



Meeting of the Citizens Oversight Committee
September 21, 2011 – 6:00 p.m. – Emery Bay Village Community Room
160 Emery Bay Drive, 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.)

Brian Carver, Chair
Charlie Schuman, Vice Chair
Francisco Aalbers, Member
Lisa Carlisle, Member
Betsy Cooley, Member
Member active in a bona fide taxpayers' organization: VACANT
Mitchell Fine, Member
Ron Henry, Member
Judy Inouye, Member
Joy Kent, 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, 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. EUSD Staff 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. **By law, COC members may not enter into discussion nor take action on any item not previously published 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 during normal business hours (8am to 4pm, Monday through Friday, excluding legal holidays) and at www.emeryvillecenter.org. Cal. Gov. Code. 54957.5(a)-(d).

- F. COC ACTION/DISCUSSION ITEMS (approximately 6:25 pm), PUBLIC COMMENT INVITED
1. COC Review of July and August 2011 Financial Reports (10 minutes)
Roy Miller and Elaine Nielsen will present the August financial information and the revisions made to the July financial information.
 2. COC Review of July and August 2011 Engagement Activities (10 minutes)
Dr. Kim will present information relating to engagement activities for the months of July and August.
 3. COC Sub-committees (20 minutes)
Superintendent Lindo will present a proposal for COC discussion regarding the Committee appointing a designee from the COC membership to work closely with project staff on such topical areas as Finance, Community Engagement, and Architectural Design. The COC will also discuss alternative subcommittee structures it might wish to adopt.
 4. QSCB Financing Opportunity (10 minutes)
Roy Miller will present information to the COC on the Qualified School Construction Bond financing opportunity.
 5. COC Meeting Location (5 minutes)
COC will discuss the location for upcoming regular monthly COC meetings.
 6. COC Discussion of the "VISITORS: Agenda Section E" Disclaimer Language (5 minutes)
COC will review and discuss the disclaimer language in Agenda Section E to resolve any questions or issues related to that language.
- G. NEXT COC MEETING AGENDA ITEMS (September 21, 2011)
- H. COC CHAIR REPORT TO CITY-SCHOOLS
- I. COC COMMITTEE MEMBER 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.



Regular Meeting of the Citizens Oversight Committee Minutes
August 17, 2011 – 6:00 p.m. – Emery Bay Village Conference Room
160 Emery Bay Drive, Emeryville

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PUBLIC AGENDA

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

Brian Carver, Chair

Charlie Schuman, Vice Chair

Lisa Carlisle, Member

Brian Carver, Member

Betsy Cooley, Member

Mitchell Fine, Member

Ron Henry, Member

Judy Inouye, Member

Joy Kent, Member

Marcelline Krafchick, Member

Dave Martinez, Member

Tom Rauch, Member

Barbie Robinson, Member

Rodney Wong, Member

EUSD Staff

Dr. Debra Lindo, Superintendent of Schools

Roy Miller, Project Director

Dr. Hayin Kim, Director of Community and
Youth Engagement

Josh Simon, School Board member

B. APPROVAL OF AGENDA & MINUTES (approximately 6:05 PM)

I. July 20th Meeting Amendments (10 min)

- Rephrase: "COC opinion that all listed expenditures, besides those for which itemization was requested, are appropriate (Motion: B. Carver , Second: M. Krafchick)
- Rephrase: Item E, change "DON'T" with "DO" re: need of extra meeting
- Rephrase: Public Comment pg. 3, change "interim housing" to "interim school facilities"

****Approve Amended July 17th Minutes (Motion: B. Carver; no objection)**

II. August 3rd Meeting Amendments (5 min)

- Rephrase: Section E, Q & A, from "WHY is there dissent?" to "WHAT is the nature of the dissent?"

****Approve amended August 3rd minutes (Motion: B. Carver; no objection)**

C. REPORTS (approximately 6:20 PM)

I. Superintendent Lindo Report (10 min)

- Students made “2nd site” presentation to LBNL; LBNL hosting link to video of students.
- Fellows program presented at City-Schools
- School Board retreat, came up with two main goals:
 1. By 2014, obtain 800 API in elementary and high schools.
 2. Full Service Community Schools model; focus on k-12 curriculum development.
- Board Trustee, Pat Hooper, resigning September 1, 2011
- Elaine leaving to Newark School District, have succession plan in place.

II. COC Chairperson Report (10 min)

- Gave COC report to City/Schools
- Phone call or In-person meeting for Agenda Setting
- Joy elected to School Board, will be stepping down in November.
- COC two persons short; need to get school district to find replacements.
- ****Move “Staff Comments” to front of Agenda; leave “Committee Comments” in back.**

III. Staff Comments (1 min)

- Welcome, Wendy! (Thank you!)

D. VISITORS (approximately 6:40 PM) Public comment on non-agenda items: None

E. ACTION/DISCUSSION ITEMS (approximately 6:40 PM)

I. Expenditure Report #2: (~50 min)

- Questions:
What is COC’s role with expenditure reports? How to improve for future clarity of budget? How to have questions presented to Elaine + Roy before Wednesday? How to get answers in a timely matter? Possible to get a list of ECCL projects/programs not noted in bond’s “project list?”

Outcomes:

1. Financial Warrants: COC’s Role is to ensure credibility and legitimacy; check for balance between older, updated, current budget sheets; check for missing items, etc.
 2. ****Changes in budgets noted with FOOTNOTES**
 3. Want education pieces, info sheets, appropriate individuals to answer COC questions e.g. Elaine + Roy both present budget info
 4. Establish appropriate subcommittees
 5. COC to have detailed Budget Items added to Agenda (Note: MOU2 and Project Plans may change due to accelerated timeline)
 6. ****Simple majority opinion of inappropriate expenditures, COC will present a write-up to School Board for clarification, add in minority comments at later point, and report to public when deemed necessary.**
- ****Non-Approved Expenditure Items: Staff Salary, Closing Costs - itemization of reimbursements, underwriting expenses requested.**
 - ****APPROVED Expenditure Items: School Loop, ESS Fire Sprinklers**

II. Community Engagement Resolution: (~25 min)

- Suggested Revisions:
 1. Break up “whereas” into sections e.g. COC, Engagement Process, etc.

2. Section B, first strategy: “Engage community” ... “to build trust, and seek commitment...”

- ****Special meeting called on August 23rd, Tuesday 6PM, to finish review.**

F. INFORMATION ITEMS

G. NEXT COC MEETING AGENDA ITEMS (September 21st, 2011) (approximately 8:00 PM)

1. Subcommittees
2. Presentation of more detailed budget
3. Session on understanding finances, “how this works,” education pieces for greater understanding of project processes.

H. COC CHAIR REPORT TO CITY-SCHOOLS

To be discussed at special meeting on August 23rd.

I. COC COMMITTEE MEMBER COMMENTS

J. CALENDAR REVIEW

K. ADJOURNMENT (approximately 8:15 PM)

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SPECIAL MEETING of the Citizens Oversight Committee
August 23, 2011 – 6:00 p.m. – Anna Yates Elementary School Conference Room
1070 41st Street, Emeryville

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PUBLIC AGENDA

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

Brian Carver, Chair	Dave Martinez, Member
Charlie Schuman, Vice Chair	Tom Rauch, Member
Francisco Aalbers, Member (Absent)	Barbie Robinson, Member
Lisa Carlisle, Member (Absent)	Andrea Sanchez Cortez, Member (Absent)
Betsy Cooley, Member	Rodney Wong, Member
Mitchell Fine, Member (Absent)	
Ron Henry, Member	Staff
Judy Inouye, Member	Dr. Debra Lindo, Superintendent of Schools
Joy Kent, Member	Roy Miller, Project Director
Marcelline Krafchick, Member	Dr. Hayin Kim, Director of Community and Youth Engagement
Kelly Maddox, Member (Absent)	

B. APPROVAL OF AGENDA (approximately 6:05 p.m.)

C. REPORTS (approximately 6:06 p.m.)

I. Superintendent's Report

1. Just received federally subsidized bond of ~\$25 mil

II. COC Chairperson's Report

III. EUSD Staff Comments

1. COC recommended by-law amendment passed re: chair and vice chair limited to 1-year term
2. Community Design Workshop I, Saturday, August 27th.

D. VISITORS – Public comment for items NOT on the agenda (approximately 6:10 p.m.) - None

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Citizens Oversight Committee Special Meeting

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than 72 hours prior to the meeting noticed below) will be available at the Emery Unified School District, 4727 San Pablo Avenue, Emeryville, CA during normal business hours (8am to 4pm, Monday through Friday, excluding legal holidays) and at www.emeryvillecenter.org. Cal. Gov. Code. 54957.5(a)-(d).

E. ACTION/DISCUSSION ITEMS (approximately 6:10 p.m.), PUBLIC COMMENT INVITED

I. COC Review of Community Engagement Process Resolution (45 minutes)

1. Tighten language to clarify principles of engagement and ensure diverse outreach:

- ****pg. 3, first bullet, last sentence: add in "times and locations"**
(Motion: M. Krafchick, Second: R. Wong, R. Henry. None opposed.)
- ****Recommended changes to page 2:**

a. **Community Engagement Intro paragraph**

b. **Community Engagement, Sec. A**

Look at rest of document for similar improvements in clarity

(Motion: M. Krafchick, Second: R. Henry, Oppose: D. Martinez, majority in favor.)

2. Add in section to address and update on critical questions and lessons learned from past engagement activities e.g. devise marketing strategies that reach ALL sides and aspects of a community.
3. Add in EUSD 3 principles to end racist and classist practices to opening of resolution to guide policies re: equity, community, and family throughout document.

****Amended Resolution approved.**

F. INFORMATION ITEMS

G. NEXT COC MEETING AGENDA ITEMS (September 21, 2011) (approximately 7:20 p.m.)

- I. Subcommittees – specifically finance subcommittee, review matrix
- II. Presentation of more detailed/informative budget
- III. COC request for QSCB bond requirements report

H. COC CHAIR REPORT TO CITY-SCHOOLS

I. COC COMMITTEE MEMBER COMMENTS

J. CALENDAR REVIEW

K. ADJOURNMENT (approximately 7:50 p.m.)

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Project Funding Opportunity for Emeryville Benefit

QSCB

(Qualified School Construction Bonds)

QSCB Financing for ECCL



JACK O'CONNELL
State Superintendent
of Public Instruction

Qualified School Construction Bonds Overview

- Tax credit bonds that were created by the American Recovery and Reinvestment Act (ARRA) of 2009
- Provides federal tax credits for bondholders in lieu of interest
- This is not a grant, it is a tax credit

QSCB Financing for ECCL



JACK O'CONNELL
State Superintendent
of Public Instruction

Qualified School Construction Bonds Overview

- Qualified School Construction Bonds (QSCB) are defined as any bond issued if:
 - 100 percent of available project proceeds are used for:
 - Construction, rehabilitation, or repair of a public school facility
 - For the acquisition of land on which a facility will be constructed using QSCB

QSCB Financing for ECCL



JACK O'CONNELL
State Superintendent
of Public Instruction

Qualified School Construction Bond 2010 CDE Program

- Maximum of \$25,000,000 authorization per district or county office of education
- No minimum for bond authorization

QSCB Financing for ECCL



JACK O'CONNELL
State Superintendent
of Public Instruction

Qualified School Construction Bond Issuance

- Within six months of issuance the school district or COE must be under contract for use of available project proceeds equal to 10%
- Proceeds expended within three years of issuance
- Thirty days after the completion of the expenditure the district or county office of education shall submit a completion report to the CDE

QSCB Financing for ECCL: Opportunity

- **Enormous opportunity to achieve very significant savings for Emeryville tax payers (potentially +\$10,000,000 in savings)**
- EUSD has received an allocation
- EUSD applied for max QSCB allocation amount (\$25,000,000)
- Financial analysts currently determining EUSD's max funding capacity which will be in the \$15,000,000-\$25,000,000 range
- QSCB's currently being issued with effective interest rate to tax payers of 0%-1.5% resulting in significant tax dollar savings
- QSCB's amortize relatively quickly compared with Series A Measure J bond sales resulting in significant tax dollar savings
- QSCB's issued are a portion of the Measure J max bond authorization amount of \$95,000,000; for instance, if EUSD sells \$20,000,000 in QSCB's, that amount added to the \$25,000,000 already sold in Series A bonds would result in \$45,000,000 of the total \$95,000,000 Measure J bond authorization having been sold

QSCB Financing for ECCL: Impact

Impact of QSCB's on ECCL project

- ECCL project work will need to occur in a rapid, efficient, and well-coordinated manner in order to achieve expenditure levels required
- Currently working with architectural team and builder to implement a project approach that achieves the QSCB goals
- State agency approval processes have agreed to also move quickly so that we meet the QSCB requirements

QSCB Financing for ECCL:

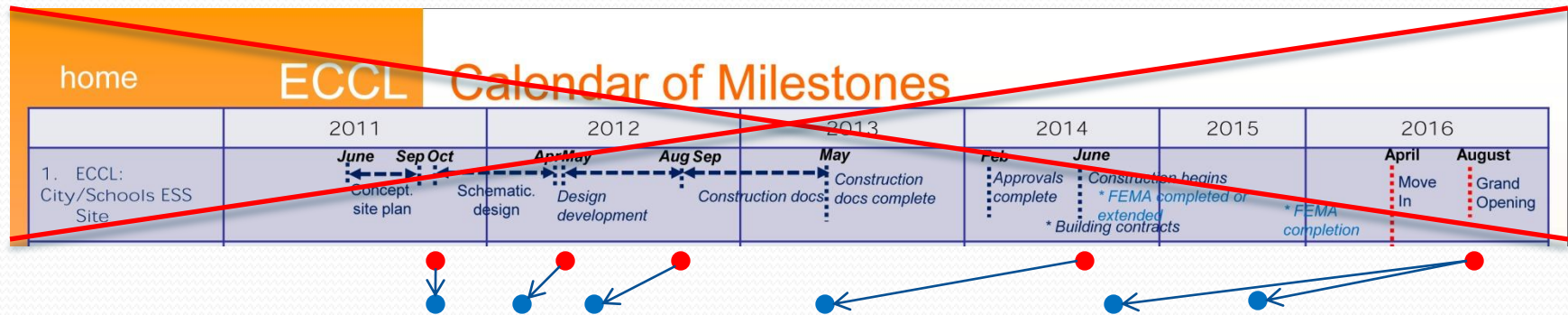
Proposed QSCB Financing Time Line

QSCB process time line:

- Notification of EUSD eligibility for QSCB allocation in mid-August 2011
- Board decision to sell QSCB's at 08.22.11 Board meeting
- Bond sales in September 2011
- Bond sale closing on or about 10.01.11

Modify ECCL Project Schedule

Original ECCL Schedule from “MOU #2, Exhibit D” is superceded:



New ECCL Schedule:

- **10.01.11:** Schematic Design Begins ●
- **02.15.12:** Schematic Design Complete ●
- **16.15.12:** Design Development Complete ●
- **10.01.12:** Turner Construction begins demolition work
- **02.15.13:** Completion of Plans and Specifications
- **04.15.13:** Final Approval of Contract with Turner Construction
- **05.01.13:** Groundbreaking for major New Construction Phase 1 ●
- **06.01.13:** Completion of all Agency Approvals
- **07.15.14:** Completion of New Construction Phase 1
- **09.01.14:** **Date for Grand Opening and Occupancy of Phase 1** ●
- **09.01.15:** **Date for Grand Opening and Occupancy of Phase 2** ●

Category 2	Category 3	Category 1	Term Expires	First	Last
		Parent with child(ren) currently enrolled in the District (need 1)	2013	Barbie	Robinson
Parent member of AY PTO (1)	Parent with child(ren) currently enrolled in the District (need 1)	Active parent member of a District support organization (need 1)	2012	Brian	Carver
Active Member of a business organization (need 1)		At-Large Member of the public (need 4)	2012	Charlie	Schuman
Active parent member of a District support organization (need 1)	Parent member of AY PTO (1)	Parent member of ESS PTO (1)	2013	Dave	Martinez
Active Member of a senior citizen group (need 1)		At-Large Member of the public (need 4)	2013	Elizabeth	Cooley
		Member of a recognized arts organization (1)	2012	Francisco	Aalbers
Member of a recognized arts organization (1)		Member who has educational/community services/rec. experience (1)	2013	Joy	Kent
		At-Large Member of the public (need 4)	2012	Judy	Inouye
		At-Large Member of the public (need 4)	2013	Marcelline	Krafchick
		Active Member of a business organization (need 1)	2012	Mitchell	Fine
		Active Member of a senior citizen group (need 1)	2013	Rodney	Wong
		Parent member of AY PTO (1)	2012	Ronald	Henry
		Active Member of a bona fide taxpayer organization (need 1)	2012	Shirley	Enomoto
		Member with experience w/Facilities Management-Dev (1)	2012	Tom	Rauch
		Student alumnus/alumna of the school district (1)	2013	Lisa	Carlisle
		Student (2)	2013	Kelly	Maddox
		Student (2)	2013	Andrea	Sanchez Cortez

JULY 1 –SEPTEMBER 15, 2011 ENGAGEMENT ACTIVITIES

Report to the COC, September 21st

YOUTH:

- ECCL Summer Leadership and Design Workshop Series: July 5th - July 29th
 - Ten 10th and 11th grade EUSD Students
 - Content: Community mapping, public speaking, community focus groups, ECCL program, urban planning and design, architecture and design processes, k-12 educational models
 - Project based and team-based learning
 - Final community presentation: July 28th
 - Partners: Nexus Partners, Community Network for Youth Development, Emery Secondary School, City of Emeryville Department of Planning, EUSD Wellness
- Planning conversations with Deputy Superintendent Anakarita Allen on connections to the school day
- Student participation at August 27th Community Design Workshop I
- New Student appointments to adult decision-making bodies:
 - EUSD School Board, Ariel Hughes, 11th grade
 - City/Schools, Jordan Taylor, 11th grade
- Back to School Afterschool Club Rush – continued youth involvement in ECCL, September 8th
- Nexus/Turner internship program development planning meeting: September 9th

STAFF:

- Group of 6 ECCL program planning and design refinement: administrative leadership from EUSD Wellness, Anna Yates, Emery Secondary Schools, City Department of Community Services; NEXUS
 - June 29th, August 24th
- Back to School Staff Meeting updates
 - Anna Yates, August 25th
 - Emery Secondary, August 24th
- Staff Room bulletin/comment boards – Anna Yates, Emery Secondary School
- September 8th – College/Career, Leadership, Internship staff meeting

COMMUNITY:

- Community Engagement Process Resolution
 - First reading by EUSD Board: August 8th
 - COC input and review: August 17th, August 23rd
 - City/Schools input and review: September 1st
 - EUSD Board Final Resolution Adopted: September 12th
- Citizens Oversight Committee
 - Regular/Special Meetings: July 20th, August 3rd, August 17th, August 23rd
 - Amendment to COC By-laws as approved by EUSD Board: August 22nd
- Fellows Pilot Program
 - First presentation to EUSD Board: April 11th
 - Approval by EUSD School Board: June 27th
 - Presentation to City/Schools: August 4th
 - Presentation to City Council: September 6th
 - Applications available: August 24th, due Monday, September 19th

- Outreach through Chamber of Commerce, Emery Educational Foundation, Cliff Bar, EUSD, City of Emeryville
- August 27th, Community Design Workshop I – consideration of basic features for the conceptual design
 - Outreach: flyers, ECCL listserv emails, City of Emeryville and EUSD locations, pick-up and drop-off conversations, EUSD student robo-call, Wednesday packets, community bulletin boards
 - Spanish interpretation and childcare available
 - *Need for more active facilitation of conversation*
 - *Setting final schedule, locations for future Community Design Workshops – in partnership with community organizations, City of Emeryville*
 - *September 17, 2011 at Emery Secondary School; 2-5PM*
- www.emeryvillecenter.org and www.emerycenter.ning.com
 - Content updates
 - General www.emeryvillecenter.org site analytics (March-September 14th)
 - 1,079 visits and 446 absolute unique visitors (determined from IP address)
 - 40% direct traffic, 40% search engine, 20% referring sites
 - General www.emerycenter.ning.com site analytics (March-September 14th)
 - Ning: Beta testing with staff, March-June
 - 380 visits and 97 absolute unique visitors
 - Number of members: 63 as of 9/15/11
 - 58% referring sites, 35% direct traffic, 7% search engine
 - 8 minutes, average time on site
 - Top page visits: main, forum, profiles/blog/list, video, photo
 - Spike in usage in August 2011 – coinciding with email invites through multiple ECCL listservs
 - *In the last month: increase in direct traffic and referring sites, 56 unique visitors, 10 minutes average time on site.*
- ECCL Community Bulletin Boards: Senior Center, Anna Yates
 - Additional locations, pending: ECDC, City of Emeryville
- Aggregate list of local community listservs
- Local Community Events
 - Anna Yates Back to School Night: September 1st
 - ESS, ipad parent orientation, September 5th
 - Anna Yates PTO meeting: September 13th
 - EUSD Tom Torlakson event: September 15th
 - City of Emeryville Park Avenue Grand Opening: September 15th
- Public Meetings
 - June 27th: EUSD Board of Trustees, Fellows Program
 - July 20th: COC Regular Meeting
 - July 28th: ECCL Update
 - July 7th: City/Schools, approval of ECCL Roles/Responsibilities Matrix; ECCL project/fiscal update
 - August 3rd: COC Special Meeting, Community School Partnership strategies
 - August 4th: City/Schools, Fellows presentation; ECCL project/fiscal update
 - August 8th: EUSD Board of Trustees, Community Engagement Resolution
 - August 17th: COC Regular Meeting

- August 22nd: EUSD Board of Trustees, COC by-laws clarification
- August 23rd: COC Special Meeting, EUSD Community Engagement Process Resolution Review
- August 27th: Community Design Workshop I
- September 1st: City/Schools, EUSD Community Engagement Process Resolution Review
- September 6th : City Council, Fellows Presentation
- September 12th: EUSD Board of Trustees, ECCL Community Engagement Review

LOOK AHEAD:

- ESS PTO Meeting, TBD
- AY PTO Meeting, October 10th
- Youth Speaks Science Fair, October 8th – student presentations on community mapping
- Community Design Workshops
 - 10/13/11
 - 11/19/11
 - 12/13/11
 - 1/25/12
 - 3/3/12
- Neighborhood community meetings – as requested
 - Emery Bay Village, in progress
- ESS/AY Staff Meeting Updates
- Fellows Interviews – September 14th-21st
- EUSD appointment of Fellows – September 26th
- Fellows Orientation – TBD
- Emery Arts – Opening reception, September 30th