selection	Filtered by User Permissions, (Org = 18, Online/Offline = N, Fiscal Year = 2012, Start Date = 4/1/2012, End Date = 4/30/2012, Unposted JES? = N, Assets and Liabilities? = N, Restricted? = Y, Fund = 21, Object = 1-8, Obj Digits = 0, Page Break Lvl =)								
								ESCAPE	ONLINE

Detail for Dates 04/01/2012 to 04/30/2012

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
210-4400-9110-9306-8100-100-56- -808	NonCap Eq, Measure J SerA		Balance Forward	04/01/12	13,000.00				13,000.00
210-4415-9110-9220-8100-400-70- -801	Comp Equip, Measure J Ser		Balance Forward	04/01/12	12,000.00	12,000.00	2,104.81	1,751.49	8,143.70
P12-00395	CDW Government Inc.	EN12-02441	Computers for ECCL Student Worl	04/02/12			2,104.81-		10,248.51
P12-00395	CDW Government Inc.	EX12-02160	Computers for ECCL Student Worl	04/02/12				2,104.81	8,143.70
			Account Total	04/30/12	12,000.00	12,000.00	.00	3,856.30	
210-4415-9110-9306-8100-100-55- -808	Comp Equip, Measure J Ser		Balance Forward	04/01/12	33,000.00			28,479.95	4,520.05
210-4415-9110-9306-8100-400-55- -808	Comp Equip, Measure J Ser		Balance Forward	04/01/12	20,478.00		7,451.20	16,805.19	3,778.39-
210-4415-9110-9307-8100-100-55- -805	Comp Equip, Measure J Ser		Balance Forward	04/01/12					.00
210-4415-9110-9307-8100-400-55- -805	Comp Equip, Measure J Ser		Balance Forward	04/01/12					.00
210-5200-9110-9221-8100-400-70- -801	Travel&Cnf, Measure J Ser		Balance Forward	04/01/12	12,000.00			1,604.67	10,395.33
210-5650-9110-9306-8100-400-70- -808	Interim Housing, Measure		Balance Forward	04/01/12	670,000.00	670,000.00		8,715.00	661,285.00
		BR12-00148	Transfer for ECCL Office Improver	04/25/12		3,500.00-			657,785.00
			Account Total	04/30/12	670,000.00	666,500.00	.00	8,715.00	
210-5800-9110-9225-8100-400-52- -801	OthSvcOpEx, Measure J Ser		Balance Forward	04/01/12					.00
210-5800-9120-0000-9100-400-52- -704	OthSvcOpEx, Measure J Ser		Balance Forward	04/01/12				418,959.50	418,959.50-
210-5820-9150-0000-8100-400-52- -704	Audit Expe, Mea J Interes		Balance Forward	04/01/12	5,000.00			3,500.00	1,500.00
210-5825-9110-9205-8100-400-70- -802	Consultant, Measure J Ser		Balance Forward	04/01/12	45,000.00				45,000.00
210-5825-9110-9208-8100-400-70- -801	Consultant, Measure J Ser		Balance Forward	04/01/12	36,000.00	36,000.00	327.50	7,654.40	28,018.10
P12-00460	School Facility Consulta	EN12-02549	ECCL/Professional Svcs	04/20/12			327.50-		28,345.60
P12-00460	School Facility Consulta	EX12-02250	ECCL/Professional Svcs	04/20/12				327.50	28,018.10
P12-00480	School Facility Consulta	EN12-02603	ECCL/Professional Services	04/26/12			5,954.95		22,063.15
			Account Total	04/30/12	36,000.00	36,000.00	5,954.95	7,981.90	
210-5825-9150-0000-8100-400-52- -704	Consultant, Mea J Interes		Balance Forward	04/01/12	50,000.00				50,000.00

Detail for Dates 04/01/2012 to 04/30/2012

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
210-5830-9110-0000-8100-500-52- -704	Contracted, Measure J Ser		Balance Forward	04/01/12					.00
210-5830-9110-9204-8100-400-70- -802	Contracted, Measure J Ser		Balance Forward	04/01/12	45,000.00	45,000.00			45,000.00
210-5830-9110-9211-8100-400-70- -801	Contracted, Measure J Ser		Balance Forward	04/01/12	24,000.00	24,000.00		785.93	23,214.07
P12-00469	Second Sight Video-Mul	EN12-02527	ECCL/Video Service	04/17/12			500.00		22,714.07
P12-00469	Second Sight Video-Mul	EN12-02548	ECCL/Video Service	04/20/12			500.00-		23,214.07
P12-00469	Second Sight Video-Mul	EX12-02249	ECCL/Video Service	04/20/12				500.00	22,714.07
			Account Total	04/30/12	24,000.00	24,000.00	.00	1,285.93	
210-5830-9110-9212-8100-400-70- -801	Contracted, Measure J Ser		Balance Forward	04/01/12	180,000.00	180,000.00	6,849.16	20,754.43	152,396.41
P12-00461	Regent of University of C.	EN12-02498	ECCL/Y-Plan	04/06/12			4,939.04		147,457.37
P12-00468	Davis & Associates	EN12-02526	ECCL/Professional Communicati	04/17/12			4,527.50		142,929.87
P12-00473	Murdoch, Walrath & Holi	EN12-02530	ECCL/Professional Services	04/18/12			2,200.00		140,729.87
P12-00461	Regent of University of C.	EN12-02543	ECCL/Y-Plan	04/20/12			4,939.04-		145,668.91
P12-00468	Davis & Associates	EN12-02565	ECCL/Professional Communicati	04/20/12			4,527.50-		150,196.41
P12-00474	National Equity Project	EN12-02581	ECCL/NEP Coaching & Facilitation	04/20/12			19,200.00		130,996.41
P12-00461	Regent of University of C.	EX12-02244	ECCL/Y-Plan	04/20/12				4,939.04	126,057.37
P12-00468	Davis & Associates	EX12-02266	ECCL/Professional Communicati	04/20/12				4,527.50	121,529.87
			Account Total	04/30/12	180,000.00	180,000.00	28,249.16	30,220.97	
210-5830-9110-9306-8100-300-56- -808	Contracted, Measure J Ser		Balance Forward	04/01/12	23,760.00	23,760.00	500.00	12,162.22	11,097.78
210-5830-9150-0000-8100-400-52- -704	Contracted, Mea J Interes		Balance Forward	04/01/12	20,000.00	20,000.00			20,000.00
210-5845-9110-9609-8100-400-70- -801	Legal Exp, Measure J SerA		Balance Forward	04/01/12	36,000.00	50,000.00		56,885.96	6,885.96-
210-6140-9110-9104-8500-400-70- -810	Surveying, Measure J SerA		Balance Forward	04/01/12	50,000.00	50,000.00			50,000.00
210-6157-9110-9104-8500-400-70- -810	Environmen, Measure J Ser		Balance Forward	04/01/12	200,000.00	200,000.00		5,831.44	194,168.56
210-6210-9110-9202-8500-400-70- -802	Architect, Measure J SerA		Balance Forward	04/01/12	1,810,000.00	1,810,000.00	86,434.50	331,850.00	1,391,715.50
P12-00459	MKTHINK	EN12-02561	ECCL/Addendum 6 for Architectu	04/20/12			76,434.50-		1,468,150.00
P12-00475	MKTHINK	EN12-02582	ECCL/Professional Services	04/20/12			92,265.50		1,375,884.50
P12-00459	MKTHINK	EX12-02262	ECCL/Addendum 6 for Architectu	04/20/12				76,434.50	1,299,450.00
			Account Total	04/30/12	1,810,000.00	1,810,000.00	102,265.50	408,284.50	

Detail for Dates 04/01/2012 to 04/30/2012

Ref#	Pay To Name	Journal #	Description	Trans Dt	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
210-6210-9110-9205-8500-400-70- -802	Architect, Measure J SerA		Balance Forward	04/01/12	300,000.00	300,000.00		174,585.00	125,415.00
210-6220-9110-9203-8500-400-70- -801	DSA Fees, Measure J SerA,		Balance Forward	04/01/12	100,000.00	100,000.00			100,000.00
210-6230-9110-9203-8500-400-70- -801	CDE Fees, Measure J SerA,		Balance Forward	04/01/12	60,000.00	60,000.00			60,000.00
210-6240-9110-9204-8500-400-70- -801	Preliminar, Measure J Ser		Balance Forward	04/01/12	100,000.00	100,000.00			100,000.00
210-6250-9110-9203-8500-400-70- -801	OtherCostP, Measure J Ser		Balance Forward	04/01/12	120,000.00	106,000.00	1,000.00	1,000.00	104,000.00
P12-00458	Emery Unified School Di	EN12-02564	ECCL/Conceptual Design Review	04/20/12			1,000.00-		105,000.00
P12-00458	Emery Unified School Di	EX12-02265	ECCL/Conceptual Design Review	04/20/12				1,000.00	104,000.00
			Account Total	04/30/12	120,000.00	106,000.00	.00	2,000.00	
210-6270-9110-9307-8500-300-70- -801	OtherCostC,Measure J SerA		Balance Forward	04/25/12		3,500.00			3,500.00
	Transfer for ECCL Office Improver			04/30/12			3,500.00		.00
P12-00484	Security Engineers	EN12-02610	ECCL	04/30/12					
			Account Total	04/30/12	.00	3,500.00	3,500.00	.00	
210-6297-9110-9223-8500-400-70- -801	Contingency, Measure J S		Balance Forward	04/01/12	600,000.00	600,000.00			600,000.00
210-6298-9110-9225-8100-400-70- -801	Reserve, Measure J SerA,		Balance Forward	04/01/12					.00
210-6298-9110-9225-8500-400-70- -801	Reserve, Measure J SerA,		Balance Forward	04/01/12	6,258.00	6,258.00			6,258.00
210-7638-9120-0000-9100-400-52- -704	DbtSvc Int, Measure J Ser		Balance Forward	04/01/12				220,012.56	220,012.56-
			Total for Expense Accounts		4,991,000.00	5,101,979.00	213,634.81	1,730,700.41	3,157,643.78

Total for Org 018-Emery Unified School District		Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance
Budgeted		156,303.00			5,101,979.00	4,945,676.00-
Actual		22,659,968.08		213,634.81	1,730,700.41	20,715,632.86

Tom Rauch

I am submitting my name as a candidate for Chair of the Citizen's Oversight Committee for the City of Emeryville, as stipulated in Bond Measure J.

Biographical Sketch

Born and raised in Berkeley, currently residing in West Oakland (zipcode 94608!). I lived previously in Emeryville in the mid/late 1980's in the Watergate apartments, then moved to El Cerrito for several years. I attended private schools in Berkeley, as did my two sons Michael (19) and John (17). I graduated from UCLA with a degree in Political Science, and later from Cal State East Bay with an MBA in Computers and Information Systems. I taught business and computer classes at UC Berkeley Extension, and in several MBA programs around the Bay Area (most recently and most often at St. Mary's College). I was a Program Director at UC Berkeley Extension for 8 years, delivered leadership development programs at Charles Schwab for 4 years, and am currently Director of Leadership Development at URS Corporation since March of 2010.

Qualifications (and I use the term advisedly!)

I am by nature a consensus builder. I do listen as best I can to really understand what people are saying to me. I think I am pretty good at summarizing conversations. I keep an open mind. I take feedback well and change my behaviors to meet others halfway.

I also like getting stuff done. It always feels good to get something worthwhile accomplished. I sometimes get frustrated with myself (and others!) when things don't move as quickly as they should, or we seem to be covering the same ground over and over. I am learning to be patient – to a point 😊

Finally, I really do see the good in other people. I like bringing teams together and recognizing/rewarding talent and hard work. I am an optimist, so I will first see what's working well then figure out what needs changing to make things better.

Next Steps for the Committee

1. **Solidify our relationships** – we've been through some interesting times. I feel we are all ready and eager to roll up our sleeves and get work done. Together. Let's make sure we listen and understand each other, debate the issues, *then close ranks once the team decides*. We will do this respectfully and by assuming good intent.
2. **Clarify our highest priorities** – we have work to do; let's make sure we are addressing our highest priority issues, the things that the citizens of Emeryville expect us to do. Let's keep our priority list simple and clear.
3. **Organize ourselves for action** – we do have new bylaws (I think) and we will probably have new committee members; let's create some working agreements and a structure that gets our work done, allows people to play to their strengths, and be crisp and efficient in how we work together.

Thanks for reading this through. I am looking forward to "Act II" with all of you.

MEASURE 'J' CITIZEN'S OVERSIGHT COMMITTEE ANNUAL REPORT 2011/2012 FISCAL YEAR

Introduction

The members of the Measure 'J' Citizen's Oversight Committee (COC) have prepared this annual report for public record. We present this report to the School Board members of the Emery Unified School District, City Officials of the City of Emeryville, to the citizen's of Emeryville, and the public at large. Under the provisions of the California Constitution as amended by Prop 39, an independent Citizens' Oversight Committee must be established to assure that voter approved 2010 Measure 'J' School Facilities Bond funds are spent as approved by the voters. The Committee is required to publish an annual report of its findings. As chartered by the Board of Trustees of the Emery Unified School District (Board), the 2010 School Facilities Bond Committee may also act as a communications channel for disseminating Bond Program information and collecting community inputs or concerns.

The Committee is not a bond program advisory body and has no authority to make policy, make decisions or set priorities in the spending of bond funds or District operations. All 2010 School Facilities Bond projects are authorized and approved by the Board of Trustees.

Measure 'J' Background

In the spring of 2010, the Emery Unified School District conducted a community survey that found that Emeryville residents continue to value quality education and safe, adequate school facilities. Accordingly, the Emery USD Board of Trustees unanimously placed Measure J on the November 2010 ballot to address the urgent needs in our schools. After years of District planning and community input, we have identified the following priorities to upgrade our schools that Measure J would address, including:

- Building seismically safe schools;
- Improving energy-efficiency & lowering utility costs, putting more money into the classroom;
- Bringing classroom technology up to date;
- Providing facilities for youth after-school recreational and learning programs;
- Updating school science labs;
- Establishing a job-training center for students and the community.

Measure J includes stringent fiscal accountability guarantees, such as an Independent Citizens' Oversight Committee to ensure all funds are spent properly. NO Measure J funds can be spent on administrators' salaries, pensions or benefits. ALL funds will be spent for Emeryville schools, and cannot be taken away by Sacramento.

Consistent with Emeryville community's tradition of civic support for its schools, we are continuing to collaborate with the City of Emeryville. Measure J will not only replace aging schools that don't meet current seismic safety standards, but if passed, will provide facilities

MEASURE 'J' CITIZEN'S OVERSIGHT COMMITTEE ANNUAL REPORT 2011/2012 FISCAL YEAR

that include a range of essential services such as adult education, job training, after-school activities, childcare, health services, and more -- all at the same location where schools are housed – to benefit all children and families.

Citizen's Oversight Committee Overview

The Citizens' Oversight Committee was established after the successful passage of Measure 'J' in November 2010. The purposes of the Committee are set forth in Prop 39 as to the duties and rights of the Committee. Following the passage of Measure J in November 2010, the COC was appointed by the Board in Spring of 2011 to do the following:

1. provide fiscal oversight for Measure 'J' bond funds;
2. ensure community engagement occurs as part of Measure J projects;
3. make recommendations to the City/Schools committee as needed to move the Measure J project work forward.

The duties of the COC related to the ECCL include the following: To inform the Public, to review expenditures, to prepare an annual report summarizing proceedings and compliance with established regulations, to form a steering committee for work associated with Measure J, to ensure community engagement, and to provide monthly updates to the City / Schools committee. The COC meets every third Wednesday of the month from 6:00 pm – 7:30 pm. With occasionally scheduled special meetings. For a full summary of all COC meetings, agendas, minutes and audio recordings, please visit Emeryville Center for Community Life website at <http://www.emeryvillecenter.org/COC.htm>

Committee members are appointed for a two-year term with no compensation for their participation.

Scope of Work

The Emery Unified School District has charged the Citizen Oversight Committee with steering; it is the consensus of the COC membership that the COC is solely an oversight body with the ability to advise the Emery USD Board. The COC has no authority to make decisions concerning the scope of the project; that is solely the responsibility of the Emery School Board.

The Emery Unified School District (EUSD) has been in the process of planning a new school for approximately 11 years. EUSD and the City of Emeryville formed the Education and Youth Task Force in 2001 to develop an education and youth services master plan. A report was generated in 2002 and the task force became the Education and Youth Services Advisory Committee (EYSAC). The membership of EYSAC represented a broad spectrum of the Emeryville community. EYSAC eventually evolved into the Partners Committee and finally into the COC once Measure 'J' was approved by the voters of Emeryville in 2010. Parallel with work of the EYSAC and now the COC, the

MEASURE 'J' CITIZEN'S OVERSIGHT COMMITTEE ANNUAL REPORT 2011/2012 FISCAL YEAR

EUSD and the City of Emeryville have been engaged in developing the programmatic and facilities portion of the ECCL project.

Assembly Member Nancy Skinner and her office carried AB 1080 to facilitate the joint use portion of the ECCL project. Partnerships have been forged with institutions such as Cal State East Bay, Samuel Merritt School of Nursing, and the Wright Institute to name a few. Technology in the school district is being upgraded which include iPads for the Emery USD students, color Nooks for the Anna Yates Elementary School library, School Loop, and a new and improved interactive EUSD website.

Engagement efforts have included ongoing Emeryville Center of Community Life Community Design workshops (there have been seven to date) to get input from the public and EUSD staff. Surveys have been conducted throughout the life of the project. The Fellows Program has been implemented to bring the ECCL project to who have not been able or did not attend the various meetings and workshops.

The Fellows Program group is taking the ECCL project door to door. A website, [emeryvillecenter.org](http://www.emeryvillecenter.org), has been published showing the entire scope of the Emeryville Center of Community Life project since inception. For details and a full summaries of all Community Engagement efforts regarding the Measure 'J' Bond project, please visit the ECCL website at http://www.emeryvillecenter.org/archives_reports.htm

Financial Summary

The COC determined that six financial reports were needed to adequately observe and understand the expenditure of Measure J funds. The reports have taken on the following formats

1. Memorandum of Understanding Budget Report
2. Financial Audit
3. Performance Audit
4. Monthly Summary Report
5. Monthly Detail Transactions Report
6. Monthly Warrants Report

During our monthly COC meeting the discussion of the financial report seem to be difficult for all parties to grasp. The key to understanding the financial details of this project was through education of the school and project accounting and bond financing. In order to keep abreast of financial details, the COC formed a finance sub-committee to provide a single point of contact to minimize staff time, preview of the monthly reports, resolve open questions and present reports and resolutions to the larger group.

Financial Statements: The financial statements include only the Building Fund of the Emery Unified School District used to account for Measure J projects. This Fund was established to account for the expenditures of general obligation bonds issued under the

MEASURE 'J' CITIZEN'S OVERSIGHT COMMITTEE ANNUAL REPORT 2011/2012 FISCAL YEAR

General Obligation Bonds Election of 2010. These financial statements are not intended to present fairly the financial position and results of operations of the Emery Unified School District in compliance with accounting principles generally accepted in the United States of America.

District Budget: The District's governing board adopts an operating budget no later than July 1 in accordance with State law. The Board revises this budget during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption.

Encumbrance Accounting: An encumbrance accounting is a system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid and all outstanding encumbrances are liquidated at June 30 since they do not constitute expenditures or liabilities.

***Measure J Fund 21 Categories:**

- Fund 21
- 801 a Construct, Furnish & Equipment Facilities
- 802 b Replace, demolish or renovate District properties
- 803 c Replace portables with permanent classrooms
- 804 d Construction school-site support
- 805 e Upgrade and replace classroom technology
- 806 f Acquire available real property
- 807 g Provide appropriate packing facilities
- 808 h Provide Interim housing
- 809 i Make additional repairs and upgrades
- 810 j Perform necessary site preparation
- 811 k Address unforeseen conditions revealed by construction
- 812 l Mitigate items identified by the EIR
- 813 m Install energy efficient systems

The total amount of Measure 'J' Funds utilized thus far as of **March 31, 2012 is \$2, 748, 251 .87**. For a complete break down of funding categories (as referenced above) and expenditures for each, please see attached table in the Appendix of this report.

***See attached table for expenditures to date as of March 31st 2012. Final expenditures to be updated for final report covering financials through May and June 2012.**

MEASURE 'J' CITIZEN'S OVERSIGHT COMMITTEE ANNUAL REPORT 2011/2012 FISCAL YEAR

Independent Audit Summary of Findings

Vavrinek, Trine, Day & Co., LLP conducted both the Financial and Performance audit covering July 1, 2010 through June 30, 2011

The Auditors conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that the auditors plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. The auditors believe that our audit provides a reasonable basis for their opinion.

In their opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Building Fund Measure J of the Emery Unified School District at June 30, 2011, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The COC received the final audit on February 15, 2012. Motion to accept the Audit Reports is still needed after each member has reviewed the reports.

COC Reflections for the 2011/2012 Fiscal Year

Teams really do go through stages of development: This is not just an organizational development bromide! When a group of individuals come together for the first time to tackle an important issue or project, they pass through several inevitable and predictable stages of development: Forming is the first stage – a group of individuals join together to solve a common problem. They get to know one another and are generally on their best behavior. But, as the work progresses, conflicts between individuals inevitably arise, which leads to the next, or “storming phase.” It is in this phase many teams become stuck. By putting aside differences, teams will progress to the “norming” stage where “rules of engagement” begin to coalesce. A shared understanding of mission and process emerges. Finally, the team will move to the final phase or “performing” phase where team members help each other achieve a well-understood, common objective.

We went through the first phase, are coming out of the second, and look forward confidently to the third and final. We did learn that while the second stage is painful and at times demoralizing, *it's part of the process*. We also discovered that staying stuck in the “storming” phase *too long* can be unhealthy and counter-productive. Teams like ours must recognize when it's time to move from storming to norming on the way to performing.

MEASURE 'J' CITIZEN'S OVERSIGHT COMMITTEE ANNUAL REPORT 2011/2012 FISCAL YEAR

Language matters: We spent a great deal of time asking questions about what certain words really meant – like “ensure” and “community engagement” and “steering.” Each of us had an opinion. Often times we did not agree with each other on what these words really meant, and how they should guide our work. We learned that coming to a shared understanding around critical words is important. We also learned that it’s best to have these words well understood by everyone on the team, early in the process.

Leadership matters: Many talented people have tremendous leadership ability - they are smart, capable, and knowledgeable. Yet effective leaders should be chosen by a team by asking and answering these questions: Can that leader build support within the team? Will they *really* listen to people who may have very different opinions and perspectives? Can they help the team identify the most important issues, work through options carefully, then build towards a shared understanding of next steps and accountability for results? We learned that choosing a leader who resonates with the team and is capable of making hard decisions is an important factor in building a high performing team.

COC Members for 2011/2012 Term

Brian Carver, Chair (Resigned March 2012)
Charlie Schuman, Vice Chair
Francisco Aalbers, Member (Resigned, March 2012)
Lisa Carlisle, Member
Betsy Cooley, Member (Resigned, March 2012)
Matt Johnson, Member (Resigned March 2012)
Mitchell Fine, Member
Ron Henry, Member (Resigned March 2012)
Judy Inouye, Member (Resigned November 2011)
Vacancy, Member
Marcelline Krafchick, Member
Kelly Maddox, Member
Dave Martinez, Member
Tom Rauch, Member
Barbie Robinson, Member
Andrea Sanchez Cortez, Member
Rodney Wong, Member
Shirley Onamoto, Member (Resigned September 2012)

This is a draft of the COC Annual Report for review by the COC for the May 16th 2012 Meeting. Please be prepared to discuss the sections and bring any additional comments, suggestions and corrections with you to the meeting so that they may be incorporated in the final project. Thank you

Measure J: ECCL Actual Expenditures as of March 31, 2012

Bond Projects	notes	2010-11 Actuals	2011-12 Adopted Budget	Revised Budget	Encumbrance	Year-to-Date Prior Month	Year-to-Date Current Month	Activity for Current Month	Balance	Total Measure J To Date
Construct, Furnish & Equipment Facilities	1	995,062	1,871,000.00	1,877,258.00	0.00	956,250.00	1,025,296.56	69,046.56	851,961.44	2,020,359.00
Replace, demolish or renovate District properties			2,200,000.00	2,200,000.00	86,434.50	506,435.00	506,435.00	0.00	1,607,130.50	506,435.00
Replace portables with permanent classrooms			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Construction school-site support			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Upgrade and replace classroom technology		105,517	0.00	14,483.00	10.22	4,184.68	4,184.68	0.00	10,288.10	109,701.79
Acquire available real property			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Provide appropriate packing facilities			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Provide Interim housing		39,762	670,000.00	760,238.00	7,951.20	56,247.36	66,162.36	9,915.00	686,124.44	105,924.64
Make additional repairs and upgrades			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Perform necessary site preparation			250,000.00	250,000.00	0.00	5,831.44	5,831.44	0.00	244,168.56	5,831.44
Address unforeseen conditions revealed by construction			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mitigate items identified by the EIR			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Install energy efficient systems			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		1,140,342	4,991,000.00	5,101,979.00	94,395.92	1,528,948.48	1,607,910.04	78,961.56	3,399,673.04	2,748,251.87
Payroll								32,746.42		
Non-payroll expenditures								46,214.93		
Total Activity for Month								78,961.35		

was adjusted to include \$75,000 budget lines not coded to specific "a to m" components of project - i.e. bond audit fees, consultants and contracted services.