

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

MINUTES - AUGUST 11, 2015

OPEN REGULAR SESSION – OPENING PROVISIONS

Call to Order and Roll Call: 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 (absent)~~

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 Gonzales, 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 Charles Lech. Motion carried 6-0.

Comments from the Public

None.

Comments from the Committee Chairperson

Marshall introduced the new District Superintendent, Dr. Ann Bonitatibus.

Comments from Individual Committee Members

Committee members, Administrative Staff, & guests introduced themselves.

Comments from Administrative Staff

Dr. Jon Sand reported that staff is working diligently on implementation of the bond. As outlined in our last meeting, the Series A Issuance of Measure I was, in fact, funded with the proceeds received by the County Treasury in late June. The bond accumulated interest rate is 4.01% -- an excellent rate of return. Dr. Sand acknowledged that Measure I "Keeping Conejo Schools Great" icons will be displayed on the District and schools' websites, and that similar signs or banners will be displayed at all sites across the District. This will show appreciation for voter support and help keep the public informed as to the progress of Measure I projects.

ACTION ITEMS – GENERAL

Approval of Minutes Dated June 3, 2015

Bill Gorbach moved to approve the Minutes as written, seconded by Charles Lech. The motion carried 6-0.

INFORMATION / DISCUSSION ITEMS

Technology Implementation Overview

Dr. Jennifer Boone, Jerome Staszewski, and Jayna Lovo presented an overview of the technology implementation plans for Measure I. Measure I provides for \$3m per year for technology hardware and software acquisition and implementation. This year, schools were allotted \$109 per student based on average daily attendance per the October 2014 CBEDS. Since Measure I passed in the November 2014 election, the District developed project teams, developed a process for order placement/distribution, developed policy and procedures, determined "Request for Offer" and formal bidding processes (including the piggyback bidding process), created a Technology Menu, allocated disbursements, and developed a Site Technology Plan. Project teams involved all schools and included 2 Elementary Teachers, 1 MS Teacher, 1 HS Teacher, 1 Parent representative, 1 Site or District Office Technician, 2 Site Administrators, and a Special Education representative. Team focus areas included student academic skills, student soft skills, teacher needs, and home-school communication and remote access. Orders were placed in July/August; most include white-glove service. Delivery is scheduled between now and November. When received, the items will be unboxed and installed. Links to the "Measure I Endowment Bond" presentation and the "Measure I Technology Menu" are available on the Citizens' Bond Oversight Committee webpage, under the "Presentations to the Committee" heading:

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

Many Districts have passed bonds and are implementing similar processes. The Districts are learning from each other's experiences – good and bad.

The District has instructional coaches looking at the new technology instructionally to determine what training needs will need to be addressed. Parents may learn about the technology through their children, newsletters, School Site Council, PTA, DAC, DELAC, etc. Students will be taking computers home, so their parents may also learn at home with their child. For those that don't have internet access at home, the Library has internet access and student study groups will also be formed. The classroom experience engages students and this will be further supported by assignments at home, as well. Research shows that there is a very small percentage of device loss. Maintenance of the computers is not part of Measure I funding; it will need to be covered utilizing other funding sources.

Bricks and Mortar Update

David Fateh presented an update regarding Measure I Facilities Modernization and Construction and the Technology Endowment. The Series A Bond proceeds available as of June 26, 2015 are \$37.2m (\$26m for bricks and mortar and \$11.2m for the Technology Endowment.) District staff will package projects to obtain the lowest bids possible for each site. Contracts include phasing and time limitations. The goal is to minimize classroom disruption; projects will be scheduled after hours, when possible.

A link to the 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 July 31, 2015

Marshall Denninger explained that this item is for information/discussion only (in accordance with the Committee By-Laws) and no vote will be taken.

David Fateh distributed the Expenditure Report through July 31, 2015. Page 1 lists nominal fees for several of the schools which is each school's portion of the bid advertising costs. Page 4 provides a summary by school site, by project type, of the amount expended. A link to the Expenditure Report is available on the Citizens' Bond Oversight Committee webpage, under the "Measure I Expenditure Reports" heading:

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

The Planning Office will soon implement *Accountability* software to keep track of the expenditures. Today's report was created in *Excel*, but future reports will be created in *Accountability*, so they will appear slightly different. It was requested that the budget and expense: budget ratio be added to the report. The Major Projects List is the annual budget; this was distributed at the Committee Meeting in June and is available on the Bond Oversight Committee webpage. The Major Projects List is taken to the Board of Education for approval each Spring for the following fiscal year's projects.

Annual Reports of Other Bond Oversight Committees

In response to the request of Committee Members, Annual Reports of bond oversight committees were distributed for Oak Park USD, Las Virgenes USD, Moorpark USD, and Simi Valley USD. These are on each respective district's website. The CVUSD Annual Report will be prepared at the end of the 2015-16 Fiscal Year or after the Audit is completed (in January 2017). Committee members would like to determine a format now, so that they may proceed with compiling data for the CVUSD Annual Report.

Future Agenda Topics

Committee members discussed agenda topics for the next meeting and agreed to the following:

- Action Items – General:
 - Approval of Annual Report Format
- Information / Discussion Items:
 - Committee Website
 - Construction Management

Per the Committee members' request, it was agreed that Dr. Sand will investigate the possibility of having the next meeting at Ladera Elementary School.

ADJOURNMENT

Marshall Denninger adjourned the Open General Session at 2:38 p.m. The Committee will reconvene at its next regularly scheduled meeting as follows:

Date: Tuesday, November 10, 2015

Time: 1:00-2:30 p.m.

Place: Ladera Elementary School

11-17-2015
Date


Chairperson