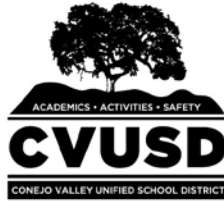


# CONEJO VALLEY UNIFIED SCHOOL DISTRICT



## MEETING OF THE MEASURE I INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE TUESDAY, FEBRUARY 9, 2016

### AGENDA

1:00 p.m. Open Session

**Thousand Oaks High School**  
**2323 North Moorpark Road**  
**Thousand Oaks, CA 91360**

### 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  
Jon Sand, Ed.D., Assistant Superintendent, Chief Business Official,  
and Senior Staff Liaison to the Committee  
Mike Buckley, Director, Maintenance and Operations  
David Fateh, Director, Planning and Facilities  
Jerome Staszewski, Director, Technology Services  
Debbie Montgomery, Administrative Assistant, Business Services

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## **HELPFUL INFORMATION**

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**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 [DMONTGOMERY@CONEJOUSD.ORG](mailto:DMONTGOMERY@CONEJOUSD.ORG)**

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**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 [dmontgomery@conejousd.org](mailto:dmontgomery@conejousd.org).

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**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).

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### **REGULARLY SCHEDULED COMMITTEE MEETINGS 2015/2016**

Tuesday, August 11, 2015, 1:00 p.m., District Office Conference Room A  
Tuesday, November 10, 2015, 1:00 p.m., Ladera Elementary School  
Tuesday, February 9, 2016, 1:00 p.m., Thousand Oaks High School  
Tuesday, May 10, 2016, 1:00 p.m. (location to be determined)

### **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 Maintenance and Operations Office  
District website: [www.conejousd.org](http://www.conejousd.org)

**SECTION A: AGENDA**  
**INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE**  
**TUESDAY, FEBRUARY 9, 2016**

**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 (III.G.3.).*
  - 2. Committee Chairperson
  - 3. Individual Committee Members
  - 4. Administrative Staff

**II. ACTION ITEMS - GENERAL**

*(Each item requires a motion for approval)*

- A. Approval of Minutes of Committee Meeting November 10, 2015 (Section B of this packet)

**III. INFORMATION / DISCUSSION ITEMS**

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

- A. Tour of Measure I Improvement Projects at Thousand Oaks High School  
*Jerome Staszewski and Mike Buckley will lead a tour of Measure I Improvement Projects that have been completed at Thousand Oaks High School.*
- B. Review of Expenditure Report Data through January 31, 2016  
*The Committee shall review expenditure reports produced by the District.*

- C. Building Fund (Measure I) Independent Financial and Performance Audits for Year Ended June 30, 2015  
*The Building Fund (Measure I) Financial and Performance Audits prepared by Vavrinek, Trine, Day & Company will be distributed.*
- D. Future Agenda Topics  
*Committee Members and Administrative Staff will discuss and plan topics for future meetings. At the next meeting on May 10, 2016, a presentation will be made by legal counsel regarding the Brown Act.*

IV. **ADJOURNMENT**

**NEXT MEETING**

Tuesday, May 10, 2016 (location to be determined)

**AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS**

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

CVUSD Website: [www.conejousd.org](http://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 Maintenance and Operations Office

## **SECTION B: MINUTES**

Tentative Minutes of the November 10, 2015, Committee Meeting  
presented for action by the Committee on February 9, 2016  
(Action Item II, A)

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

**MINUTES - NOVEMBER 10, 2015**

**OPEN REGULAR SESSION – OPENING PROVISIONS**

Marshall Denninger, Committee Chairperson, called the meeting to order at 1:01 p.m. Present were the following:

**INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE**

Marshall Denninger, 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 N. Bonitatibus, Ed.D., Superintendent~~ (absent)  
Jon Sand, Ed.D, Assistant Superintendent, Chief Business Official,  
and Senior Staff Liaison to the Committee  
Mike Buckley, Director, Maintenance and Operations  
David Fateh, Director, Planning and Facilities  
Jerome Staszewski, Director, Technology Services  
Debbie Montgomery, Administrative Assistant, Business Services

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, seconded by Wendy Goldstein, and the motion carried 7-0.

**Comments from the Public**

None

**Comments from the Committee Chairperson**

Marshall Denninger reported that feedback regarding Measure I bond implementation has been positive. Teachers like the wireless in their classroom; it has allowed them to utilize the internet in their classrooms.

Mr. Denninger reported that he provides Measure I updates at PTA and DAC meetings. The PTA asked if a Promethean board fails to operate, will the Measure I funds cover the cost of repair? Dr. Jon Sand

responded that equipment maintenance is a school site expense, if Technology Services personnel are unable to fix the equipment. Measure I does not provide for the maintenance of bond-acquired equipment.

Bill Gorback asked if hydration systems are covered by the bond. Dr. Sand responded that they are not currently funded by Measure I, however they might be in the future after further bond-related assessments are conducted. Mike Buckley reported that approximately 14 hydration stations have been completed district-wide. Two of the hydration stations were funded through Child Nutrition, but the remainder have been funded by school sites.

### **Comments from Individual Committee Members**

It was asked how Measure I projects are prioritized. Dr. Sand explained that each spring a list of Measure I projects is submitted to the Board of Education for approval. The initial year included projects related to safety, emergency repair, roofs, campus security fencing/cameras/single entry, and computer lab infrastructure. Staff also took a systems approach in which all school sites were to receive some degree of Measure I upgrades in Year One. The second year is more of the same and will include the Conejo Valley Learning Center planning and design, plus construction in spring or summer 2016.

Based on input from school sites, staff has been directed for remaining technology infrastructures and Wi-Fi, K-12 for secondary schools to be completed in the first two years instead of three. As pledged to the Board and community, a Master Plan and assessment of utilities, flooring, roofs, structures, drainage, play structures, science labs, etc. will be completed this winter to outline the list of priorities for Board review, input, and approval. Presently, annual reviews of all school sites are being completed by staff. If new items are identified and fit the existing Measure I criteria, they may be added to the list. This allows for site input, as well. The goal is to provide safe, clean, and functional learning environments.

Bill Gorback asked if individual privacy rights are a concern and asked for an update on the installation of private changing stalls and possibly private shower stalls as mentioned at a recent Board meeting. Dr. Sand reported that locker room renovation or refurbishment is being assessed and implemented, as needed. Modernization provides for all students' privacy options. Several locker rooms across our secondary school sites are 50 plus years old. Plans for, and the installation of, privacy stalls for high schools have been underway with NPHS, TOHS, then WHS to be completed in that order. The stalls in middle schools will be bid and completed as a part of next year's Major Projects' List along with the high school shower privacy stalls.

Tony Gitt reported that a year has passed since voters passed Measure I. The Bond Oversight Committee is required to complete an Annual Report at the end of the 2015-16 fiscal year or after the Audit is completed in January 2017. However, Mr. Gitt believes the Committee should provide an unaudited interim report to explain what the expenditures have been and what the accomplishments are. He suggested that people want to know 1) why so much money is needed for the improvements, and 2) want assurance that Measure I funds are not spent on teacher salaries.

Dr. Sand reported that the District has contracted with Vavrinek, Trine, Day and Company (VTD) to complete an audit of the bond. In December and then reported to the Board in January 2016, the VTD audit report will cover the 2014-15 activity to include some projects and the funding of Series A. Dr. Sand added that open communication to all interested community members is why the Bond Oversight Committee's webpage provides information regarding Measure I and related expenditures. This is in

addition to the collective effort to thank the voters by displaying posters and banners at all websites. Marshall Denninger added that the QR code takes the viewer directly to the Committee's webpage.

Marshall Denninger will make a presentation to the Board in January 2016 regarding the brief 2014-15 activity and the first 6 months of Measure I. He will provide an overview of Bricks & Mortar and Technology Endowment. He will distribute drafts to the Committee for review and input prior to the presentation. Committee members are welcome to attend the Board Meeting and witness the presentation. Dr. Sand confirmed that the presentation to the Board will be on Tuesday, January 19, 2016.

Wendy Goldstein expressed uncertainty regarding where the line is between Measure I projects and emergency repairs, privacy issues, Title IX issues, and water stations. Dr. Sand explained that the Committee Bylaws state what projects Measure I may fund. At the first meeting of the Committee in June 2015, a list of the proposed general projects was distributed. Projects are vetted by the Board, Administrators, and Principals. Routine maintenance is not a Measure I project. Without Measure I, the District doesn't have enough funding to make all of the repairs that are needed. Regardless of the nature of the project(s), compliance with local, state, and federal guidelines and codes is a requirement.

Charles Lech said that the public is also an oversight committee of the spending of Measure I funds. He agreed with Tony Gitt that the Committee should receive a report now and wondered if meetings could be televised. Gail Ginell added that Board Meetings are televised and Marshall Denninger's report to the Board in January would likewise be televised. Dr. Sand said that he would inquire if the segment covering Marshall Denninger's presentation to the Board could be placed on the Bond webpage. Marshall Denninger said he plans to generate a report and share it with the Committee prior to the presentation, and then have it posted on the Committee webpage.

#### **Comments from Administrative Staff**

Dr. Sand reiterated that on January 19, 2016, a formal presentation to the Board will be made regarding Measure I. The District has entered into an agreement with VTD to audit the bond fund. He thanks Principal Lori Wall and her staff for making their site, Ladera Elementary available for today's meeting.

#### **ACTION ITEMS – GENERAL**

##### **Approval of Minutes Dated August 11, 2015**

Marshall Denninger requested that under the "Technology Implementation Overview" section of the Minutes, the words "imaged, tagged" be removed. Tony Gitt moved to approve the Minutes as amended with "imaged, tagged" removed, Gail Ginell seconded the motion, and the motion carried 7-0.

##### **Approval of Format for Citizens' Bond Oversight Committee's Annual Report**

Committee members discussed the Annual Report format, so that they may proceed with compiling data for their report. The Committee's Annual Report will be prepared at the end of the 2015-16 fiscal year or after the Audit is completed (in January 2017).

Marshall Denninger reported that he looked at Riverside's Annual Report and it was very comprehensive (over 100 pages after 18 years). It showed for each site each item purchased noting the budget to date, expense to date, & corresponding photos. Gail Ginell agreed that one page per site would be a good format. Dr. Sand offered work on the annual report outline with photos and expense reports, plus a



copy of the auditor's report. David Fateh added that some 'before and after' photographs were shared with at the Committee meeting in August 2015 and that he would identify additional ones to share.

Tony Gitt suggested that the report include 1) an introduction, 2) Measure I activities November 2014 to date, 3) Committee activities and reviews, 4) Committee findings (minutes), 5) detailed expenditures by site with budget and actual comparison, and 6) summary of expenditures by site with exemplary photos. He would like report presented to the Board, posted on the webpage, and reported in the newspapers.

Gail Ginell moved to approve the format recommended by Tony Gitt, Bill Gorback seconded the motion, and the motion carried 7-0.

## **INFORMATION / DISCUSSION ITEMS**

### **Tour of Measure I Improvement Projects at Ladera Elementary School**

Jerome Staszewski and Mike Buckley conducted a tour of Ladera Elementary School to view Measure I improvement projects that have been completed there:

- Technology infrastructure improvements including Wi-Fi, access points and equipment, cabling, cabinets, and iPad minis.
- New asphalt and restriping in the parking lot and on the playground

### **Construction Management 101**

David Fateh presented various project and construction management procedures used to improve project planning and to increase efficiency during various phases of a construction project. His presentation is available on the Citizens' Bond Oversight Committee webpage, under the "Presentations to the Committee" heading:

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

### **Review of Expenditure Report Data through October 31, 2015**

David Fateh reviewed with the Committee the Bricks and Mortar and Technology Endowment expenditure reports through October 31, 2015.

Tony Gitt requested that the salaries information be reported by position and that benefits be reported separately. He also requested that there be 3 columns on the expenditure report for budget to date, actual to date, and the difference of those two figures.

David will revise the Expenditure Report to clarify the headings. He will move the "VC Star" advertisement charged from the Technology Endowment to the Bricks and Mortar report, if appropriate. He reported that the goal was to have devices in students' hands by December 2015 and we are on target. We are working on a bid for installation services for projectors and interactive white boards. Ten percent was set aside for possible shipping charges, but no shipping costs were actually incurred. Consequently, there will be a second round of orders.

Gail Ginell noted that the Expenditure Report makes it clear that all sites are benefiting from Measure I.

**Citizens' Bond Oversight Committee Webpage Overview**

Debbie Montgomery presented the features of the Committee's webpage located on the District website ([www.conejousd.org](http://www.conejousd.org)). A link to the Committee's webpage appears in the upper right section of the "Home" page of the District website.

**Future Agenda Topics**

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

- Approval – Minutes
- Discussion
  - Tour Measure I improvement at a high school to be determined
  - Expenditure reports

**ADJOURNMENT**

Marshall Denninger adjourned the Open General Session at 3:12p.m. The Committee will reconvene at its next regularly scheduled meeting as follows:

Date: Tuesday, February 9, 2016  
Time: 1:00-2:30 p.m.  
Place: High School to be determined

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson