

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE –
MEASURE F**

**MINUTES
DECEMBER 15, 2025**

The Citizens Oversight Committee met on Monday, December 15, 2025, via Zoom.

MEMBERS PRESENT:

Despina Crassa, Chair
Beatrice Volper
Richard Rutledge
Laura Ursini Marroquin
Brett Woods
Jim Erickson

DISTRICT PRESENT:

Jeff Dixon, Assistant Superintendent, Chief Business Officer (CBO)
Steve Morris, Coordinator of Facilities

MINUTES:

Crystal Marie Gomez, Administrative Assistant II

CALL TO ORDER

The Citizens Oversight Committee called the meeting to order at 6:24 pm.

ADOPTION OF THE AGENDA

The agenda for Monday, December 15, 2025, meeting was adopted.
Motion for the adoption of the agenda by member Erickson and second by member Volper.

ADOPTION OF THE MINUTES

The minutes for Monday, September 15, 2025, meeting was adopted.
Motion for the adoption of the minutes by member Erickson and second by member Rutledge.

WELCOME AND INTRODUCTIONS

Meeting began after quorum was achieved.
Technical difficulties and late arrivals noted; quorum confirmed for decision-making.

FISCAL REPORT

Presented by Jeff Dixon, Assistant Superintendent, CBO.
The full allocation of \$28 million in Measure F bond funds was fully expended prior to July 30, 2024, with no bond resources utilized for project change orders, as all associated additional costs were covered by District Fund 40. No subsequent updates or modifications have occurred since the prior meeting, and preparations for the forthcoming audit are currently in progress.

PROJECT REPORT

Presented by Steve Morris.

The Estancia High School Theater project received occupancy approval from the Division of State Architect on October 22, 2025. The team is working through a punch list that includes AV equipment, paint touch-ups, light fixtures, and signage, with completion anticipated by February 2026. Retention funds remain withheld from the contractor, Swinerton, until all work is finalized. Seven change orders totaling approximately \$2 million have been processed, funded entirely by district resources rather than Measure F bond funds. The committee requested Owner Change Order (OCO) forms 1–7 for review to maintain transparency.

Discussion:

Committee members debated whether reviewing change orders falls within their scope, as their primary responsibility is to ensure Measure F funds were spent appropriately on the theater.

Chair Despina clarified that oversight should remain focused on bond expenditure, while CBO Dixon agreed to provide the requested OCO forms to address transparency concerns.

OTHER

Future Meetings:

Tentative next meeting: February 16, 2026 (final meeting before board presentation).

Annual COC presentation scheduled for March 10, 2026.

Audit Planning:

Auditor to present final report in January/February.

District to confirm auditor availability and prepare expenditures for review.

Action Items:

Jeff Dixon: Send OCO forms 1–7 to committee by Wednesday.

Crystal Gomez: Assist with distribution and confirm auditor details.

Committee: Review OCO forms and prepare for February meeting.

Despina: Present final report to Board in March 2026.

ADJOURNMENT

Motion by member Rutledge; second by member Volper.

Chair Despina adjourned meeting at 7:10 PM.