

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

MINUTES – SEPTEMBER 12, 2017

OPEN REGULAR SESSION – OPENING PROVISIONS

Call to Order and Roll Call

Dr. Hayek called the meeting to order at 1:00 p.m. He called roll, as follows:

INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE

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|---|---------|
| Marshall Denninger, Parent / PTA representative | Absent |
| Gail Ginell, Community At-Large representative | Present |
| Tony Gitt, Senior Citizens' Organization representative | Present |
| Wendy Goldstein, Parent representative | Absent |
| Bill Gorback, Community At-Large representative | Present |
| Angie Simpson, Business Organization representative | Present |
| Jere Robings, Taxpayers' Association representative | Present |

ADMINISTRATIVE STAFF

| | |
|---|--------------------------|
| Mark W. McLaughlin, Ed.D., Interim Superintendent | Present (2:30 departure) |
| Victor Hayek, Ed.D, Assistant Superintendent, Chief Business Official, and Senior Staff Liaison to the Committee | Present |
| Glen Infuso, Director, Maintenance and Operations | Present |
| Tim McCabe, Director, Planning and Facilities | Present |
| Susanne Ma, Director, Technology Services | Present |
| Grace Allen, Administrative Assistant, Business Services | Present |
| Sue Blake, Administrative Assistant, Technology Services | Present |

Dr. Hayek led the Pledge of Allegiance and read the procedural announcements.

Bill Gorback moved to approve the Agenda as written. Jere Robings seconded the motion, and the motion carried 5-0.

Comments

1. Public – None
2. Committee Chairperson – None
3. Dr. Hayek welcomed new member Mrs. Angie Simpson
4. Individual Committee Members
 - a. Angie Simpson acknowledged Dr. Hayek's welcome and commented that she is happy to serve on the committee.
 - b. Jere Robings noted that no one from his taxpayers' association has offered to step up should he decide to retire from the committee. Gail Ginell and Dr. Hayek will research what other groups qualify as a "bona fide taxpayers' association" in order to broaden the candidate pool.
5. Administrative Staff

- a. Dr. Hayek announced that Marshall Denninger could not be present today. He then introduced and welcomed new Business Organization representative, Angie Simpson; and new Director of Technology, Susanne Ma. Dr. Hayek also announced that Parent representative, Wendy Goldstein, has resigned from the committee.
- b. Dr. McLaughlin noted that there are still excellent candidates available to fill Ms. Goldstein's position from the pool of candidates interviewed over the summer. He will consult with Mr. Dunn and Ms. Everett, as per the committee's by-laws, regarding filling the vacancy.

ACTION ITEMS – GENERAL

Election of Officers

- a. Chair (Term 1 year) – Bill Gorback moved to nominate Marshall Denninger continue as Chair for the 2017-18 school year. Gail Ginell seconded the motion. There were no other nominations and nominations were closed. Mr. Denninger had previously stated his willingness to continue to serve as chair. The motion carried 5-0.
- b. Vice Chair (Term 1 year) – Gail Ginell moved to nominate Bill Gorback continue as Vice Chair for the 2017-18 school year. Angie Simpson seconded the motion. There were no other nominations and nominations were closed. Mr. Gorback accepted the nomination and the motion carried 5-0.

Approval of Minutes Dated May 9, 2017

Jere Robings moved to approve the Minutes as amended with a correction on page 2 to read 1:00-3:00 (meeting time). Gail Ginell seconded the motion, and the motion carried 5-0.

2017-2018 CBOC Proposed Meeting Schedule

Gail Ginell moved to approve the proposed 2017-2018 Citizen's Bond Oversight Committee calendar. Bill Gorback seconded the motion. Discussion surrounded moving the January meeting from the 16th to the 9th in order to allow time for the committee to prepare their annual presentation to the Board of Education. Gail Ginell amended the motion to change the January meeting date to one week earlier. Bill Gorback seconded the motion, and the motion carried 5-0.

INFORMATION / DISCUSSION ITEMS

Review of Expenditure Report Data through June 30, 2017

Dr. Hayek reported that technology and bricks and mortar reports are currently being run from different systems; however, the Technology and Planning departments are transitioning to a common system so the reports will be consistent with each other.

Dr. Hayek reported that State standardized testing on Chromebooks was highly successful last year. As a result, schools are considering repurposing existing computer labs. The Measure I expenditure period had shifted to spring last year, so devices are here and ready for use when school opens in August. Last year was a double-up year for each site's allocation (for last year and this year) in order to get on that schedule.

There are still some schools that have chosen not to obsolete older technology at this time; however, the reports show only new devices. Sue Blake will provide the Measure I Technology menu to the committee at the next meeting. This will help the committee see how the \$3M is being spent.

Questions/comments from the committee regarding the reports:

1. A final line-item will be added to the Technology report that shows District totals by device type.
2. The Bond does not pay for upgrades; upgrades will be automatic.
3. Technology salaries should be in the \$540k-\$550k range per annum. The rationale was 30-33% of techs' salaries are going toward ordering, set-ups, imaging, delivery to get Measure I equipment in place.
4. Definition of the term "encumbered" that appears in the reports means money that is committed through the Purchase Order process. Those funds are not considered an expense until the payment clears.

The committee requested that the next round of reports be a comparison of actual versus budgeted (allocated/spent/budgeted).

The committee also requested the next meeting have a look-forward as to what the salary budget will be for 18-19. Also they requested the reports show emergency projects that were not originally on the Projects List but must be addressed.

The two sides of Measure I report a little differently because Measure I is static for the Technology department while reporting is more complicated with Facilities because of the size and scope of projects. Facilities doesn't work in fiscal years. Projects that start in May can continue past July before they are complete.

A committee member asked about the new playground at Lang Ranch Elementary. Lang Ranch's PTA paid about \$70,000 toward the new playground. Tim McCabe pointed out that new playgrounds that are code-compliant cost between \$100K and \$150K. Dr. Hayek commented on the excellent support our schools' PTA/PFAs are. The combination of these organizations and Measure I is a big win for our District.

The committee asked about changes to the projects list. There have been no changes yet to the Projects List. We are in the prioritization phase right now. We need to address basic infrastructure before some new projects. LCR and TOHS basic infrastructure (air conditioning) will use up large chunks of their allocations. Variances from the Master Plan will be denoted in future reports.

Several sites will need new air conditioning in the next couple of years. Most the air conditioning was from the last bond which was 20 years ago. The newer units are ten years old. One elementary school's system is from 1968. Rather than band-aiding existing infrastructure problems, the District is now evaluating whether full replacements on projects are more cost-effective than short-term solutions. We are being proactive and intend to handle things properly the first time.

The committee discussed the difference between maintenance and projects from Measure I, noting maintenance is not (should not) done out of Measure I funds. If something is a full replacement, Measure I funds will be used. Measure I was designed to address infrastructure and we are staying true to that purpose. There was conversation on how the District performs with this bond and the relationship to any future bond programs. Committee members pointed out that effective communication with the public is important so that those who voted for the bond are assured that the money is being spent for the betterment of the District and its students. Not all improvements are visible though (air conditioning replacement, for example), so members of the public who do not have children in schools may not have a clear picture of how the bond money is being spent. The committee wishes to ensure the general public understands that the money is being spent as originally defined in the ballot language. Dr. Hayek recommended we use signage at the schools (related to projects) to get the message out.

While Measure I projects are always denoted on the Board of Education agenda, there may be other ways to get the word out. One suggestion was for the Interim Superintendent to write a column periodically in the Acorn that would serve to update the public about what is happening with Measure I.

The committee asked about the use of Measure I funds for the Conejo Valley High School relocation. Costs related to the move have come from the Measure I allocation specifically designated for the relocation of CVHS. Current spend is below \$1m, while the allocation is \$2m (that will be spent at a later date). Moves related to moving staff out of South Building (to the North Buildings, Horizon Hills, etc.), were not funded by Measure I. Dr. Hayek noted that he will give an updated on the project(s) at the next Board of Education meeting. Gail Ginell commented that she attended the ribbon cutting and reported positive feedback from the students and community in attendance.

The question arose as to whether the committee should continue meeting at the District Office or perhaps meet at various sites in order to see the projects that are being done. Since this is a planning phase year and projects were put on hold due to the CVHS project(s), next year would be more appropriate and the committee can discuss it then.

Future Agenda Topics

How the Measure I Technology Menu was developed.

ADJOURNMENT

Bill Gorback adjourned the Open General Session at 2:20 p.m. The Committee will reconvene on:

Date: Tuesday, January 9, 2018

Time: 1:00-3:00 p.m.

Place: Conference Room B1

1-9-2018

Date

Bill Gorback

Chairperson