

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE
OF THE SANTEE SCHOOL DISTRICT

Wednesday, July 29, 2020

Minutes

1) **Call to Order at 6:03.** Karl Christensen called the meeting to order.

2) **Roll Call.**

Members Present: Debbie Carreno, Erin Garcia, Terri Knight, Kai Ramer, Corinne Reed, and Linda Vail

Attendees Present: Karl Christensen, Dianne El-Hajj, Nancy Stasch, and Bryce Storm

3) **Approval of Agenda.**

Motioned by Debbie Carreno; Seconded by Kai Ramer; All in Favor.

4) **Introductions.** Karl Christensen introduced new committee members, Kai Ramer and Corinne Reed. Each person present introduced themselves and stated what their affiliations with the Santee School District are.

Karl Christensen let the committee know that ICOC member Stephanie Boyce moved out of state, and asked if member Linda Vail would be willing to “Chair” committee. Ms. Vail agreed.

Motioned by Erin Garcia to appoint Linda Vail to Chair; Seconded by Debbie Carreno; All in Favor.

Chair Linda Vail then opened up nominations for “Vice-Chair” of the ICOC. Member Corinne Reed stated she was willing to volunteer for this position.

Motioned by Linda Vail to appoint Corinne Reed to Vice-Chair; Seconded by Erin Garcia; All in Favor

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

6) **Orientation for New Members.** Karl Christensen briefly shared the documents from the first ICOC meeting and let the new members know that they received this information via email to review. A few members still need to send in their signed Ethics Policy form to Nancy Stasch. Documents shared were:

- a) Summary of Proposition 39
- b) ICOC Bylaws
- c) Ethics Policy
- d) The Brown Act
- e) SD Taxpayers Association Best Practices

Chair Linda Vail explained what the ICOC’s responsibilities are.

7) **Review of Capital Improvement Program (CIP) Projects.** Karl Christensen explained the modernization program at Chet F. Harritt School, including removal of Project SAFE portables and replacement with a modular building, and construction of the new building, which includes a Learning Resource Center (LRC) and seven (7) classrooms. Mr. Christensen said the plan is for the project to be completed at Chet F. Harrit by June 2021. The estimated completion timeline for Sycamore Canyon School and PRIDE Academy projects is Spring 2021. Bryce Storm, Santee

School District Director of Maintenance, Operations, and Facilities, informed the ICOC of what stages the construction is under at all three sites.

- 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.
- 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. The question, “Who pays the sub-contractors?” was asked. Mr. Christensen explained that the District hired Balfour Beatty Construction as its Lease-Leaseback Contractor. The District pays Balfour Beatty Construction and they (Balfour Beatty) pay the subcontractors.

- 8) **Committee Member Comments and Suggested Topics for Next Meeting.** Chair Linda Vail asked members for questions. Member Erin Garcia inquired about the “Annual Report” that is due in October 2020. Karl Christensen responded that he would like to include the auditor report if possible in the Annual Report. Ms. Vail suggested that the committee have a “Draft” Annual report to discuss at the October meeting in order to finalize it and to present it to the Board of Education soon thereafter.

Mr. Christensen mentioned that in the past, printed materials relating to the Capital Improvement Program (CIP) were provided to ICOC members, however the materials are now available in digital format via a link on the District website that leads to CIP documents.

- 9) **Adjourned at 7:35 p.m.**
Motioned by Terri Knight to adjourn meeting; Seconded by Debbie Carreno; All in favor.

The next ICOC meeting is scheduled for Wednesday, October 28, 2020, from 6:00 to 8:00 p.m.