

CONEJO VALLEY UNIFIED SCHOOL DISTRICT



MEETING OF THE MEASURE I INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE TUESDAY, NOVEMBER 8, 2016

AGENDA

1:00 p.m. Open Session
Conejo Valley Unified School District
District Office Board Room
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
Glen Infuso, Director, Maintenance and Operations
(Vacant), Director, Planning and Facilities
Jerome Staszewski, Director, Technology Services
Debbie Montgomery, Administrative Assistant, Business Services

CONTENTS

Section A: Agenda
Section B: Minutes
Section C: Agenda Reports/Attachments

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 2016/2017

Tuesday, August 9, 2016, 1:00 p.m., District Office Conference Room A

Tuesday, November 8, 2016, 1:00 p.m., District Office Board Room

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 Grounds and Mechanics Office, 750 Mitchell Road, Newbury Park, CA

District website: www.conejousd.org

SECTION A: AGENDA
INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE
TUESDAY, NOVEMBER 8, 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
 - a. Committee Members Appointed for Term 2 ending August 2018
 - Gail Ginell, Community At-Large
 - Wendy Goldstein, Parent
 - Bill Gorback, Community At-Large
 - Jere Robings, Taxpayers Association
 - 3. Individual Committee Members
 - 4. Administrative Staff
 - a. Introduction of Glen Infuso, Director of Maintenance and Operations
 - b. Director of Planning position

II. ACTION ITEMS - GENERAL

(Each item requires a motion for approval)

- A. Approval of Minutes of Committee Meeting August 9, 2016 (Section B of this packet)

III. INFORMATION / DISCUSSION ITEMS

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

- A. Committee Member Terms

B. Presentations:

1. Review of Expenditure Report Data through September 30, 2016
2. Measure I Salary Expenditures – Planning / Technology
3. Proposition 39
4. DSA Certification Projects
5. Master Plan Process

C. Measure I in Relation to the Conejo Valley Learning Center (CVLC)

D. Committee's Annual Report 2015/2016 Presentation to the Board of Education on January 17, 2017

E. Future Agenda Topics

IV. ADJOURNMENT

NEXT MEETING

Tuesday, February 14, 2017, 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

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 Grounds and Mechanics Office, 750 Mitchell Road, Newbury Park, CA

SECTION B: MINUTES

Tentative Minutes of the August 9, 2016, Committee Meeting
presented for action by the Committee on November 8, 2016
(Action Item II, A)

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

MINUTES - AUGUST 9, 2016

OPEN REGULAR SESSION – OPENING PROVISIONS

Call to Order and Roll Call: Marshall Denninger, Committee Chairperson called the meeting to order at 1:00 p.m. He called roll, as follows:

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	<i>(Absent)</i>
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	Present
Victor Hayek, Ed.D, Assistant Superintendent, Chief Business Official, and Senior Staff Liaison to the Committee	Present
Pavan Bhatia, Executive Director, Facilities, Maint, & Operations	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

Jere Robings moved to approve the Agenda as written, and Chuck Lech seconded the motion. The motion carried 6-0.

Comments from the Public

(None)

Comments from the Committee Chairperson

(None)

Comments from Individual Committee Members

Marshall Denninger introduced the District's new Assistant Superintendent of Business Services, Victor P. Hayek, Ed.D. Dr. Hayek came from New Jersey to Saugus USD in January 2016, and to Conejo Valley USD effective August 1st. He has served on bond oversight committees in two other school districts and is happy to serve on this committee.

Marshall Denninger introduced Pavan Bhatia, who joined the District on July 25th as the new Executive Director of Facilities, Maintenance and Operations. Pavan has 21 years of experience in facilities and planning. She has worked at LAUSD and Amgen, including working on several bond projects and public school planning. Marshall Denninger added that he worked with Pavan at Amgen and knows that Pavan has vast experience. Victor Hayek added that the Executive Director position is new to the District and was created to oversee facilities, maintenance, and operations. Dr. Bonitatibus commended Pavan's office for working hard on summer projects while relocating the Maintenance, Operations, Warehouse, and Printing Services to two properties on Mitchell Road and Rancho Conejo Road in Newbury Park.

Dr. Bonitatibus reported that the District has launched an updated website. In addition, the District now has mobile applications that are available to parents, students, staff, and the community. Visitors can see committee activity, follow specified schools, and receive push notifications.

ACTION ITEMS – GENERAL

Approval of Minutes Dated May 10, 2016

Jere Robings moved to approve the Minutes as written, Bill Gorback seconded the motion, and the motion carried 6-0.

INFORMATION / DISCUSSION ITEMS

Committee Member Terms

Terms of Bond Oversight Committee members are for two years. For the initial year of the Committee only, four Committee members served a 1-year term, which has now expired. Gail Ginell, Wendy Goldstein, and Bill Gorback volunteered to serve another 2-year term. Jere Robings, who represents the Taxpayers' Association, declined serving another term. Per Section 5.5 of the Committee Bylaws,

Members of the Committee shall be appointed by the Board of Education through the following process: (a) the District will advertise in the local newspapers, on its website, and in other customary forums, as well as solicit appropriate local groups for applications, using an application form provided by the District; (b) a subcommittee made up of two Board members appointed by the Board President, and the Superintendent will review the applications; (c) the subcommittee will make recommendations to the Board; and (d) the full Board will approve the recommendations.

Summer Projects Summary

David Fateh, Director of Planning and Facilities, provided pictures of summer projects, which can be viewed on the Committee webpage:

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

- Are roofs replaced with solar? No, solar is not feasible.
- Are competitive bids obtained? Yes, per the bid guidelines.
- Are all of the schools wireless now? Yes, by the end of this summer.
- What is the next major phase of the Technology Endowment? A District Technology Plan is being developed. Needs vary based on the grade levels of each school, different size schools, different instructional approaches, etc. The Technology Committee works with teachers to develop a technological vision for the future.
- What is the tentative timeframe for Technology Plan? We hope to start implementation in December. Jerome will make a presentation to the Committee in November.

Review of Expenditure Report Data through July 31, 2016

David Fateh reviewed with the Committee the Bricks and Mortar and Technology Endowment expenditure reports through July 31, 2016.

- Page 8 of the Technology Endowment report indicates that Districtwide salaries & benefits represent 28% of the total. At the next meeting, can we get an overview of what each of the people does? Yes.
- What is the \$63,000 of miscellaneous expenses on Page 7 of the Technology Endowment report? Westlake High School purchased miscellaneous software and supplies for the Science Lab. Chuck Lech asked that this be identified as Science Lab Upgrades instead of Miscellaneous.
- What is the DSA (Division of State Architect) close-out expense at Sycamore Canyon? DSA is preventing the District from proceeding on future projects until all past DSA requirements have been resolved. The District now has a Consultant who has identified what is needed to obtain certification for past projects. Situations vary and may or may not require bringing construction up to current code. David added that there are so many school districts with non-certified projects, that the State has now established a "Legacy Process" to provide guidelines for moving forward.
- Should DSA certification be paid by Measure I? Many projects are related to safety, so Measure I is appropriate. Marshall Denninger requested more detail be provided to the Committee.
- What percent of sites need DSA certification? Victor Hayek said that will be reported at the Committee meeting in November.

Election of Committee Chairperson and Vice-Chairperson

Per the Committee Bylaws, the Chair and Vice-Chair shall serve a term of one year and may be re-elected by vote of a majority of the members of the Committee. Gail Ginell nominated Marshall Denninger and Bill Gorback as Chair & Vice-Chair, respectively, Chuck Lech seconded the motion, and the motion passed 5-0 with Jere Robings abstaining as he is withdrawing from the Committee.

Future Agenda Topics

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

- Action:
 - Approval of Minutes dated August 9, 2016
 - Introduction of Board-Appointed Committee Members
 - Election of Committee Chairperson and Vice-Chairperson
- Information / Discussion
 - Member terms update per legal counsel
 - Technology Plan update
 - Duties of employees that are charged to Measure I
 - DSA close-out update for each site
 - Conejo Valley Learning Center update
 - Proposition 39 projects update to be provided in November or February

ADJOURNMENT

Marshall Denninger adjourned the Open General Session at 2:19 p.m. The Committee will reconvene at its next regularly scheduled meeting as follows:

Date: Tuesday, November 8, 2016

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

Place: Maintenance and Operations, 667 Rancho Conejo Boulevard, Newbury Park

Date

Chairperson