



**Meeting of the Citizens Oversight Committee**  
**July 25, 2012 – 6:00 p.m. – Library at Emery Secondary School**  
**1100 47<sup>th</sup> 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.)**

Tom Rauch, Chair

Lisa Carlisle, Vice Chair

Francisco Aalbers, Member

Mitchell Fine, Member

Judy Inouye, Member

Dr. Marcelline Krafchick, Member

Kelly Maddox, Member

Dave Martinez, Member

Barbie Robinson, Member

Andrea Sanchez Cortez, Member

Charlie Schuman, 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. EUSD Staff Comments

IV. 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 during normal business hours (8am to 4pm, Monday through Friday, excluding legal holidays) and at [www.emeryvillecenter.org](http://www.emeryvillecenter.org). Cal. Gov. Code. 54957.5(a)-(d).*

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

1. FINANCE (10 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 06/2012
3. Discussion

2. DISCUSSION OF COC ANNUAL REPORT. The COC will review and approve the final draft of the Annual Report. (20 minutes)

G. NEXT COC MEETING AGENDA ITEMS (August 15, 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.*



**Meeting of the Citizens Oversight Committee**  
**June 20, 2012 – 6:00 p.m. – Library at Emery Secondary School**  
**1100 47<sup>th</sup> Street, Emeryville**

**Emery Unified School District Guiding Principles:**  
***We Hold High Academic, Social, and Professional Expectations***  
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**PUBLIC AGENDA**

**A. OPENING CEREMONY/ROLL CALL (approximately 6:10 p.m.)**

Tom Rauch, Chair

Lisa Carlisle, Vice Chair

Francisco Aalbers, Member

Mitchell Fine, Member

Judy Inouye, Member **(ABSENT)**

Dr. Marcelline Krafchick, Member

Kelly Maddox, Member **(ABSENT)**

Dave Martinez, Member **(ABSENT)**

Barbie Robinson, Member **(ABSENT)**

Andrea Sanchez Cortez, Member **(ABSENT)**

Charlie Schuman, 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

**B. APPROVAL OF AGENDA (approximately 6:15 pm)**

1. Agenda item (F2) moved before (F1).

**\*\*Amended agenda unanimously approved. T. Rauch, R. Wong.**

**C. APPROVAL OF MINUTES (approximately 6:18 pm)**

**\*\*Agenda unanimously approved as presented. M. Krafchick, L. Carlisle.**

**D. REPORTS (approximately 6:20 p.m.)**

- I. Superintendent's Report

The Superintendent discussed the District's academic and communication goals, and the need to continue addressing the District's structural deficit. She gave an update on District staffing, which includes the return of several AYES staff positions. She thanked Terri Ryland, CBO, and Marian Harrell, Director of Human Resources, for working through the budget and getting hiring in place and ready for the new school year.

II. COC Chairperson's Report

The Chair thanked Charlie Schuman for leading the Committee the past several months. He recapped his June 6<sup>th</sup> report to City/Schools and would like to circulate future reports with the COC for feedback prior to presenting at City/Schools. He thanked Lisa Carlisle for her hard work with the Annual Report and wanted the COC to think about report content and the presentation to the Board. He reported that the Chair and Vice Chair will have monthly pre-meetings with staff to set agendas; wants the COC to start on time; hopes to have a conversation about liaison groups at a future meeting; and wants a status update on COC member recruitment.

III. EUSD Staff Comments

Roy Miller asked the COC to support staff with the recruitment of new COC members. He reported on the status of school relocation and announced that ECCL project work with consultants is temporarily suspended until a more solid update on RDA funds is available in mid-July.

IV. COC Member Comments – None.

E. VISITORS – Public comment for items NOT on the agenda (approximately 6:40 p.m.) - None.

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

1. REVIEW OF PROPOSAL FOR VIDEO CREATION. Glenn Foster presented his proposal for creation of a short documentary video of the Emery Secondary School. Staff asked the COC to consider if this is an appropriate expenditure of Measure J funds. (10 minutes)

The Superintendent introduced Glenn Foster to the COC. Glenn shared his history with ESS, plans for an Emery Reunion (“Hail and Farewell” to Emery), and a demo reel of the proposed documentary, “Emery Memories.” The proposal met some resistance/skepticism, not on its merits but on the question of what qualifies or doesn't as Community Engagement. Staff then clarified that no decision was needed, that they only wanted to introduce the proposal for feedback/guidance on which directions staff can take.

2. FINANCE (10 minutes total)
  1. Subcommittee liaison report- none to report at this meeting as no liaison meeting was held
  2. Additional input from staff: 1) reviewed financial info for 05/12 2) update on RDA developments
  3. Discussion

Terri Ryland presented expenditures for the month of May. She clarified the review and authorization process an expenditure runs through before it gets paid out.

3. REVIEW THE “DOTS” DIAGRAM. Staff will review community impact on ECCL design. (10 minutes)  
**\*\*Tabled until the next COC meeting.**
4. AMENDED BY-LAWS REVIEW. Staff will give a walkthrough of the amended by-laws. (10 minutes)  
**\*\*Tabled until the next COC meeting.**
5. DISCUSSION OF COC ANNUAL REPORT. The COC will discuss finalizing its required annual report. (Report draft was distributed on Wednesday) (20 minutes)

Lisa Carlisle presented the annual report draft. The COC reviewed the document for grammatical and informational edits, particularly around finance and community engagement. COC members agreed that the purpose of the Annual Report is not to include every single document and detail the COC reviews, but to show samples along with explanations. Should public members want to see more, information is always accessible at the District office. This will be noted in the report. Any edits and “lessons learned” for the report should be sent to Lisa by Friday.

6. JULY COC MEETING. The COC discussed whether or not to omit the July 2012 meeting. (5 minutes)  
The COC decided to omit the July meeting. The next COC meeting will be on August 15, 2012.

G. NEXT COC MEETING AGENDA ITEMS (~~July 18, 2012~~) August 15, 2012

H. COC CHAIR REPORT TO CITY-SCHOOLS

I. COC COMMITTEE MEMBER CLOSING COMMENTS – None.

J. CALENDAR REVIEW

K. ADJOURNMENT (approx. 8:20 pm)

## 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 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.

### Citizen's 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":

*“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 EUSD Board approved an amendment regarding COC membership which offers all members who have a one- year term to stay on for an additional 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



## 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 Supervisor. After a transitional period, the interim CBO for the District and the COC determined that six financial reports were needed:

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

During monthly COC meetings the discussion of the financial reports seemed to be difficult for all parties to grasp. After receiving a primer on school and bond accounting, and financing, the COC was able to understand the Measure J financial details. 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 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

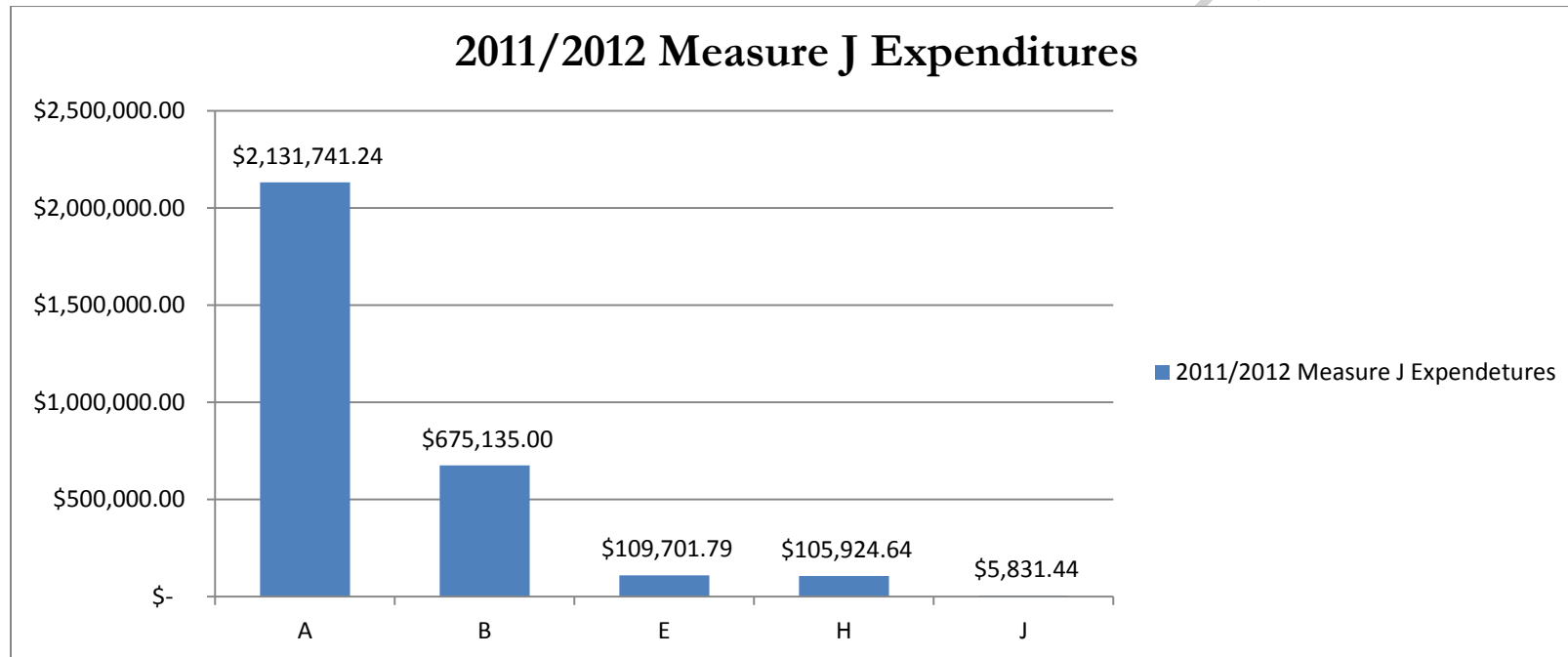
The total amount of Measure J Funds utilized thus far as of **May 31, 2012 is \$3,028,334.11**. For a complete breakdown of funding categories (as referenced below) and expenditures for each, please see pie chart below. Please note that only categories with expenditures to date are highlighted appear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



**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)

**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 will be 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**

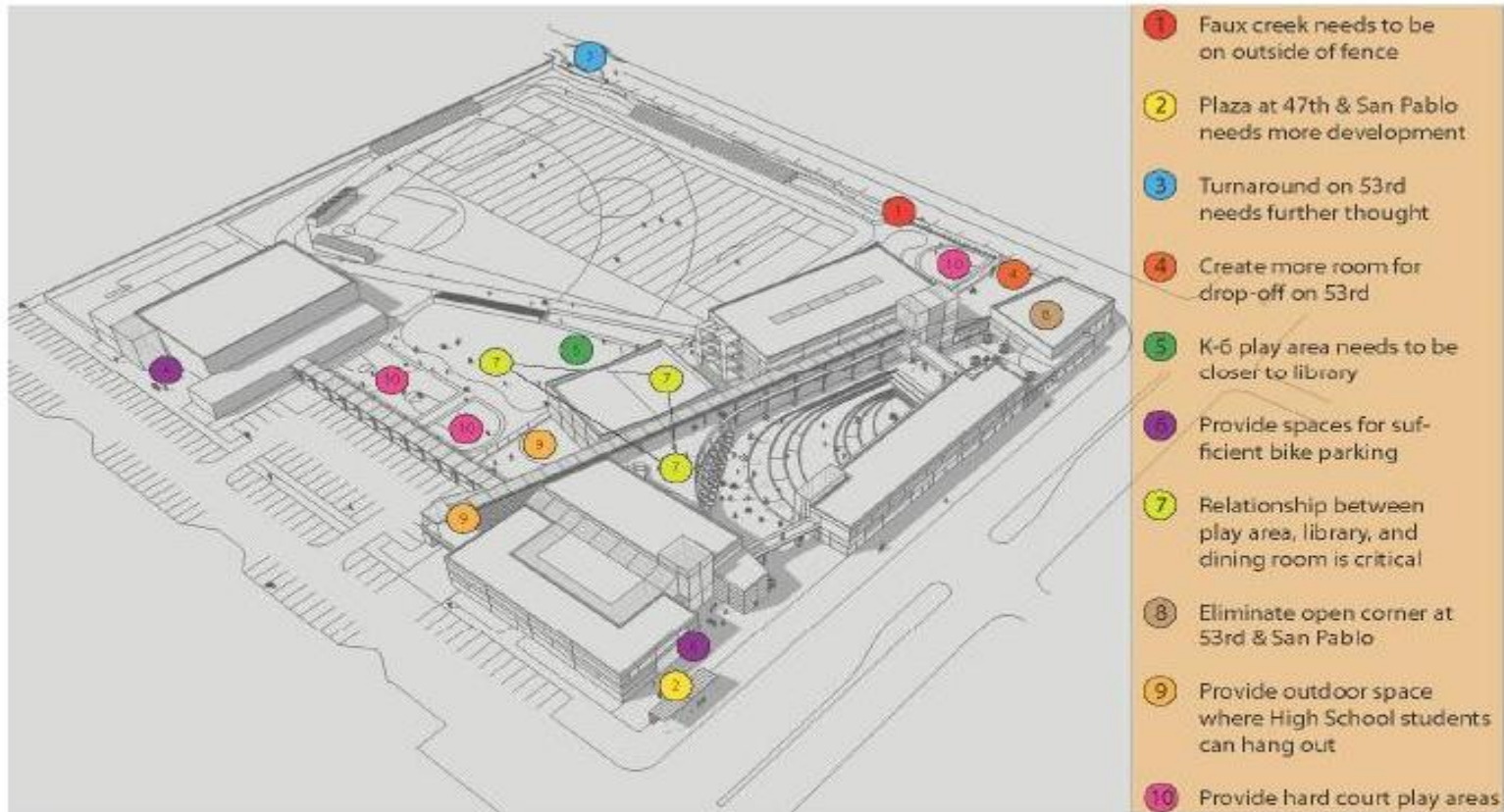
- Phase 1: meets 80 million dollar target budget (with \$10m flex)
- Phase 2: adds additional area for population growth

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



ECCL Concept Plan

City/Schools  
Committee Meeting  
March 1, 2012



Design Responses to Community Input

Community Design  
Workshop 7  
March 3, 2012



Concept Design – Phase 2

Community Design  
Workshop 7  
March 3, 2012

### 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



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

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

## 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.

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 Active)
3. Francisco Aalbers, Active Member
4. Lisa Carlisle, Active Member (Current COC Vice-Chair for 2012/2013 Term)
5. Betsy Cooley, Active Member (Resigned March 2012)
6. Matt Johnson, Non- Active Member (Completed 1 year term, did not reapply)
7. Mitchell Fine, Active Member
8. Ron Henry, Non-Active Member (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, Member (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