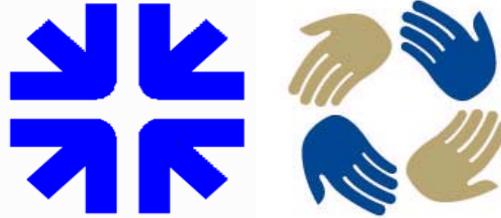


**City/School Committee**

Councilmember Jac Asher, Co-Chair  
School Board Member Joshua Simon, Co-Chair  
Councilmember Jennifer West  
Councilmember Ruth Atkin,  
Councilmember Kurt Brinkman  
Councilmember Nora Davis  
School Board Member John Affeldt  
School Board Member Joy Kent  
School Board Member Melodi Dice  
School Board Member Miguel Dwin  
Student Member Jordan Taylor  
Student Member VACANT



**AGENDA**

**City/School Committee**

Regular Meeting of the Advisory Committee

Special Meeting of the Emeryville City Council and Emery Unified School District Board of Trustees

**September 6, 2012 – 5:30 pm**

**Ralph Hawley School, 1275 61<sup>st</sup> Street**

All Advisory Committee meetings are noticed as Special City Council and School District Board of Trustees Meetings so that any or all of the City Council or School District Board of Trustees may attend and participate in the Advisory Committee's deliberations. However, actions taken by Advisory Committees are not official actions of the City Council and School District Board of Trustees but must be ratified at a regular City Council and School District Board of Trustees Meeting. All writings that are public records and relate to an agenda item below which are distributed to a majority of the City/School Committee (including writings distributed to a majority of the City/School Committee less than 72 hours prior to the meeting noticed below) will be available at the Information Counter, 1333 Park Avenue, Emeryville, California during normal business hours (9am to 5pm, Monday through Friday, excluding legal holidays).

- I. Roll Call
- II. Public Comment
- III. Approval of 8/2/12 Minutes
- IV. Staff/Committee Member Comments
- V. Information Items
  - a. Update from Emery Ed Fund (Powell – 5 mins)
  - b. COC Chair's Report and Annual Report (Rausch –10 mins)
  - c. ECCL Project Report (Miller - 10 mins)
    - 1. Financial Update
    - 2. Project status
  - d. Update on Oversight Board action regarding ECCL (O'Keeffe – 5 mins)
  - e. Update on ESS All-Class Reunion (10 mins)
- VI. Action Items
- VII. Adjournment

**FURTHER INFORMATION** may be obtained by contacting Melinda Chinn, City/School Committee Secretary, at (510) 596-4314

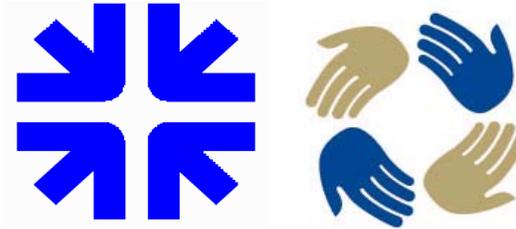
Dated: 08/30/2012 \_\_\_\_\_ Karen Hemphill, City Clerk  
Post on: 08/31/2012  
Post until: 09/07/2012 \_\_\_\_\_ Debra Lindo, EUSD Superintendent

All documents are available in alternative formats, on request. In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid or service to participate in this program should contact the sponsoring department at (510) 450-7813 or ADA Coordinator as far in advance as possible, but no later than 72 hours before the scheduled event. The best effort to fulfil the request will be made.

Dominique B. Burton, ADA Coordinator  
City of Emeryville 1333 Park Avenue Emeryville, CA 94608  
Direct Line: 510.596.4380, Facsimile: 510.596.3724, TTY Relay: 711 [dburton@ci.emeryville.ca.us](mailto:dburton@ci.emeryville.ca.us)

**City/School Committee**

Councilmember Jac Asher, Co-Chair  
School Board Member Joshua Simon, Co-Chair  
Councilmember Jennifer West  
Councilmember Ruth Atkin  
Councilmember Kurt Brinkman  
Councilmember Nora Davis  
School Board Member John Affeldt  
School Board Member Melodi Dice  
School Board Member Miguel Dwin  
School Board Member Joy Kent  
Student Member Jordon Taylor  
Student Member VACANT



## **City/School Committee Action Minutes**

Regular Meeting of the Advisory Committee  
Special Meeting of the Emeryville City Council and Emery Unified School District Board of Trustees

**August 2, 2012 - 5:30pm**

Emery Secondary School, 1100 47<sup>th</sup> Street, Emeryville, CA

1. Roll Call at 5:32pm
  - a. School Board: Dice, Dwin, Simon
  - b. City Council: Asher, Davis, Atkin
  - c. School Staff: Lindo, Miller
  - d. City Staff: O’Keeffe, Montero, Laven
  - e. Students: None
  - f. Excused: Brinkman, West, Taylor
  - g. Unexcused: Kent, Affeldt
2. Public Comment:
  - a. Brian Donahue, resident, stated he completed an unscientific pole and noted that about half of the parents were ignorant about the impending Anna Yates Elementary School closure. He doesn’t think that the Committee is ignorant, so they must be intentionally keeping the parents and public in the dark about this major change. He challenged the Committee and schools to place a letter in the Wednesday take-home folders for children to make sure parents know about the items.
3. Approval of 6/7/12 Action Minutes
  - a. Davis moved to approve the amended 5/3/12 Action Minutes, seconded by Dice. Approved unanimously.
4. Staff/Committee Member Comments
  - a. Lindo thanked the City of Emeryville for allowing use of its conference room for their retreat. EUSD has three new administrative staff. Terri Ryland is the new Chief Business Officer (CBO) of EUSD. Teachers return on the schools on 21<sup>st</sup> and school starts on the 28<sup>th</sup>, so the public will see much more activity at Anna Yates and the new Secondary School location. Ms. Chew has been working with a team of students to make the Santa Fe campus a space unique and their own. Students are pretty excited for the upcoming year in the new space. The District Office will move to the Anna Yates

campus in September after the schools have successfully transitioned and started. Will Chavarin, new principal at ESS, has a multifaceted plan for accommodating practices and games. The volleyball team and community programs operated by the City will still be using the ESS gym through December 21<sup>st</sup>.

- b. Wendy Chew and two teachers at ESS, Mr. Weiner and Mr. Green, are working with a large group of students to work on what it means to be a Spartan. This group consists of 24 students who are committed to this work, plus their friends, which is over 10 percent of the school population. The work includes creating school spirit, welcoming spaces, and living the guiding principals of the school. Friday, August 10<sup>th</sup>, from 10am to 1pm, the students will be hosting the community to see the campus.
- c. Miller noted that EUSD would like host the September City/School Committee meeting at its new home of the District Offices, located at 61<sup>st</sup> and Doyle Streets at the Ralph Hawley campus. Miller announced Dr. Kim has left EUSD to take on the role of Director of Community Schools for San Francisco Unified School District. Miller noted that he will miss his colleague and she has provided a great amount of support to the District, so he thanked her publicly for all her work.
- d. Davis thanked the school board and administration on the special meeting on the progress and direction regarding the ECCL. She felt the information covered was very informative and it was important, so she commends the School Board.
- e. Asher commented that she would like that any materials for the agenda be part of the packet distributed prior to the meeting,

#### 5. Informational Items

- a. Update from Emery Ed Fund
  - i. Phillip Powell, newly hired as the permanent Executive Director, gave a report on the various Emery Ed Fund grants, donations, programs, and services that are supporting EUSD in the month of June, July, and early August.
    - 1. Public Comment:
      - a. Brian Donahue, resident, stated that since Disney bought Pixar, the Emery Ed Fund has not been as successful holding its largest fundraiser with Pixar, which is a pre-screening of the new movie on its campus as a fundraiser to the schools. He feels the Emery Ed Fund should make this a priority as this was a major loss to the fund and community.
- b. COC Chair's Report
  - i. Tom Rauch, COC Chair, updated that the COC had unanimously approved its report, is still working on recruiting new candidates, and did not have financial reports to review in the summer.
- c. ECCL Project Update
  - i. Miller reviewed the ECCL Next Steps via a power point presentation. The presentation featured the background of ECCL idea, economic background of Emeryville, information on ECCL status, value of co-location, project schedule, schedule of ESS vacating its campus, funding status and how it relates to accomplishing the ECCL plan, and direction from the School Board on next steps.
    - 1. Public Comment:
      - a. Judy Weiss, resident, asked if the 2.2 percent increase in property values included the new EmeryStation Greenway building.

- b. Brian Donahue, resident, stated Miller gave some radical information on the prices of what we can build a community school. First it was \$150 million, then \$125 million, then \$80 million, now \$48 million. This change in the cost is creating a lack of trust in the project for me. He was also pretty sure the School District can't stop a charter school from taking over Anna Yates when it's not used as an elementary school.

d. Update on AB 1484

- i. O'Keeffe presented a document outlining the major provisions of AB 1484, which includes new provisions that tighten the controls on how the State dissolves the various redevelopment agencies in exchange for the bond proceeds sold before 2010. The good news is this means the City's ECCL funds can be kept and used for the same purposes as intended. The new provision applies directly to the ECCL project, in which the bonds we're sold in 2004.

e. Update on the ESS All-Class Reunion

- i. Dice, co-chair of the reunion committee, provided flyers for the event scheduled for September 15<sup>th</sup>, 5:30-12:00am. The committee is meeting every Wednesday to finalize plans for this event.
- ii. Glen Foster, co-chair of the reunion committee, thanked the City's Community Services for their support of the event and approving the event use permit, updated that the event is still seeking sponsors, and is moving along in the process of planning a grand event.

6. Action Items

- a. None

7. Adjournment at 7:07pm

## **City of Emeryville**

1333 Park Avenue, Emeryville, CA 94608-3517  
TEL: (510) 596-4300 – FAX: (510) 658-8095  
[www.ci.emeryville.ca.us](http://www.ci.emeryville.ca.us)

## **Emery Unified School District**

4727 San Pablo Avenue, Emeryville, CA 94608  
(510) 601-4000 (510) 601-4913 Fax  
[www.emeryusd.k12.ca.us](http://www.emeryusd.k12.ca.us)

---

### **Measure J Citizens Oversight Committee (COC) City/Schools Committee Report**

September 6, 2012

1. The COC met on August 15, 2012 at the ESS Library
  - a. With only 5 members present, no quorum formed. No formal business would be decided.
  - b. The meeting convened at 6:19 for group discussion and tabling of agenda items until the next regularly schedule meeting.
  - c. Charlie Schuman acting chair
2. General Discussion
  - a. New membership
  - b. Direction of COC
  - c. Liaison Structure
3. Next meeting September 19, 2012 at a location to be determined.

# MEASURE 'J' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT 2012

## 2011/2012 FISCAL YEAR

### Introduction

The members of the Measure J Citizens' 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 (EUSD), Elected Officials of the City of Emeryville, to the citizens 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 (Board) of EUSD, the Citizen's Oversight 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 EUSD Board.

### Measure J Background

In the spring of 2010, EUSD conducted a community survey and found that Emeryville residents continue to value quality education and safe, adequate school facilities. Accordingly, the EUSD Board unanimously placed Measure J on the November 2010 ballot to address the urgent needs in the District. After years of District planning and community input, the Board identified the following priorities to upgrade EUSD 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' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT 2012

### 2011/2012 FISCAL YEAR

Measure J includes stringent fiscal accountability guarantees, such as an Independent COC 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.

Consistently with Emeryville community's tradition of civic support for its schools, EUSD continues to collaborate with the City of Emeryville. Measure J will not only replace aging schools that don't meet current seismic safety standards, but will provide facilities that include a range of essential services such as adult education, job training, after-school activities, childcare, and health services all at the same location where schools are housed to benefit all children and families.

#### Citizens' Oversight Committee Overview

Following the passage of Measure J in November 2010, the Board, after a rigorous selection process, appointed COC members in the spring of 2011. The purposes, duties, and rights of the Committee are set forth in Prop 39. The duties of the COC include the following:

1. Provide fiscal oversight for Measure J bond funds;
2. Ensure that 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 COC meets every third Wednesday of the month at the scheduled time of 6:00 pm – 7:30 pm, with occasionally scheduled special meetings. For more information regarding all COC meetings, including agendas, minutes and audio recordings, please visit Emeryville Center of Community Life website at <http://www.emeryvillecenter.org/COC.htm>

**COC Appointment and Membership**-- Education Code Section 15278(a) require that if the bond measure called pursuant to Proposition 39 and the related legislation is successful, the committee must be established. The Committee may not include any employer or official of the School District or any vendor, contractor, or consultant of the school district. The Committee shall consist of at least seven (7) members (and may be larger) to serve for a term of two (2) years, without compensation, and for no more than two (2) consecutive terms. Initially, the COC Bylaws stated the following under Section 5.4 entitled "Membership":

## MEASURE 'J' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT 2012

### 2011/2012 FISCAL YEAR

*“Except as otherwise provided herein, 8 members will be appointed to one-year terms and 9 members will be appointed to two-year terms. All appointees, regardless of the original term of appointment, are limited to a second term not to exceed two years.”*

The Bylaws originally specified that the term for the Chair and Vice Chair officers would be two (2) years. Both elected Chair Brian Carver and Vice Chair Charlie Schuman along with 6 other members had been appointed to 1 year membership terms. In order to ensure that all members had the opportunity to serve in the officer leadership positions, the Board amended the Bylaws to limit the officer term to 1 year.

The Committee must include all of the following:

- One (1) parent.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizen's organization.
- Two (2) members of the community at-large appointed by the Board.
- One (1) member active in a bona-fide taxpayers association.
- One (1) parent active in a support organization for the District, such as the Parent Teacher Organization.

In addition to the above designations, the EUSD Board has identified the following Committee member designations for membership

- Two additional (2) Community-at-Large members - Must be resident, or work in Emeryville or have a child in EUSD
- One (1) Parent member of Anna Yates PTO
- One (1) Parent member of ESS PTO
- One (1) member with experience w/Facilities Management/Development
- One (1) member of a recognized arts organization
- One (1) student alumnus/alumna of the school district
- One (1) member who has education/community services/rec. experience
- Two (2) students

# MEASURE 'J' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT 2012

## 2011/2012 FISCAL YEAR

### Scope of Work

The duties of the Citizens Bond Oversight Committee (COC) are as follows:

- Inform the public concerning the district's expenditures of bond proceeds.
- Review expenditures to ensure bond proceeds are expended only for purposes set forth in Measure J.
- Compile an annual report stating whether the District is in compliance with the California Constitution and a summary of the COC's proceedings and activities for the year.
- Ensure community engagement as stipulated by Measure J.
- Monthly updates and recommendations to City/Schools to move Measure J bond project work forward.

During the course of the year, discussions came up regarding these duties and the proper role of the COC and the meaning of the terms "review" and "ensure". As a result, the Board/District amended the bylaws in order to clarify the duties and the terms set forth above.

Toward the end of 2011/2012 COC term, the Board/District set forth in Section 2 of the First Amended Citizens' Bond Oversight Committee Bylaws that "it is the ensurer in that it is held accountable for its actions" and that it is the Board/District that decides "(1) what to spend bond proceeds on and in what amounts; and (2) what plan and steps should be utilized to create community engagement."

Section 2 concludes: "Put simply, the Committee (COC) passively observes: (1) to ascertain whether the District spent bond proceeds on the identified project list categories; and (2) to determine whether the community engagement activities chosen by the District are consistent with the adopted community engagement plan."

**Review Expenditures.** The Committee shall review quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses, (c) bond proceeds are maximized.

In June 2011 a significant change of District personnel occurred with the replacement of both the CBO and District Superintendent. After a transitional period, the interim Chief Business Officer (CBO) for the District and the COC determined that six financial reports were needed:

# MEASURE 'J' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT 2012

## 2011/2012 FISCAL YEAR

---

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

After receiving a primer on school and bond accounting, and financing, the COC was better prepared to understand the Measure J financial details. In order to keep abreast of these details, the COC formed a finance sub-committee to provide a single point of contact to minimize staff time, preview the monthly reports, and resolve open questions and present reports and resolutions to the larger group. Within the monthly financial reports from the District, the COC reviewed the financial statements related to Measure J Bond funds only:

- Monthly Summary Report Expenditures
- Monthly Detail Transactions Report
- Monthly Warrants Report

### Measure J Bonds

The voters of Emeryville, by passing Measure J, approved the sale of ninety-five (95) million dollars in bonds to finance the ECCL project. Currently forty-eight point fourteen (48.14) million dollars in bonds have been sold.

In April 2011 approximately twenty-five point five (25.5) million dollars in bonds were sold at 5.91% with a 25 year average maturity. The estimated payback on those bonds is approximately 2.3 times the twenty-five point five million dollar principal amount of the bonds.

The EUSD also qualified for and was allocated a maximum of twenty-five (25) million dollars in Qualified School Construction Bonds (QSCB) from the Federal Government through the State of California. QSCB are tax credit bonds that provide the bond holder with tax credits that reduce interest payments. The QSCB program supports school construction and the funds must be expended on

MEASURE 'J' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT **2012**  
2011/2012 FISCAL YEAR

construction activities within three (3) years of the bond sale. In October 2011, EUUSD sold fifteen (15) million dollars in QSCB Series B and received a discounted interest rate of point forty-seven percent (.47%). In February 2012, EUUSD sold seven point sixty-four (7.64) million dollars in QSCB Series C and received a discounted interest rate of point seventy-four percent (.74%).

The ability of the EUUSD to sell bonds authorized by Measure J is dependent upon the assessed value of property in Emeryville. The maximum tax to property owners is limited to \$60 per \$100,000 of assessed value of each property. The current 6% reduction in assessed value of Emeryville properties may affect the planned phases of the ECCL project. "Bond Summary Statistics" reports are provided to the District by municipal finance company, Stone and Youngberg at the close of each series of bond sales. The progress of this situation will be followed by the COC.

The total amount of Measure J Funds utilized thus far as of **May 31, 2012 is \$3,028,334.11**. For a complete breakdown of funding categories (as referenced below) and expenditures for each, please see pie chart below. Please note that only categories with expenditures to date are highlighted appear in the chart.

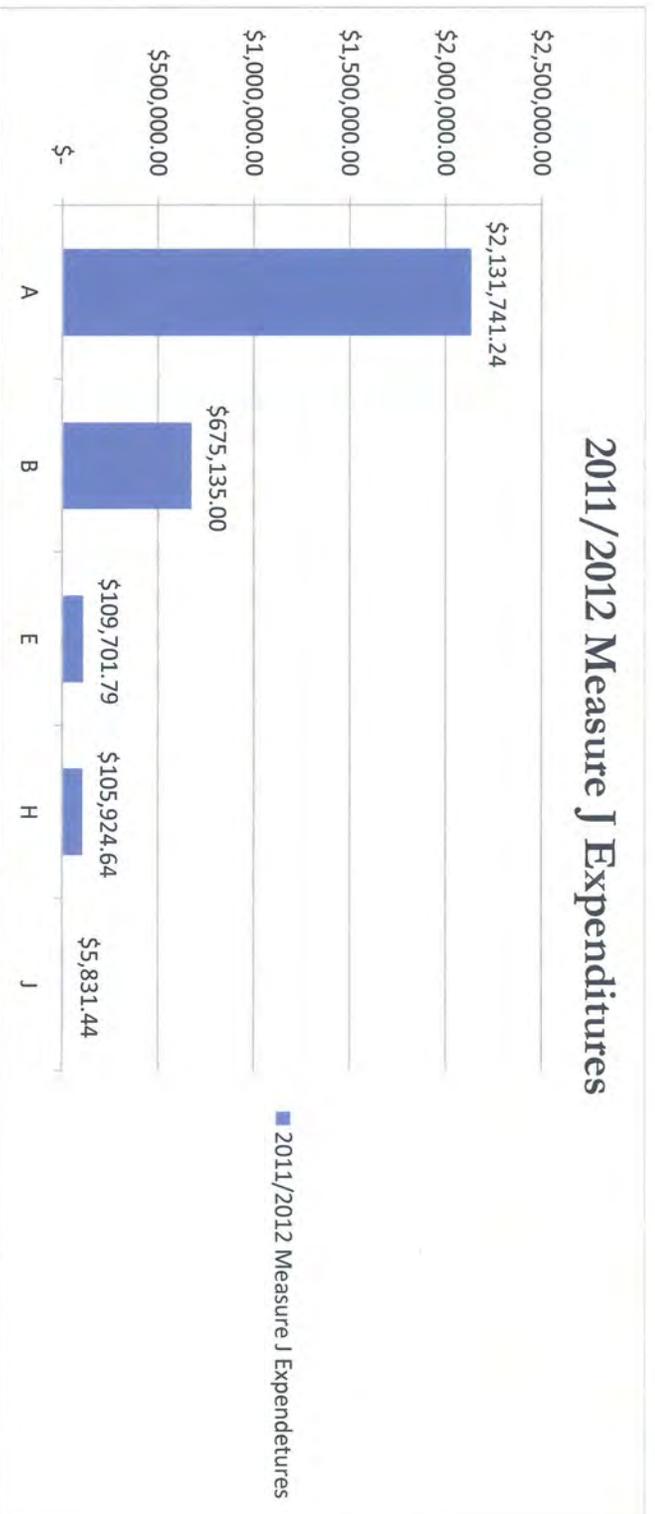
**\*Measure J Fund 21 Categories:**

Fund 21

- A. (801) Construct, Furnish & Equipment Facilities**
- B. (802) Replace, demolish or renovate District properties**
- C. (803) Replace portables with permanent classrooms
- D. (804) Construction school-site support
- E. (805) Upgrade and replace classroom technology**
- F. (806) Acquire available real property
- G. (807) Provide appropriate parking facilities
- H. (808) Provide Interim[school site] housing**
- I. (809) Make additional repairs and upgrades
- J. (810) Perform necessary site preparation**
- K. (811) Address unforeseen conditions revealed by construction
- L. (812) Mitigate items identified by the EIR
- M. (813) Install energy efficient systems

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

2011/2012 Measure J Expenditures



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. An independent audit was prepared for the year ending June 30, 2011, complying with the provisions of the Education Code and reviewed by the Citizens' Oversight Committee. The audit referenced here was reviewed by the Citizens' Oversight Committee on January 18, 2012. Vavrinek, Trine, Day & Co., LLP, found the EUSD, the financial statements referred to above present accurately, 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 found no financial misconduct or misappropriation of funds for the 2010/2011 fiscal year. For a full review of the Independent Auditors Report, please visit the ECCL Website under the January 18<sup>th</sup> 2012 COC meeting materials.

[http://www.emeryvillecenter.org/COC\\_meeting\\_packet\\_for\\_01.18.12.pdf](http://www.emeryvillecenter.org/COC_meeting_packet_for_01.18.12.pdf)

# MEASURE 'J' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT 2012

## 2011/2012 FISCAL YEAR

**Community Engagement.** The Committee shall ensure community engagement as stipulated by the Measure J bond language. Engagement efforts have included Emeryville Center of Community Life Community Design Workshops (CDW) to get specific input from the public and EUSD staff. June 14<sup>th</sup> 2012 was the tenth CDW for the ECCL project. EUSD staffs have conducted various surveys soliciting feedback from the community about architectural designs, conceptual designs, and facilities usage of the ECCL. The Nexus Partners have completed the Conceptual Design which includes the following:

- Received Final Conceptual Design input from EUSD Board & Facilities Committee
  - Present to City Schools for Conceptual Design Approval
  - Ongoing Community Engagement: Present C/S approved
  - Conceptual Design at March 3<sup>rd</sup> 2012 Community Design Workshop
  - Board approval for Concept Design March 13<sup>th</sup>, 2012
- Phasing Approach**
- Phase 1: meets 80 million dollar target budget (with \$10m flex)
  - Phase 2: adds additional area for population growth

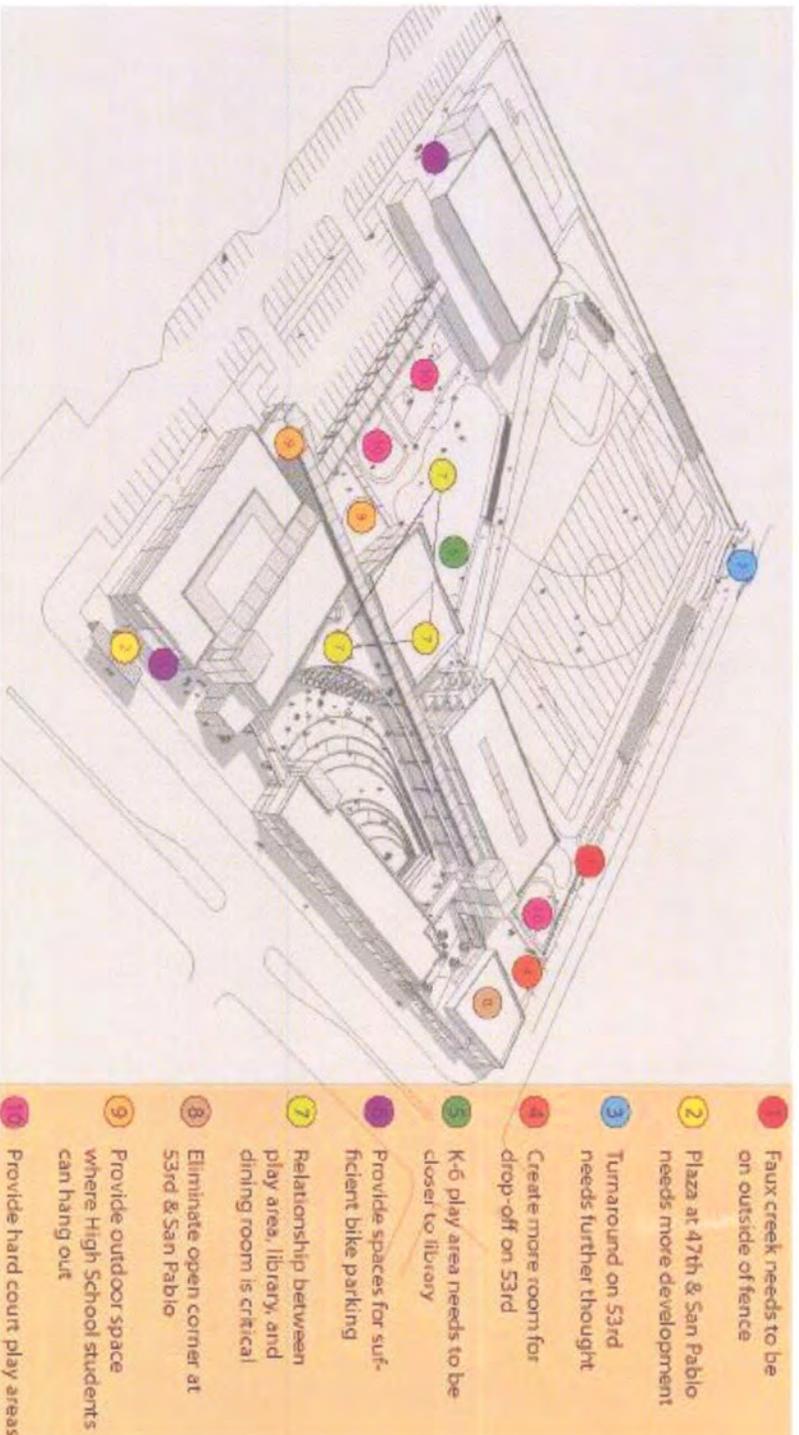
The following pages display the proposed ECCL Facility through Phase I and Phase II.



## ECCL Concept Plan

City/Schools  
Committee Meeting  
March 1, 2012

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



Design Responses to Community Input

Community Design  
 Workshop 7  
 March 3, 2012



Concept Design – Phase 2

Community Design  
Workshop 7  
March 3, 2012

# MEASURE 'J' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT 2012

## 2011/2012 FISCAL YEAR

### Community Design Workshops 2011-2012 Fiscal Year

1. 8/27/11 - CDW1 - Presentation on conceptual design options
2. 9/17/11 - CDW2 - Refinement of conceptual design
3. 10/19/11 - CDW3 - Conceptual Design Refinement
4. 11/19/11 - CDW4 - Environmental Design
5. 12/13/11 - CDW5 - Community Schools
6. 1/25/12 - CDW6 - Small Schools
7. 3/03/12 - CDW7 - Approved Conceptual Design/Schematic Design
8. 4/19/12 - CDW8 - (co-led with Youth Fellows) Gallery Walk of Architectural Character images
9. 5/19/12 - CDW9 - Design Guidelines

Below are future dates for Community Design Workshops (CDW) for the remainder of the year 2012.

- CDW 10 Thursday, June 14, 2012 Thursday, June 14, 2012 from 6:00 pm to 8:00pm at Emeryville City Hall Council Chambers\* (Postponed for a later date)
- CDW 11: Saturday 7/7/2012 (Postponed a for later date)
- CDW 12: Saturday 9/8/2012 Time and Place To Be Determined
- CDW 13: Saturday 10/27/2012 Time and Place To Be Determined
- CDW 14: Saturday 12/8/2012 Time and Place To Be Determine

The EUSD has also provided other opportunities to engage the community in the ECCL project and they are as follows:

#### Other Community Engagement Events

- Park Ave. Opening event, 9/15/11
- Emeryville Arts Festival, 9/30/11
- AYES Harvest Festival, 10/27/11
- Tree Lighting Ceremony, 11/18/11
- Spring Festival/Egg Hunt, 3/17/12
- ESS Crab Feed, 4/7/12
- Earth Day, 4/21/12
- ESS Block Party, 5/18/12
- AYES School Play, 5/25/12
- ESS Art and Music Showcase, 5/30/12
- Head Over Heels Fundraiser, 6/3/12

## MEASURE 'J' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT 2012

### 2011/2012 FISCAL YEAR

The Fellows Program group is taking the ECCL project door to door. The Fellows Pilot Program led by the EUSD Director of Community and Youth Engagement, Dr. Hayin Kim has been implemented to bring the ECCL project to those who have not been able or did not attend the various meetings and workshops. The Fellows Pilot Program is a 9-month fellowship program for members of the Emeryville community. Fellows will help broaden community dialogue around the design and implementation of the ECCL by working alongside EUSD staff and the Nexus Partners architectural team, and learning about the vision and goals of the ECCL. The Fellows Pilot Program is from September 30th 2011 to June 15th 2012. The Fellows Pilot Program which is a significant portion of the Community Engagement effort is currently budgeted for \$72,000.00 and funded from Memorandum of Understanding (MOU) #1 Development Funds and not through Measure J.

Fellows' Member Categories:

- Community Adult Fellows (2)
- Local Business Fellows (2)
- Staff Fellows (1 from EUSD, 1 from City of Emeryville)
- Youth Fellows (*9-12th graders are eligible*). (8)

Fellows receive a modest monthly stipend (\$125.00 for student fellows and \$250.00 for the adult fellows) for their work and are required to commit to work at least eight (8) hours per week. Previous experience was not required though successful applicants must be interested in improving Emeryville, be good communicators and be natural leaders. A key milestone after six months of the pilot was the Coalition for Community Schools National Conference (San Francisco, CA) May 16-18, 2012. The conference was well attended and considered a successful event.

The following outlines the Fellows Program activities for the 2011/2012 fiscal year:

- **October 2011: Orientation, k-12 schools,**
- **November 2011: What is Community Organizing?**
- **December 2011: Youth Fellows and East Palo Alto Music and Murals Art Project workshop**
- **January 2011: Coalition for Community Schools (CCS) National Forum proposals; individual Fellows work proposals and timelines.**
- **February 2012: Family Outreach strategies**

# MEASURE 'J' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT 2012

## 2011/2012 FISCAL YEAR

- **March 2012: Mid-year reflection, CCS National Forum brainstorm**
- **April 2012: CCS National Forum presentation preparation**
- **May 9 – 12, 2012: CCS National Forum**

Though the Fellows Pilot Program is not currently funded by Measure J, the COC is recommending that the Fellows activities be included on the ECCL website. For detailed 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](http://www.emeryvillecenter.org/archives_reports.htm)

**Relationship with City/Schools Committee.** The Committee has been providing a monthly update on COC activities to the City/Schools Committee and shall make recommendations to the City/Schools Committee as needed to move the Measure J bond project work forward. The following are not part of the COC responsibilities but those of the Board and/or Superintendent.

**Duties of the Board/Superintendent.** The Committee shall not have responsibility for the following types of activities. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved exclusively to it:

- i Approval of construction contracts,
- ii Approval of construction change orders,
- iii Appropriation of construction funds,
- iv Handling of all legal matters,
- v Approval of construction plans and schedules,
- vi Approval of Deferred Maintenance Plan, and
- vii Approval of the sale of bonds.

The Committee shall review, in summary form, items (ii) through (iii) above as part of its financial oversight duties. The Committee may review, in summary form, others of these items to the extent that the Board/Superintendent approves and to the extent that they are necessary to the Committee's duties

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

---

**COC Findings and Recommendations for the 2011/2012 Fiscal Year**

**COC Liaison Reports**

Finding

The Community Engagement and Finance Committee Monthly Liaison report are presented sometimes verbally and sometimes in writing. They are not always included in the COC packet. Reviewing past reports is difficult due to this inconsistency.

Recommendation

A standardized report template be developed for reporting liaison and subject activity and will be submitted in a timely manner for inclusion in the monthly COC packet. In addition the liaison will present the report verbally at the monthly COC meeting.

**Community Engagement Resolutions and Status Reports**

Finding

In early 2011, the COC made Community Engagement recommendations to EUSD during a brainstorming meeting at the Emeryville Senior Center. Those recommendations were included in the EUSD Community Engagement resolutions. Status of those COC recommendations/resolutions is not reported at the monthly COC meeting.

Recommendation

Provide a written monthly status report to include the recommendation(s), actions taken or to be taken, date of action taken or to be taken and any elaborating comments.

**Fellows Pilot Program**

Finding

The Fellows Pilot Program is a part of the Community Engagement process even though the program is not currently funded through Measure J Bond funds. Fellows Program information is not accessible on the ECCL Website with the other Engagement reports.

Recommendation

Create an ECCL website presence for the Fellows programs to show planned activities, completed activities, and a Fellows' membership and performance evaluation. Provide the COC with quarterly Fellows activity reports.

**Community Engagement effectiveness evaluation**

Finding

Community Engagement including Fellows programs need to be evaluated for effectiveness of the effort, cost, and impact on the public. What are the lessons learned and how should the programs be improved?

Recommendation

Develop an Evaluation process and present written reports to COC and City/Schools. Post the report on the ECCL Website.

MEASURE 'J' CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT **2012**  
2011/2012 FISCAL YEAR

This concludes the COC Annual report for the 2011/2012 fiscal year. The COC respectfully submits this report to the EUSD School Board, City of Emeryville, and to Emeryville's City Schools Committee.

**COC Members for 2011/2012 Term**

1. \*Brian Carver, Chair (Opted out of 2<sup>nd</sup> term March 2012)
2. Charlie Schuman, Active Member (Vice Chair for 2011/2012 term)
3. Francisco Aalbers, Active Member
4. Lisa Carlisle, Active Member (Current COC Vice-Chair for 2012/2013 Term)
5. \*Betsy Cooley, (Resigned March 2012)
6. \*Matt Johnson, (Completed 1 year term, did not reapply)
7. Mitchell Fine, Active Member
8. \*Ron Henry, (Completed 1 year term, did not reapply)
9. \*Joy Kent (Resigned November 2011)
10. Dr. Marcelline Krafchick, Active Member
11. Judy Inouye, Active Member
12. Vacancy, Member
13. Kelly Maddox, Active Member
14. Dave Martinez, Active Member
15. \*Shirley Enomoto, (Resigned August 2011)
16. Tom Rauch, Active Member (Current COC Chair for 2012/2013 term)
17. Barbie Robinson, Active Member
18. Andrea Sanchez Cortez, Active Member
19. Rodney Wong, Active Member

(\*) Indicates COC members who are no longer active members and did not contribute or participate to the production of the 2011/2012 annual report.



COC Chair, Tom Rauch

Date

