

# CONEJO VALLEY UNIFIED SCHOOL DISTRICT



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

### **AGENDA**

**1:00 p.m. Open Session**  
**Conejo Valley Unified School District**  
**District Office, Conference Room A**  
**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**  
**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 2016/2017**

Tuesday, August 9, 2016, 1:00 p.m., District Office Conference Room A  
Tuesday, November 8, 2016, 1:00 p.m., (To be determined)  
Tuesday, February 14, 2017, 1:00 p.m., (To be determined)  
Tuesday, May 9, 2017, 1:00 p.m., (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, AUGUST 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 (I.E.3.).*
  - 2. Committee Chairperson
  - 3. Individual Committee Members
    - a. Introduction of Dr. Victor Hayek, new Assistant Superintendent, Business Services
    - b. Introduction of Pavan Bhatia, new Executive Director, Facilities, Maintenance, and Operations
  - 4. Administrative Staff

**II. ACTION ITEMS - GENERAL**

*(Each item requires a motion for approval)*

- A. Approval of Minutes of Committee Meeting May 10, 2016 (Section B of this packet)

**III. INFORMATION / DISCUSSION ITEMS**

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

- A. Committee Member Terms

*The Committee shall review committee member terms.*
- B. Summer Projects Summary

*A summary of construction/maintenance projects completed during Summer 2016, will be presented.*

C. Review of Expenditure Report Data through July 31, 2016

- a. Bricks and Mortar
- b. Technology Endowment Fund

*The Committee shall review Measure I expenditure reports produced by the District.*

D. Future Agenda Topics

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

**IV. ADJOURNMENT**

**NEXT MEETING**

Tuesday, November 8, 2016, 1:00-2:30 p.m., (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 May 10, 2016, Committee Meeting  
presented for action by the Committee on August 9, 2016  
(Action Item II, A)

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

**MINUTES - MAY 10, 2016**

**OPEN REGULAR SESSION – OPENING PROVISIONS**

Call to Order and Roll Call: Marshall Denninger, Committee Chairperson called the meeting to order at 1:02p.m. Present were the following:

**INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE**

Marshall Denninger, Parent / PTA representative	Present
Gail Ginell, Community At-Large representative	Present
Tony Gitt, Senior Citizens' Organization representative	Present
Wendy Goldstein, Parent representative	Late Arrival
Bill Gorback, Community At-Large representative	Present
Charles Lech, Business Organization representative	Present
Jere Robings, Taxpayers' Association representative	Present

**ADMINISTRATIVE STAFF**

Ann N. Bonitatibus, Ed.D., Superintendent	Late Arrival
Jon Sand, Ed.D, Assistant Superintendent, Chief Business Official, and Senior Staff Liaison to the Committee	Present
Mike Buckley, Director, Maintenance and Operations	Present
David Fateh, Director, Planning and Facilities	Present
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**

Bill Gorback moved to approve the Agenda as written, and Gail Ginell seconded the motion. The motion carried 6-0 with Wendy Goldstein not available for the vote.

**Comments from the Public**

(None)

**Comments from the Committee Chairperson**

Marshall Denninger reported that Attorney Kerrie McNally of Fagen Friedman and Fulfrost will be making a presentation regarding the Brown Act today.

**Comments from Individual Committee Members**

(None)

**Comments from Administrative Staff**

Jon Sand reported that he has decided to return to the classroom to culminate and bookend his educational career. In the past year, he has been blessed with two grandbabies. Jon has accepted a position in the CVUSD

Special Education Department evaluating students' needs. Jon thanked the Committee for helping him kick off the Citizens' Bond Oversight Committee, and thanked all that helped to make Measure I possible.

## **ACTION ITEMS – GENERAL**

### **Approval of Minutes Dated February 9, 2016**

Jere Robings moved to approve the Minutes as written, Charles Lech seconded the motion, and the motion carried 7-0.

## **INFORMATION / DISCUSSION ITEMS**

### **Brown Act Compliance Presentation**

Kerrie McNally, Attorney at Law for Fagen Friedman and Fulfroost, LLP, provided a presentation regarding the Brown Act. Kerrie distributed copies of her "Introduction to the Brown Act." The presentation is available on the Committee webpage at [www.conejousd.org](http://www.conejousd.org).

### **Tour of Measure I Improvement Projects at Sequoia Middle School**

Principal Steve Lepire, provided a PowerPoint presentation regarding Measure I improvements at Sequoia Middle School. Steve Lepire, David Fateh, and Jerome Staszewski lead a tour of Measure I improvement projects at Sequoia Middle School, including:

- Carpet was removed and replaced with polished concrete
- Security fencing at school entrance and chain link fencing at the side of the school
- Improved mobility at the front of the school by increasing office window size
- Plan to replace manzered roof tiles with metal parapet siding in the future
- Computer lab improvements and security
- Replaced Promethean Boards with Ultra Short Throw Projectors, a versatile and less expensive alternative to Smart Boards
- Plan to reconfigure and modernize the kitchen/cafeteria
- Air conditioning to be updated in Building E, Administration Building, and Multipurpose Room funded by Prop 39 and some Measure I funding
- Exploring the feasibility of solar installation

### **Review of Expenditure Report Data through April 30, 2016**

David Fateh reviewed with the Committee the Bricks and Mortar and Technology Endowment expenditure reports through April 30, 2016. Marshall Denninger asked about Proposition 39 funding. Prop 39 is State funding for energy conservation projects. Proposition 39 funding is being used for 5 sites replacing inefficient AC units and HVAC units. Southern California Edison funding was used for lighting retrofits. The evolution of energy efficient technology has made energy conservation economically beneficial. Marshall Denninger asked David Fateh for reports that reflect the cost-savings, when available. David added that "DSA Closeout" refers to Division of State Architects' plan certification that is required before further construction can be done.

Jerome Staszewski reported that Technology Services has two vacant positions: System Analyst (networking) and a Site Technician for TOHS. The salaries and benefits budget next year would be about \$900,000 from the Measure I Endowment Fund. Technology Plans are due at the end of this week. Jerome and the Field Supervisor will review the Technology Plans and begin ordering mobile devices including laptops, Chromebooks, cell phones as BYODs. Tony Gitt asked what percentage of devices are school-owned. Jerome did not have an exact percentage but reported that many students have cell phones. Other districts have estimated that 80% of their students have their own mobile devices. Bill Gorback asked what difficulties there are if kids have Android vs iPhone, etc. Jerome reported that there can be different issues with various devices

however that issue is improving. We are looking at site plans to determine a unified approach and may have recommendations to parents in the future.

Tony Gitt asked how the yearend projection compared to actual. David Fateh presented the actuals vs. budget allocations. Jon Sand reported that the Bricks and Mortar budget is \$26m over 3 years. The Technology Endowment budget is \$11.2m over 4 years (the Endowment is to be paid over 20 years). We need to be sure that the Measure I funds are sustainable over time.

Chuck Lech asked who guides the District regarding timing the market. Piper Jaffray monitors and advises the District how to proceed.

### **Meeting Dates for the 2016/2017 School Year**

A list of proposed Committee meeting dates for the 2016/2017 school year was distributed. Meetings will continue to be on the second Tuesday of August, November, February, and May from 1:00-2:30 p.m. The location will be determined and posted on the Committee website and at the CVUSD District Office, Newbury Park High, Thousand Oaks High, Westlake High, and the CVUSD Maintenance and Operations Center.

Tony Gitt asked if the Committee will report to the Board in January 2017. Jon Sand explained that the Committee Chairperson will make the report in January 2017 and a professional audit of Measure I will also be presented to the Board at that time.

### **Future Agenda Topics**

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

- Action: Approval of Minutes dated May 10, 2016
- Committee Member Terms
- Information / Discussion Items:
  - Introduction of New Assistant Superintendent
  - Expenditure reports
  - Summer Projects
- Proposition 39 Projects to be discussed at the Committee meeting in November or February

### **ADJOURNMENT**

Marshall Denninger adjourned the Open General Session at 2:35 p.m. The Committee will reconvene at its next regularly scheduled meeting as follows:

Date: Tuesday, August 9, 2016  
Time: 1:00-2:30 p.m.  
Place: District Office Conference Room A

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Date

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Chairperson



CONEJO VALLEY UNIFIED SCHOOL DISTRICT

**MEASURE I INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**

**ROSTER**

<b><u>Committee Members</u></b>				
<b>Position</b>	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Term*</b>
Parent / PTA and CHAIRPERSON	Marshall	Denninger	<a href="mailto:m@mdenninger.com">m@mdenninger.com</a>	2 Year
Community At-Large	Gail	Ginell	<a href="mailto:gailbymail@aol.com">gailbymail@aol.com</a>	1 Year
Senior Citizens' Org	Tony	Gitt	<a href="mailto:gittt@outlook.com">gittt@outlook.com</a>	2 Year
Parent	Wendy	Goldstein	<a href="mailto:goldstein.wj@gmail.com">goldstein.wj@gmail.com</a>	1 Year
Community At-Large and VICE-CHAIRPERSON	Bill	Gorback	<a href="mailto:Bill.Gorback@gmail.com">Bill.Gorback@gmail.com</a>	1 Year
Business Org	Charles	Lech	<a href="mailto:chuck.lech@dilbeck.com">chuck.lech@dilbeck.com</a>	2 Year
Taxpayers' Assoc	Jere	Robings	<a href="mailto:robings@roadrunner.com">robings@roadrunner.com</a>	1 Year
<b><u>Administrative Staff</u></b>				
Superintendent	Ann	Bonitatibus	<a href="mailto:abonitatibus@conejousd.org">abonitatibus@conejousd.org</a>	
Senior Staff Liaison, Asst Supt, CBO	Victor	Hayek	<a href="mailto:vhayek@conejousd.org">vhayek@conejousd.org</a>	
Executive Director, Facilities, Maint, & Oper	Pavan	Bhatia	<a href="mailto:pbhatia@conejousd.org">pbhatia@conejousd.org</a>	
Director, Maintenance and Operations	Mike	Buckley	<a href="mailto:mbuckley@conejousd.org">mbuckley@conejousd.org</a>	
Director, Planning and Facilities	David	Fateh	<a href="mailto:dfateh@conejousd.org">dfateh@conejousd.org</a>	
Director, Technology Services	Jerome	Staszewski	<a href="mailto:jstaszewski@conejousd.org">jstaszewski@conejousd.org</a>	
Administrative Assistant	Debbie	Montgomery	<a href="mailto:dmontgomery@conejousd.org">dmontgomery@conejousd.org</a>	

**\* TERMS**

*The Chair and Vice-Chair shall serve for a term of one year and may be re-elected by vote of a majority of the members of the Committee.*

*No Committee Member may serve more than three consecutive terms.*