

TWIN RIVERS UNIFIED SCHOOL DISTRICT

Meeting: 7-11 Committee on Surplus District Property

Date: February 22, 2017

Time: 5:30-7:30 p.m.

Meeting Location:

Board Conference Room
5115 Dudley Blvd. Bay A
McClellan, CA 95652

ITEM	AGENDA/ACTION
I.	Call to Order – 5:30 p.m.
II.	<p>ROLL CALL AND ESTABLISHMENT OF QUORUM</p> <p>Bill McGuire opened the 7-11 Committee meeting with introductions and an overview of the meeting.</p> <p>Committee Members Present: Sondra Betancourt, Sonja Cameron, Donald Clark, Peggy Curtis, Jacqueline DeWitt, Janet Edwards, Barbara Longo, Neil Pople, Jason Sample, Shepherd, Michael</p> <p>Staff Present: Kim Barnett, Bill McGuire, Sara Noguchi, Armando Orozco</p> <p>Consultants Present: Diane Marshall-Freeman, Fagen Friedman & Fulfroost LLP (attorney), Ron Bennett, School Services of California, Inc. (facilitator), Brianna García, School Services of California, Inc. (facilitator)</p>
III.	<p>PUBLIC COMMENTS</p> <p>No public comments</p>
IV.	<p>OVERVIEW OF BROWN ACT</p> <p>A. Ron Bennett provided an overview of the Brown Act and presented CSBA’s “The Brown Act” book. He explained that closed/executive sessions are a common cause of violations and noted that this 7-11 Committee would not have closed/executive sessions. The second most common violation is developing consensus outside of the meetings. He cautioned Committee members to do the work of the Committee within the Committee meetings and noted that anyone who knows there has been a violation should report it.</p> <p>B. Diane Marshall-Freeman discussed agenda posting requirements and the need to follow the Brown Act. She advised Committee members to ensure they do not discuss any business of the Committee outside of the Committee meetings and to not inadvertently violate the Brown Act. This most frequently happens through technology where, for example, an email is sent from one Committee member to another and eventually gets forwarded to all. Ms. Marshall-Freeman noted that members of the public have a right to participate in the meetings as the business of the Committee is public. She cautioned members from engaging in serial meetings—another inadvertent violation, which happens when one Committee member calls another Committee member to discuss an item and then calls another and another. There is nothing wrong with talking with one other Committee member. The issue is when trying to build consensus by talking with a majority of the Committee members.</p> <p>C. Donald Clark asked whether other community organizations are subject to the Brown Act. Mr. Bennett explained why this Committee is subject to the Brown Act and what organizations are required by code to follow the Brown Act. Ms. Marshall-Freeman pointed the members to</p>

	<p>chapter 2 of The Brown Act book for further detail on who is subject to the Brown Act.</p> <p>D. Bill McGuire noted that Committee members are encouraged to talk to the public and should disseminate information shared at the meetings with the public and emphasized that the Brown Act pertains specifically to the Committee and the work of the Committee.</p>
V.	<p>OVERVIEW OF ROLE OF SCHOOL SERVICES OF CALIFORNIA</p> <p>A. Mr. Bennett explained that School Services of California are facilitators and then walked the Committee through the contents of the binders provided. He also briefly discussed the agenda, items that should be included on the agenda and how items are to be added, and noted that agendas must be posted 72 hours in advance of the meetings.</p>
VI.	<p>OVERVIEW OF ROLE OF COMMITTEE MEMBERS</p> <p>A. Mr. Bennett discussed the Education Code and Twin Rivers USD’s Administrative Regulation (AR) 3280 that details how the Committee is formed, who should be included, the responsibilities of the committee, and the report that will be completed by the committee and presented to the Board. He also noted that the report is not binding.</p> <p>B. Mr. Clark asked whether the committee’s report to the Board remains in the record in perpetuity and could the public request a copy of the report. Mr. Bennett explained that there will be both a verbal and written report provided to the Board, so therefore, the report would be of public record.</p>
VII.	<p>SELECTION OF CHAIRPERSON</p> <p>A. Mr. Bennett explained the role of chairperson</p> <p>B. Sonja Cameron asked if there would also be a vice chair in case of the chairperson’s absence. Mr. Bennett explained that the Committee can chose to appoint a vice chair at its discretion.</p> <p>C. Mr. Bennett opened nominations. Sondra Betancourt nominated Ms. Cameron, who declined. Ms. Cameron then nominated Jason Sample who accepted the nomination. No other nominations were made. Mr. Bennett called for a vote and all voted in favor of Mr. Sample.</p> <p>D. Mr. Sample opened nominations for vice chair. Barbara Longo nominated Michael Shepherd who declined. Ms. Cameron then self-nominated. No other nominations were made. Mr. Sample called for a vote and all voted in favor of Ms. Cameron.</p>
VIII.	<p>OVERVIEW OF CONFLICT OF INTEREST</p> <p>A. Ms. Marshall-Freeman suggested that the Committee follow Robert’s Rules of Procedures for the meetings and will provide a cheat sheet to Mr. McGuire to disseminate to the Committee. She informed the members that they cannot benefit personally from their role on the Committee. Ms. Marshall-Freeman defined an economic conflict—wherein a Committee member cannot be involved personally or receive any financial gain from their role on the Committee. The government code notes that a member cannot enter into an agreement with the school district and should also avoid conflicts of personal bias and cannot promote their interests above the interests of the Committee. If any Committee member believes they have a conflict of interest based on personal interest or bias, they should recuse themselves from voting or having discussion on that item. Committee members are required to complete form “CA Form 700 Statement of Economic Interest Cover Page.”</p>
	<p>B. Mr. McGuire noted that staff will fill out the form with the boilerplate data and provide to all of the Committee members to fill out the personal data. He also explained that the form would be</p>

	housed at the district's office. The form should be submitted at the next meeting on March 1, 2017.
IX.	<p>OVERVIEW OF SURPLUS PROPERTY PROCESS</p> <p>A. An overview of the process is included in the presentation noted in Item X. below.</p>
X.	<p>7-11 COMMITTEE ON SURPLUS DISTRICT PROPERTY PRESENTATION TO THE BOARD OF TRUSTEES</p> <p>A. Mr. McGuire showed the Committee how to access the Committee's webpage on the district's website and what the webpage contains. He then walked through the presentation that was made to the Board on January 24, 2017 regarding the 7-11 process and the properties that are a focus of the Committee and this process.</p>
XI.	<p>DISCUSSION OF MEETING DATES AND TOPICS</p> <p>A. Mr. McGuire discussed the next meetings and the need for a commitment from everyone to attend all meetings.</p> <p>B. Ms. Longo asked whether all meetings would be held in the same room/building. Mr. McGuire explained that all meetings would be held at the district offices, though the room might change.</p> <p>C. Mr. Bennett explained that staff will work with the chair to develop agendas for the upcoming meetings.</p>
XII.	<p>DISCUSSION OF PUBLIC CONTACT INFORMATION FOR COMMITTEE MEMBERS</p> <p>A. Mr. McGuire discussed that Committee members' information (name and address) will be listed on the district website as this is a public Committee.</p> <p>B. Janet Edwards asked whether it was necessary to include the Committee members' full address and whether or not they could just list the zip code or street name. Ms. Marshall-Freeman will review statutes and see what information needs to be posted. Staff will plan to list just the street name and zip code unless Ms. Marshall-Freeman finds that additional information is required.</p>
XIII.	<p>COMMENTS FROM COMMITTEE MEMBERS</p> <p>A. Ms. Longo asked if the agendas will be posted 72 hours in advance, will the Committee also be provided with data to review in advance of the meetings. Mr. McGuire noted that due to the quick turnaround for the next meeting, the agenda and data is ready and staff will provide that information shortly. In the future, data will be provided to Committee members in advance.</p>
XIV.	<p>ADJOURNMENT AND FUTURE MEETINGS</p> <p>A. Meeting was adjourned at 6:39 p.m.</p> <ul style="list-style-type: none"> • March 1, 2017, 5:30-7:30 p.m. - Second meeting • March 22, 2017, 5:30-7:30 p.m. - Third meeting • April 5, 2017, 5:30-7:30 p.m. - Fourth meeting • April 19, 2017, 5:30-7:30 p.m. - Final meeting