

CONEJO VALLEY UNIFIED SCHOOL DISTRICT



MEETING OF THE MEASURE I
INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
TUESDAY, MAY 10, 2016

AGENDA

1:00 p.m. Open Session

**Sequoia Middle School
2855 Borchard Road
Newbury Park, California 91320**

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

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

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.

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 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., Sequoia Middle School

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

SECTION A: AGENDA
INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
TUESDAY, MAY 10, 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 (I.E.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 February 9, 2016 (Section B of this packet)

III. INFORMATION / DISCUSSION ITEMS

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

- A. Brown Act Compliance Presentation
A presentation will be made by legal counsel regarding the Brown Act.
- B. Tour of Measure I Improvement Projects at Sequoia Middle School
David Fateh, Jerome Staszewski, and Steve Lepire will lead a tour of Measure I Improvement Projects that have been completed at Sequoia Middle School.
- C. Review of Expenditure Report Data through April 30, 2016
The Committee shall review Measure I expenditure reports produced by the District.

D. Meeting Dates for the 2016/2017 School Year

The Committee meeting dates for the 2016/2017 school year will be distributed.

E. Future Agenda Topics

Committee Members and Administrative Staff will discuss and plan topics for future meetings.

IV. **ADJOURNMENT**

NEXT MEETING

Tuesday, August 9, 2016, CVUSD District Office Conference Room A

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 Maintenance and Operations Office

SECTION B: MINUTES

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

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
MEASURE I
INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
MEETING HELD AT THOUSAND OAKS HIGH SCHOOL

MINUTES - FEBRUARY 9, 2016

OPEN REGULAR SESSION – OPENING PROVISIONS

Call to Order and Roll Call

Marshall Denninger, Committee Chairperson called the meeting to order at 1:02 p.m. He conducted the roll call, as follows:

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~~ (Absent)
Jere Robings, Taxpayers' Association representative

ADMINISTRATIVE STAFF

Ann N. 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

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

Approval of the Agenda

Bill Gorback moved to approve the Agenda, seconded by Jere Robings, and the motion carried unanimously.

Comments from the Public

(None)

Comments from the Committee Chairperson

Marshall Denninger reported that he presented the Committee's Annual Report for 2014/2015 at the Board Meeting held January 19, 2016. The Annual Report is available on the Bond Oversight Committee's website.

Comments from Individual Committee Members

Tony Gitt complimented Marshall Denninger regarding his presentation of the Committee's Annual Report 2014/2015 to the Board of Education.

Regarding the Measure I expenditure reports, Mr. Gitt expressed concern that "Salaries, Benefits, Construction Management, Software, and Advertisement" were reported as one lump sum. He requested that a breakdown be provided. Jon Sand responded that information will be identified by job class in future reports to the committee as discussed with David Fateh and Jerome Staszewski, previously, who will oversee the information moving forward.

Gail Ginell reported that a recent article in the *Acorn* regarding Measure I improvements, promoted positive dialogue in the community. Bill Gorback suggested that the Committee's webpage include a scroll of photos depicting Measure I improvements. Tony Gitt added that we need to make it clear to the public that teacher salaries are not used for Measure I.

Comments from Administrative Staff

Jon Sand thanked Committee members for attending the Board Meeting to hear the Committee's Annual Report; that action says a lot about members' dedication and initiative. Staff continues to work on Measure I improvements this year, while planning for next year's projects, too. A Major Project List 2016/2017 will be presented to the Board for "Information" on March 1st and "Action" on March 15th. Measure I projects for 2016/2017 have four focus areas: #1 Safety/Security, #2 Asphalt, #3 Classroom Flooring, #4 Roofs. This summer, every site in the District will receive attention. Jerome Staszewski added that technology infrastructure improvements will be made at 12 school sites this summer.

Superintendent Ann Bonitatibus, thanked the Committee for their leadership and dedication. Committee members are our ambassadors in the community. The Committee meetings provide a valuable opportunity for Committee members to tour the schools and see Measure I improvements firsthand. Dr. Bonitatibus expressed her appreciation of the Board approving a new position: Coordinator of Communications, Community Engagement, and Marketing. Among the duties of this new position will be to publicize Measure I improvements. If Committee members have marketing suggestions, the Coordinator and Dr. Bonitatibus will be reviewing such recommendations. The public is frequently mentioning Measure I and expressing their gratitude for the improvements that have resulted from it.

ACTION ITEMS – GENERAL

Approval of Minutes Dated November 10, 2015

Jere Robings moved to approve the Minutes as written, Gail Ginell seconded the motion, and the motion carried unanimously.

INFORMATION / DISCUSSION ITEMS

Tour of Measure I Improvement Projects at Thousand Oaks High School

Before proceeding on the tour, Gail Ginell asked if the TOHS lighting is being addressed as the campus is fairly dark. TOHS Principal Lou Lichtl reported that motion sensor LED lights are being installed in strategic places and added that the campus is dark after 11:30 p.m. and graffiti/vandalism decreases when the campus is dark.

Principal Lou Lichtl reported that due to the Measure I Technology Endowment, new computers were installed last summer. Now, none of the computers/laptops (~500) on campus are more than 3 years old. TOHS is getting away from computer labs and instead using more laptops. Computer/laptop software depends on the department and use, i.e., science laptops include dissecting software. The District has an "Acceptable Use Policy, (AUP)" that every student must sign; violations result in computer privileges being restricted temporarily. In addition, the District has internet content filters which restrict the content that users are authorized to access. Schools have found that television monitors outlast LED projection screens and are versatile classroom instructional display tools. The replacement costs have been dramatically reduced, as well.

Lou Lichtl lead a tour of Measure I Improvement Projects that have been completed at Thousand Oaks High School, including:

- The freshmen lockers were replaced last summer. These were originally installed in 1962. The sophomore lockers will be replaced this summer; they were originally installed in the 1970s.
- Security improvements are being made in the northwest corner of the property. A pathway is being created from the baseball parking lot to the classroom area, thereby rerouting students away from the bus barn area and the adjacent road just outside of campus. A secured pedestrian gate is being installed in the bus barn area for employees only.
- Old linoleum flooring was replaced in many classrooms with VCT flooring; this is an ongoing Measure I project. The ASB had asbestos flooring abated.
- Wood flooring was deep-sanded & refinished in the Boys Activity Room. The Committee was unable to see the Boys Activity Room floor, as wrestling mats were covering the floor. Instead, the Committee visited the Girls Activity Room dance room to see the wood flooring that was renovated about 3 years ago. The wood flooring can be resurfaced approximately every 15 years, up to 3 times over its life.
- Roofing was replaced last summer on the Administrative Office and Cafeteria. This summer, roofing is scheduled to be replaced on buildings A, B, C, F, I, and J. However, due to summer school 2016 being at TOHS, this may need to be postponed until 2017 when summer school may be moved to NPHS.

Review of Expenditure Report Data through January 31, 2016

David Fateh reviewed with the Committee the Bricks and Mortar and Technology Endowment expenditure reports through January 31, 2016. David explained that the first 3 columns are year-to-date numbers. Jon Sand explained that most change orders have resulted from the project being under budget. When vendors submit invoices, they are processed quickly unless construction issues need to be resolved. HVAC is being installed in PE offices; they did not previously have air conditioning.

Wendy Goldstein questioned the technology infrastructure upgrade expenses at Westlake Hills Elementary School which significantly exceeded the budget; David Fateh explained that this was likely due to unforeseen conditions. Jerome Staszewski explained that some pathways for fiber optic cable were different than initially thought, resulting in additional expenses. Mike Buckley added that the structure of the buildings at Westlake Hills is different than other sites. David explained that 4-10% change in the estimated cost can happen, but more than 10% would be significant. Staff maintains a 'lessons learned' checklist and adjusts strategies accordingly. Tony Gitt requested that an explanation be provided when actual cost exceeds the budget by more than 10%.

Regarding the Technology Endowment, Jon Sand noted that due to bulk purchasing, some computer expenses were lower than anticipated resulting in the ability to purchase more than originally

anticipated. Jerome explained that we continue to use the menu system (that was previously discussed with the Committee) for technology purchases.

Tony Gitt reiterated that he would like the “Salaries, Benefits, Construction Management, Software, and Advertisement” identified by department and construction management contractor instead of listed as a lump sum at the end of the report.

Jere Robings asked that since HVAC was installed under Measure R, does the District budget for preventative maintenance? Jon Sand explained that the State no longer provides targeted funding for that purpose, but that the Maintenance and Operations Department does allocate funds for preventative maintenance. In addition, the District uses state energy efficiency funding to reduce expenses. We now have an outside firm surveying every site, every room, to develop a list of prioritized needs. It will assist us in advancing preventative maintenance measures.

Wendy Goldstein commented that the *Acorn* reported the District had received a windfall of new funds. Dr. Bonitatibus explained that approximately \$7M was received as one-time funding which can be used for one-time expenditures such as textbooks, new software, etc. The funding cannot be used for recurring costs, so it would not be used for staffing. Recurring dollars were received and will be used for employee raises, enhancing ongoing existing and new programs identified and supported by staff and the Board.

Building Fund (Measure I) Independent Financial & Performance Audits for Year Ended June 30, 2015

The Building Fund (Measure I) Financial and Performance Audits as of June 30, 2015 were distributed. These were prepared by an independent auditing firm: Vavrinek, Trine, Day & Company. Next year’s Measure I audit will be for the period from July 1, 2015, through June 30, 2016. This will be prepared in December 2016 and will go to the Board of Education for approval in January 2017.

Future Agenda Topics

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

- Opening Provisions: Brown Act presentation by legal counsel
- Action: Approval of Minutes dated February 9, 2016
- Information / Discussion Items:
 - Tour of Measure I improvements at a middle school (location to be determined)
 - Expenditure reports

ADJOURNMENT

Marshall Denninger adjourned the Open General Session at 2:26 p.m. The Committee will reconvene at its next regularly scheduled meeting as follows:

Date: Tuesday, May 10, 2016
Time: 1:00-2:30 p.m.
Place: Location to be determined

Date

Chairperson