

**DSA/OPSC Program Review Expert Workgroup
Kick-Off Meeting Minutes**

July 28, 2010 9:00 a.m. – 12:00 p.m.
Ziggurat, 8th Floor Executive Board Room

In attendance:

Expert Workgroup Members

Stephen Amos, DGS (Chair)
Kathleen Moore, CDE (Vice Chair)
Lindle Hatton, CSUS (Facilitator)
David Thorman, DSA
Lisa Silverman, OPSC
Sophia Kwong-Kim, Assembly Ed.
Chris Ferguson, DOF
Scott Gaudineer, Flewelling & Moody Architects
Stuart Drown, LHC
Joel Montero, FCMAT
Gary Gibbs, CBIA (Delegate for Richard Lyons)
Ted Toppin, PEGG
James Sohn, LAUSD (Also Closeout Sub-Group Chair)
Bill Savidge, West Contra Costa USD (Also Design
Sub-Group Chair)
Kurt Cooknick, AIACC
Tom Duffy, CASH

Sub-Group Chairpersons

Carri Matsumoto, Long Beach USD
Laura Knauss, Lionakis
Jenny Hannah, Kern COE
James Sohn, LAUSD (Also an Expert
Workgroup member)
Bill Savidge, West Contra Costa USD
(Also an Expert Workgroup member)

Additional Attendees

Eric Bakke, LAUSD
Jason Bryant, CBIA
Kathy Hicks, DSA
Lisa Kaplan, SAB
Jordan Aquino, DSA (PowerPoint operator)
Yvonne Newton, DGS (Note-taker)
Rebecca Kirk, OPSC (Note-taker)

Opening Remarks:

- The Chair discussed the Program Review Expert Workgroup's mission statement and objectives, the need for the Workgroup, and an overview of its development and timeliness.
- The importance of collaboration was emphasized for identifying principle issues, impediments, and recommendations.
- The need for this effort to produce sustainable changes through short-term, intermediate, and long-term proposed changes was also emphasized, and it was mentioned that there is a need for shared accountability for outcomes.

Discussion of Workgroup/Sub-Group Timeline and Calendar:

- Discussion of the calendar included the presentation of process updates to the State Allocation Board (SAB) on August 4, August 25, and September 22, 2010. In addition, the Assembly Education Oversight Committee will be briefed in September 2010.
- By October 1, 2010, a final draft document will be prepared to include various challenges and recommended solutions, in ranked order.

- The Appeals and Performance Metrics sub-groups (Phase II of the process) will be further discussed and defined during Phase I, since the recommendations under Phase I may inform the formation of the Phase II sub-groups.

Discussion of the Rosters and the Organization Chart:

Expert Working Group

- The Chair stated that the working group composition was intended to ensure a balance of stakeholders and customers for input.
- It was mentioned that the California Teachers' Association requested to participate in the process and will be included.
- Suggestions were made regarding potential additional workgroup participants, including:
 - the Parent Teacher Association,
 - the California League of Bond Oversight Committees,
 - additional legislative staffers, and
 - contractors or construction management firms.

Sub-Groups

- Composition:
 - The Chair stated that the sub-group composition was intended to ensure adequate representation by including school districts with different demographic regions and sizes, financial hardship districts, county offices of education, and school districts in each of the SAB member legislative districts.
 - There was general consensus regarding a recommendation that at least one financial hardship district be included in each sub-group.
 - It was stated that the role of the State agency sub-group members is to answer questions and provide support.
 - Some workgroup members suggested stakeholder representation on the sub-groups. Others opined that the existing sub-group customer and State agency composition, coupled with the workgroup composition, is adequate representation and that the timeframe necessitates moving forward. A suggestion was made to consider adding limited additional representation to the main workgroup, but not at the sub-group level.
 - Suggestions were made that there be more county office of education and Central region representation in the sub-groups.
 - The Chair mentioned that some of the customers participating in the sub-groups are still being finalized, and that the finalized rosters

will be provided once the remaining participants have been identified.

- The Construction Sub-Group does not currently have a chairperson assigned due to the original invitee being unable to attend. The Chair indicated that recommendations for the chairperson of this group would be considered.
- Participation/Collaboration:
 - Whether the sub-groups should permit open participation was discussed. The Chair acknowledged the need for an inclusive perspective that also allows for a fast-track process of collaboration and consensus. The Chair stated that sub-group chairs may develop their personal perspectives through informal collaboration, but that the formalized sub-groups should not have open participation.
 - Discussion occurred regarding the need for some coordination and collaboration between sub-groups to ensure process consistency and address overlapping issues. The Chair expressed that the larger workgroup needs to be involved and that a collective sub-group chair strategy should not be formed without the larger workgroup's involvement.

Review of Charter Templates, Process, and Deliverables:

- The Facilitator explained that the mission and objectives are consistent for the workgroup and each sub-group.
- The sub-group charter templates and process were reviewed. Each sub-group will identify 10 top problems/issues, a timeline of proposed short-term, intermediate, and long-term solutions, recommended performance measures, and noted disagreements.
- It was emphasized that each sub-group will meet only once to complete the charter document, necessitating an expedited approach. In addition, the Facilitator urged the need for advance review and preparation for the August 18, 2010 workgroup meeting to review Phase I sub-group findings.
- Timelines and deadlines for documents were discussed. The Chair stated that each sub-group will have a facilitator and a designated note-taker. It was stated that the sub-group products will be working documents for open dialogue, and each of the sub-group chairpersons will be given the opportunity to present their views. The Vice Chair remarked that the sub-group charter documents will come to the workgroup in draft form for review and editing. Members of the sub-groups will be welcome to observe the workgroup's review meeting.

- In order to provide time for review and reflection, the Facilitator recommended that the sub-group charter documents be provided to the Department within one to two days following each sub-group meeting.

Open Forum:

- Questions were raised regarding whether meeting participation via conference call would be permitted. The Chair expressed a preference for physical meeting attendance and stated that conference calls should be the exception.
- Additional questions were raised regarding whether substitutes would be permitted in a workgroup or sub-group member's absence. The Vice Chair stated that member attendance is important for continuity and integrity, but that the issue would be discussed further.
- A request was made that a roster be provided to indicate the State agency representatives attending sub-group meetings. The Chair agreed to provide this information.