

CONEJO VALLEY UNIFIED SCHOOL DISTRICT



MEETING OF THE MEASURE I **INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE** **TUESDAY, JANUARY 10, 2017**

AGENDA

1:00 p.m. Open Session
Conejo Valley Unified School District
District Office Board Room
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

CONTENTS

Section A: Agenda
Section B: Minutes
Section C: Agenda Reports/Attachments

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, 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, JANUARY 10, 2017

I. 1:00 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 November 8, 2016 (attachment)
- B. Approval of Measure I Independent Financial and Performance Audits for Year Ended June 30, 2016

III. INFORMATION / DISCUSSION ITEMS

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

- A. Update: Master Plan
- B. Measure I Public Relations
- C. Review of Expenditure Report Data through December 31, 2016 (attachment)
- D. Invitation to Board of Education meeting February 21, 2017, 4:00-5:00 PM
- E. Future Agenda Topics

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 November 8, 2016, Committee Meeting
presented for action by the Committee on January 10, 2017
(Action Item II, A)

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

MINUTES - NOVEMBER 8, 2016

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

ADMINISTRATIVE STAFF

Ann N. Bonitatibus, Ed.D., Superintendent	<i>(Absent)</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	<i>(Late Arrival)</i>
Director, Planning and Facilities	<i>(Vacancy)</i>
Jerome Staszewski, Director, Technology Services	Present
Debbie Montgomery, Administrative Assistant, Business Services	Present

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

Approval of the Agenda

Jere Robings moved to approve the Agenda as written, and Charles Lech seconded the motion. The motion carried 5-0 with Gail Ginell and Bill Gorback absent.

Comments from the Public

Cathy Carlson said she has lived in the Ladera neighborhood since 1981. She feels the Committee meetings should be advertised and the Committee webpage is difficult to find. She wants to hear an explanation of "charrette" during the meeting today. She would like the Committee meetings to be televised. She reminded the Committee that the election is today and it might result in a change of Board of Education members. Mrs. Carlson believes that the Committee meeting should not have been scheduled on the Election Day.

Comments from the Committee Chairperson

Marshall Denninger announced that the following Committee Members have been appointed by the Board of Education for a second term ending in August 2018:

- Gail Ginell, Community At-Large

- Wendy Goldstein, Parent
- Bill Gorback, Community At-Large
- Jere Robings, Taxpayers Association

Victor Hayek noted that the Committee members have an updated Roster, which shows when each member's term end date is.

Comments from Individual Committee Members

- Victor Hayek apologized for the absence of the Superintendent as Dr. Ann Bonitatibus is in Washington, DC, where Westlake High School and EARTH'S Magnet School are receiving the 2016 National Blue Ribbon Schools award.
- Tony Gitt suggested that public speakers should be reminded that the Committee will not be responding to the speakers' comments.
- Marshall Denninger noted that there have been many changes to the Administrative Staff on the Committee. Victor Hayek responded that Pavan Bhatia and he began during summer 2016. Mike Buckley, Director of Maintenance and Operations retired in October, and he is replaced by Glen Infuso. Glen is a local resident since 1980 and is familiar with our District. He was in charge of Maintenance for the County of Orange, and has built and maintained facilities. David Fateh resigned last month from the Director of Planning and Construction position, and the opening has been posted.
- Pavan Bhatia reported that she is filling in for the vacant Director of Planning position. Consultants may also be employed to fill in, as necessary. The department is working to create a master plan and to move forward in a coordinated effort.
- Marshall Denninger said some people have expressed a desire to be more engaged in planning the master plan.
- Tony Gitt said there was a plan for Measure I funds and the master plan may change that. When the master plan is done, he requests a comparison of the two plans and an explanation of the changes.
- Victor Hayek said that initially an equal flat amount was planned for each site and those numbers are being used until the master plan is done. There has been no change in the allocations pertaining to Waverly. When the master plan is completed, the Committee will be updated. The master plan will be presented to the Board of Education for approval in April.
- Tony Gitt asked about the Waverly allocation and what has changed. Victor Hayek commented that the allocation for Waverly has not changed due to the CVLC and that projects slated for Waverly would likely be done regardless of the use. For example, fire system at Waverly. Pavan Bhatia said that the master plan will be needs based. There may be changes when we have the charrettes to determine the master plan, and it will be a collective decision.

ACTION ITEMS – GENERAL

Approval of Minutes Dated August 9, 2016

Tony Gitt moved to approve the Minutes as written, Jere Robings seconded the motion, and the motion carried 5-0 with Gail Ginell and Bill Gorback absent.

INFORMATION / DISCUSSION ITEMS

Committee Member Terms

Bond Oversight Committee member terms are for two years.

Review of Expenditure Report Data through September 30, 2016

Pavan Bhatia and Jerome Staszewski reviewed the Bricks and Mortar and Technology Endowment expenditure reports through September 30, 2016. Staff is working on critical safety related projects now while preparing the master plan.

Bricks and Mortar

- Tony Gitt asked if the lessee is responsible for maintenance of the property at Triunfo/Carden Conejo. Victor Hayek explained that the current lease requires the District to provide general preventive maintenance.
- Tony Gitt questioned the deficit of \$69,826 reported under the Bricks & Mortar Measure I General heading. Pavan Bhatia explained that this is not an overrun. She will investigate further and respond at the next Committee meeting.

Technology Endowment

- Jerome Staszewski said the reports have been revised to more clearly define the expenditures.
- Tony Gitt questioned why there are no software expenditures for any of the schools. Jerome explained that Measure I can be used for specific expenditures, but currently we do not have any software expenses.
- Marshall Denninger said schools are expressing a shortage of equipment and Site Technicians. Jerome reported that there is a lot of equipment to implement this year. Site Technicians serve more than one elementary school.
- Charles Lech said Measure I wasn't to be used for salaries, yet 22% of \$3m per year is going to staff. Jerome said there was start-up expense, but we will be re-evaluating needs for the future and we are looking at reorganizing the technology department.

Measure I Salary Expenditures – Planning / Technology

Proposition 39

DSA Certification Projects

Master Plan Process

Pavan Bhatia and Jerome Staszewski provided a "Measure I Update" presentation that may be viewed at the following address:

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

Pavan explained that the "Charrette" process is a community forum with the architects and staff, organized to make collective decisions.

Measure I in Relation to the Conejo Valley Learning Center (CVLC)

Comment from the Public

Cathy Carlson said some people are concerned that there's not enough money for the CVLC. Just a few people on the Board of Education wanted the CVLC. She did a survey at City Hall and most people surveyed didn't want to build a school for CVHS; there should be a city-wide survey. She said Moorpark Community College will share their Career Technical Education (CTE) facility. The District doesn't need a continuation school if it enters an agreement with a neighboring district, and free transportation would be provided.

Victor Hayek said the planned Measure I expenditure amounts are unchanged by the CVLC move. The total cost to modernize Waverly is expected to be below the amount needed to build CVLC on Janss Road. The property next door is buildable, but there would be extra expense due to required soil improvements. Facilities will take their lead from Instructional Service's direction regarding the needs. CVHS rent is not paid by Measure I. The District is employing an outside contractor to do a demographic study to project enrollment to help in determining future facility needs.

Committee's Annual Report 2015/2016 Presentation to the Board of Education

At the Board of Education meeting on January 17, 2017, Marshall Denninger will present the Committee's Annual Report 2015/2016 to the Board of Education. Vavrinek, Trine, and Day will do an Audit of the Measure I fund and the results will be received prior to the Board Meeting in January.

Committee members expressed a desire to review the Audit and presentation prior to January 17th. It was determined to move the February 14th Committee Meeting to January 10th, if possible.

Future Agenda Topics

Committee Members and Administrative Staff determined the following topics for future meetings:

- Action:
 - Approval of Minutes dated November 8, 2016

- Information / Discussion
 - Review Building Fund (Measure I) Independent Financial and Performance Audit 2015/2016
 - Plan the Committee's Presentation to the Board of Education on 1/17/2017
 - Master Plan Update
 - DSA Certification Update
 - Plan Committee Agendas for 2017/2018

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, January 10, 2017 (if possible)
Time: 1:00-2:30 p.m. (if possible)
Place: Board Room

Date

Chairperson