

CONEJO VALLEY UNIFIED SCHOOL DISTRICT



MEETING OF THE MEASURE I INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE TUESDAY, NOVEMBER 10, 2015

AGENDA

1:00 p.m. Open Session

Ladera Elementary School – Multipurpose Room
1211 Calle Almendro
Thousand Oaks, CA 91360

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

CVUSD District Office Conference Room A, however, alternative locations may be announced, as needed

Tuesday, November 10, 2015, 1:00 p.m.

Tuesday, February 9, 2016, 1:00 p.m.

Tuesday, May 10, 2016, 1:00 p.m.

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, NOVEMBER 10, 2015

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 (III.G.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 on August 11, 2015 (Section B of this packet)
- B. Approval of Format for Citizens' Bond Oversight Committee's Annual Report
Committee members will approve an Annual Report format, so that they may proceed with compiling data for their report. The Committee's Annual Report will be prepared at the end of the 2015-16 fiscal year or after the Audit is completed (in January 2017).

III. INFORMATION / DISCUSSION ITEMS

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

- A. Tour of Measure I Improvement Projects at Ladera
Jerome Staszewski and Mike Buckley will lead a tour of Measure I Improvement Projects that have been completed at Ladera Elementary School.

- B. Construction Management 101
David Fateh will introduce to the Committee various project and construction management procedures used to improve project planning and to increase efficiency during various phases of a construction project.
- C. Review of Expenditure Report Data through October 31, 2015
The Committee shall review expenditure reports produced by the District.
- D. Citizens' Bond Oversight Committee Webpage Overview
Debbie Montgomery will review the features of the Committee's webpage located on the District website (www.conejousd.org).
- E. Future Agenda Topics
Committee Members and Administrative Staff will discuss and plan topics for future meetings.

IV. **ADJOURNMENT**

NEXT MEETING

Tuesday, February 9, 2016 (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 Maintenance and Operations Office

SECTION B: MINUTES

Tentative Minutes of the August 11, 2015, Committee Meeting
presented for action by the Committee on November 10, 2015
(Action Item II, A)

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, imaged, tagged, 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: (To be determined. It was requested that the meeting be at Ladera Elementary.)

Date

Chairperson