

CONEJO VALLEY UNIFIED SCHOOL DISTRICT



MEETING OF THE MEASURE I
INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
TUESDAY, FEBRUARY 21, 2017

AGENDA

2:00 p.m. Open Session
Conejo Valley Unified School District
District Office Conference Room F
1400 East Janss Road
Thousand Oaks, California 91362

INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE

Marshall Denninger, Committee Chair / Parent / PTA representative
Gail Ginell, Community At-Large representative
Tony Gitt, Senior Citizens' Organization representative
Wendy Goldstein, Parent representative
Bill Gorback, Community At-Large representative
Charles Lech, Business Organization representative
Jere Robings, Taxpayers' Association representative

ADMINISTRATIVE STAFF

Ann Bonitatibus, Ed.D., Superintendent
Victor Hayek, Ed.D., Assistant Superintendent, Business Services,
and Senior Staff Liaison to the Committee
Pavan Bhatia, Executive Director, Facilities, Maintenance, and Operations
Glen Infuso, Director, Maintenance and Operations
Jerome Staszewski, Director, Technology Services
Grace Allen, Administrative Assistant, Business Services

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HELPFUL INFORMATION

PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN A COMMITTEE MEETING SHOULD CONTACT THE BUSINESS SERVICES OFFICE PRIOR TO THE MEETING - PHONE 805-497-9511, EXTENSION 206, OR EMAIL GALLEN@CONEJOUSD.ORG

If you are on the agenda to present a report and need to use a computer and audio equipment, please contact the Business Services Office 24 hours prior to the meeting at 805-497-9511, extension 206, or email gallen@conejousd.org.

If you wish to address the Independent Citizens' Bond Oversight Committee, it is necessary to complete a speaker form (blue) and hand it to the recording secretary. If you would like to make comments about items not on the agenda, a speaker form should be completed and *submitted prior to the Public Comments section* of the agenda. If you wish to address an agenda item, please complete and *submit your form prior to the Action section* of the agenda. Pursuant to the Brown Act, the Committee cannot enter into a formal discussion nor can a decision be made in regard to public comments. The Committee may provide a reference to staff or other resources of information, request staff to report back at a subsequent meeting, or direct staff to place an item on a future agenda. Public comments will be limited to three minutes. On those occasions where there is an unusually large number of speaker cards, the Committee Chairperson may make the decision to decrease the time. Please present your comments in a factual, respectful, and dignified manner that models how we expect our children to participate in the democratic process.

If you wish to register your opinion on a topic but not speak, please fill out a public written statement form (yellow) and hand it to the recording secretary. Committee members will review these forms following the meeting.

Your input is greatly appreciated. The information on the speaker cards will assist the Committee Chairperson in conducting the meeting and is needed for the official minutes. The information on the cards will become public record. Thank you for your cooperation and compliance with these guidelines. Please feel free to call the Business Services office if you have any questions (805-497-9511 x206).

REGULARLY SCHEDULED COMMITTEE MEETINGS 2016/2017

Tuesday, August 9, 2016, 1:00 p.m., District Office Conference Room A
Tuesday, November 8, 2016, 1:00 p.m., District Office Board Room
Tuesday, February 14, 2017, 1:00 p.m., District Office Board Room (Reschedule to January 10, 2017)
Tuesday, February 21, 2017, 2:00 p.m., District Office Conference Room F
Tuesday, May 9, 2017, 1:00 p.m., District Office Board Room

AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS

CVUSD District Office, 1400 E. Janss Road, Thousand Oaks, CA
This serves as the main posting location pursuant to the Brown Act, Government Code §54954.2(a)

Additional Locations

Newbury Park High School, 456 Reino Road, Newbury Park, CA
Thousand Oaks High School, 2323 Moorpark Road, Thousand Oaks, CA
Westlake High School, 100 N. Lakeview Canyon Road, Westlake Village, CA
CVUSD Grounds and Mechanics Office, 750 Mitchell Road, Newbury Park, CA
District website: www.conejousd.org

SECTION A: AGENDA
INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
TUESDAY, FEBRUARY 21, 2017

I. 2:00 P.M. REGULAR SESSION

Opening Provisions

- A. Call the Meeting to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements and Procedures
- D. Approval of the Agenda
- E. Comments

1. Public

Pursuant to the Brown Act, the Citizens' Bond Oversight Committee cannot enter into formal discussion with individuals making public comments to the Committee. The Committee cannot take action on any issues raised during public comments that are not on the meeting agenda. Individual Committee members may respond to public comments during the Individual Committee Member's Comments section of the agenda (I.E.3.).

- 2. Committee Chairperson - Comments
- 3. Individual Committee Members - Comments
- 4. Administrative Staff - Comments

II. ACTION ITEMS - GENERAL

(Each item requires a motion for approval)

- A. Approval of Minutes of Committee Meeting January 10, 2017 (attachment)

III. INFORMATION / DISCUSSION ITEMS

(For discussion only; no action is taken on information items)

- A. Measure I Update
- B. Bond sale schedule

IV. ADJOURNMENT

NEXT MEETING

Tuesday, May 09, 2017, 1:00-2:30 p.m., District Office Board Room

AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS

CVUSD District Office, 1400 E. Janss Road, Thousand Oaks, CA

CVUSD Website: www.conejousd.org

This serves as the main posting sites pursuant to the Brown Act, Government Code §54954.2(a)

Newbury Park High School, 456 Reino Road, Newbury Park, CA
Thousand Oaks High School, 2323 Moorpark Road, Thousand Oaks, CA
Westlake High School, 100 N. Lakeview Canyon Road, Westlake Village, CA
CVUSD Grounds and Mechanics Office, 750 Mitchell Road, Newbury Park, CA

SECTION B: MINUTES

Tentative Minutes of the January 10, 2017, Committee Meeting
presented for action by the Committee on February 21, 2017
(Action Item II, A)

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
MEASURE I
INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE

MINUTES - JANUARY 10, 2017

OPEN REGULAR SESSION – OPENING PROVISIONS

Call to Order and Roll Call

Marshall Denninger, Committee Chairperson, called the meeting to order at 1:00 p.m. He called roll, as follows:

INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE

Marshall Denninger, Parent / PTA representative	Present
Gail Ginell, Community At-Large representative	Present
Tony Gitt, Senior Citizens' Organization representative	Present
Wendy Goldstein, Parent representative	<i>(Absent)</i>
Bill Gorback, Community At-Large representative	Present
Charles Lech, Business Organization representative	Present
Jere Robings, Taxpayers' Association representative	<i>(Absent)</i>

ADMINISTRATIVE STAFF

Ann N. Bonitatibus, Ed.D., Superintendent	<i>(1:30 Departure)</i>
Victor Hayek, Ed.D, Assistant Superintendent, Chief Business Official, and Senior Staff Liaison to the Committee	Present
Pavan Bhatia, Executive Director, Facilities, Maint, & Operations	Present
Glen Infuso, Director, Maintenance and Operations	Present
Director, Planning and Facilities	<i>(Vacancy)</i>
Jerome Staszewski, Director, Technology Services	Present
Grace Allen, Administrative Assistant, Business Services	Present

Mr. Denninger led the Pledge of Allegiance and read the procedural announcements.

Approval of the Agenda

Bill Gorback moved to approve the Agenda as written, and Charles Lech seconded the motion. The motion carried 5-0.

Comments from the Public

No public comments.

Comments from the Committee Chairperson

Marshall Denninger noted he hoped to make today's meeting a working session in order to prepare the Executive Summary for the CBOC 2015-2016 Annual Report that will be presented to the Board of Education at the January 17 board meeting.

Comments from Individual Committee Members

Bill Gorback asked what the parameters are as far as moving funds from what they were designated for by school/project to other areas. Dr. Hayek explained that we are legally bound by Measure I's language on the ballot. While plans are made now for how Measure I funds will be spent in the future, the plans need to be

flexible in order to address changing needs as this is a 10-year program. Additionally, the District will maximize Prop 39 and Prop 51 funding opportunities.

Dr. Bonitatibus noted that ideally, a Master Plan would have been in place before the bond measure began. The District is working with the community to create a Master Plan now. The community is encouraged to participate in the formulation of the Master Plan by attending charrettes where they have the opportunity to offer input and state priorities.

ACTION ITEMS – GENERAL

Approval of Minutes Dated November 8, 2016

Tony Gitt moved to approve the Minutes as written, Charles Lech seconded the motion, and the motion carried 5-0.

Approval of Measure I Independent Financial and Performance Audits for Year Ended June 30, 2016

Dr. Hayek noted that Vavrinek, Trine, Day & Co. LLP is the firm that completed the audit. It was a clean audit with no recommendations. It was approved by the Board of Education at the January 3, 2017 meeting.

Tony Gitt noted that there were no hand-written signatures on the audit. The committee requested the auditors create a handwritten signature page on future audits.

Charles Lech moved to approve the Measure I Independent Financial and Performance Audits for Year Ended June 30, 2016. Motion passed 5-0.

INFORMATION / DISCUSSION ITEMS

Update: Master Plan

Pavan Bhatia provided a presentation that may be viewed on the District's Measure I webpage, at the following address:

<http://www.conejousd.org/MeasureIBondCitizensOversightCommittee.aspx>

Pavan announced the creation of the website www.BuildCVUSD.org that is dedicated to documenting the Master Planning process, which is currently on schedule. The first Charrette (a community forum with the architects and staff, organized to make collective decisions) will take place tonight. The Charrettes are organized by cluster. There will be 1:1 Charrettes for schools that are outside of the clusters, such as CVHS and the Adult School. The committee was enthusiastic that the website is a public repository for Master Plan documents.

Measure I Public Relations

Dr. Hayek announced that the District began utilizing press releases in order to inform the general public about what is happening with Measure I funds. Releases are a collaboration between Pavan Bhatia and Kimberly Gold, Coordinator of Communications and Marketing for CVUSD. All press releases are posted to <http://www.conejousd.org/News.aspx>. The committee requested copies of any press releases that go out.

All Measure I-related items on the Board of Education agenda are now prefixed with "Measure I".

The committee feels it is being very transparent, especially given the webpage dedicated to Measure I on the CVUSD website (noted above).

Review of Expenditure Report Data through December 31, 2016

Pavan Bhatia and Jerome Staszewski reviewed the Bricks and Mortar and Technology Endowment expenditure reports through December 31, 2016. Staff is working on critical safety related projects now while preparing the master plan.

Bricks and Mortar

- Print errors were discovered in the Bricks and Mortar report. An updated report will be generated and distributed to the committee via email on Wednesday, January 11. Tony Gitt requested that, going forward, major changes or negatives are explained ahead of time so meeting time isn't spent questioning oddities.
- Salaries on the Bricks and Mortar side were discussed. They will be evaluated each year depending on projects.

Technology Endowment

Jerome Staszewski's provided a presentation that may be viewed on the Measure I webpage (noted above).

- With the goal of charging prudent and necessary labor to Measure I, the Technology department has been reorganized. The maximum amount for labor from Measure I will be \$500,000 annually moving forward. It will be evaluated each year.
- Three-year tech plans were created before the bond. We are working with sites to come up with the master technology plan.
- Dr. Hayek noted the 20-year endowment does not add up to the \$51 million set aside so adjustments will need to be made to stay within budget.

Invitation to Board of Education Meeting: February 21, 2017, 4:00-5:00PM

The Independent Citizens' Bond Oversight Committee was invited to attend the open-discussion portion of the Board Meeting on Tuesday, February 17, 2017 from 4:00-5:00 PM. Financial advisor Tim Carty will be discussing the bond.

Future Agenda Topics

- The Master Plan
- Summer projects
- Next bond issuance currently scheduled for 2018

ADJOURNMENT

Marshall Denninger adjourned the Open General Session at 3:14 p.m. The Committee will reconvene at its next regularly scheduled meeting as follows:

Date: Tuesday, May 9, 2017
Time: 1:00-2:30 p.m.
Place: Board Room

Date