OPEN REGULAR SESSION – OPENING PROVISIONS

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

ADMINISTRATIVE STAFF
Ann N. Bonitatibus, Ed.D., Superintendent (absent)
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

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, seconded by Wendy Goldstein, and the motion carried 7-0.

Comments from the Public
None

Comments from the Committee Chairperson
Marshall Denninger reported that feedback regarding Measure I bond implementation has been positive. Teachers like the wireless in their classroom; it has allowed them to utilize the internet in their classrooms.

Mr. Denninger reported that he provides Measure I updates at PTA and DAC meetings. The PTA asked if a Promethean board fails to operate, will the Measure I funds cover the cost of repair? Dr. Jon Sand
responded that equipment maintenance is a school site expense, if Technology Services personnel are unable to fix the equipment. Measure I does not provide for the maintenance of bond-acquired equipment.

Bill Gorback asked if hydration systems are covered by the bond. Dr. Sand responded that they are not currently funded by Measure I, however they might be in the future after further bond-related assessments are conducted. Mike Buckley reported that approximately 14 hydration stations have been completed district-wide. Two of the hydration stations were funded through Child Nutrition, but the remainder have been funded by school sites.

**Comments from Individual Committee Members**

It was asked how Measure I projects are prioritized. Dr. Sand explained that each spring a list of Measure I projects is submitted to the Board of Education for approval. The initial year included projects related to safety, emergency repair, roofs, campus security fencing/cameras/single entry, and computer lab infrastructure. Staff also took a systems approach in which all school sites were to receive some degree of Measure I upgrades in Year One. The second year is more of the same and will include the Conejo Valley Learning Center planning and design, plus construction in spring or summer 2016.

Based on input from school sites, staff has been directed for remaining technology infrastructures and Wi-Fi, K-12 for secondary schools to be completed in the first two years instead of three. As pledged to the Board and community, a Master Plan and assessment of utilities, flooring, roofs, structures, drainage, play structures, science labs, etc. will be completed this winter to outline the list of priorities for Board review, input, and approval. Presently, annual reviews of all school sites are being completed by staff. If new items are identified and fit the existing Measure I criteria, they may be added to the list. This allows for site input, as well. The goal is to provide safe, clean, and functional learning environments.

Bill Gorback asked if individual privacy rights are a concern and asked for an update on the installation of private changing stalls and possibly private shower stalls as mentioned at a recent Board meeting. Dr. Sand reported that locker room renovation or refurbishment is being assessed and implemented, as needed. Modernization provides for all students’ privacy options. Several locker rooms across our secondary school sites are 50 plus years old. Plans for, and the installation of, privacy stalls for high schools have been underway with NPHS, TOHS, then WHS to be completed in that order. The stalls in middle schools will be bid and completed as a part of next year’s Major Projects’ List along with the high school shower privacy stalls.

Tony Gitt reported that a year has passed since voters passed Measure I. The Bond Oversight Committee is required to complete an Annual Report at the end of the 2015-16 fiscal year or after the Audit is completed in January 2017. However, Mr. Gitt believes the Committee should provide an unaudited interim report to explain what the expenditures have been and what the accomplishments are. He suggested that people want to know 1) why so much money is needed for the improvements, and 2) want assurance that Measure I funds are not spent on teacher salaries.

Dr. Sand reported that the District has contracted with Vavrinek, Trine, Day and Company (VTD) to complete an audit of the bond. In December and then reported to the Board in January 2016, the VTD audit report will cover the 2014-15 activity to include some projects and the funding of Series A. Dr. Sand added that open communication to all interested community members is why the Bond Oversight Committee’s webpage provides information regarding Measure I and related expenditures. This is in
addition to the collective effort to thank the voters by displaying posters and banners at all websites. Marshall Denninger added that the QR code takes the viewer directly to the Committee’s webpage.

Marshall Denninger will make a presentation to the Board in January 2016 regarding the brief 2014-15 activity and the first 6 months of Measure I. He will provide an overview of Bricks & Mortar and Technology Endowment. He will distribute drafts to the Committee for review and input prior to the presentation. Committee members are welcome to attend the Board Meeting and witness the presentation. Dr. Sand confirmed that the presentation to the Board will be on Tuesday, January 19, 2016.

Wendy Goldstein expressed uncertainty regarding where the line is between Measure I projects and emergency repairs, privacy issues, Title IX issues, and water stations. Dr. Sand explained that the Committee Bylaws state what projects Measure I may fund. At the first meeting of the Committee in June 2015, a list of the proposed general projects was distributed. Projects are vetted by the Board, Administrators, and Principals. Routine maintenance is not a Measure I project. Without Measure I, the District doesn’t have enough funding to make all of the repairs that are needed. Regardless of the nature of the project(s), compliance with local, state, and federal guidelines and codes is a requirement.

Charles Lech said that the public is also an oversight committee of the spending of Measure I funds. He agreed with Tony Gitt that the Committee should receive a report now and wondered if meetings could be televised. Gail Ginell added that Board Meetings are televised and Marshall Denninger’s report to the Board in January would likewise be televised. Dr. Sand said that he would inquire if the segment covering Marshall Denninger’s presentation to the Board could be placed on the Bond webpage. Marshall Denninger said he plans to generate a report and share it with the Committee prior to the presentation, and then have it posted on the Committee webpage.

Comments from Administrative Staff
Dr. Sand reiterated that on January 19, 2016, a formal presentation to the Board will be made regarding Measure I. The District has entered into an agreement with VTD to audit the bond fund. He thanks Principal Lori Wall and her staff for making their site, Ladera Elementary available for today’s meeting.

ACTION ITEMS – GENERAL

Approval of Minutes Dated August 11, 2015
Marshall Denninger requested that under the “Technology Implementation Overview” section of the Minutes, the words “imaged, tagged” be removed. Tony Gitt moved to approve the Minutes as amended with “imaged, tagged” removed, Gail Ginell seconded the motion, and the motion carried 7-0.

Approval of Format for Citizens’ Bond Oversight Committee’s Annual Report
Committee members discussed the 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).

Marshall Denninger reported that he looked at Riverside’s Annual Report and it was very comprehensive (over 100 pages after 18 years). It showed for each site each item purchased noting the budget to date, expense to date, & corresponding photos. Gail Ginell agreed that one page per site would be a good format. Dr. Sand offered work on the annual report outline with photos and expense reports, plus a
copy of the auditor’s report. David Fateh added that some ‘before and after’ photographs were shared with at the Committee meeting in August 2015 and that he would identify additional ones to share.

Tony Gitt suggested that the report include 1) an introduction, 2) Measure I activities November 2014 to date, 3) Committee activities and reviews, 4) Committee findings (minutes), 5) detailed expenditures by site with budget and actual comparison, and 6) summary of expenditures by site with exemplary photos. He would like report presented to the Board, posted on the webpage, and reported in the newspapers.

Gail Ginell moved to approve the format recommended by Tony Gitt, Bill Gorback seconded the motion, and the motion carried 7-0.

INFORMATION / DISCUSSION ITEMS

Tour of Measure I Improvement Projects at Ladera Elementary School
Jerome Staszewski and Mike Buckley conducted a tour of Ladera Elementary School to view Measure I improvement projects that have been completed there:
• Technology infrastructure improvements including Wi-Fi, access points and equipment, cabling, cabinets, and iPad minis.
• New asphalt and restriping in the parking lot and on the playground

Construction Management 101
David Fateh presented various project and construction management procedures used to improve project planning and to increase efficiency during various phases of a construction project. His 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 October 31, 2015
David Fateh reviewed with the Committee the Bricks and Mortar and Technology Endowment expenditure reports through October 31, 2015.

Tony Gitt requested that the salaries information be reported by position and that benefits be reported separately. He also requested that there be 3 columns on the expenditure report for budget to date, actual to date, and the difference of those two figures.

David will revise the Expenditure Report to clarify the headings. He will move the “VC Star” advertisement charged from the Technology Endowment to the Bricks and Mortar report, if appropriate. He reported that the goal was to have devices in students’ hands by December 2015 and we are on target. We are working on a bid for installation services for projectors and interactive white boards. Ten percent was set aside for possible shipping charges, but no shipping costs were actually incurred. Consequently, there will be a second round of orders.

Gail Ginell noted that the Expenditure Report makes it clear that all sites are benefiting from Measure I.
Citizens' Bond Oversight Committee Webpage Overview
Debbie Montgomery presented the features of the Committee’s webpage located on the District website (www.conejousd.org). A link to the Committee’s webpage appears in the upper right section of the “Home” page of the District website.

Future Agenda Topics
Committee Members and Administrative Staff determined the following topics for future meetings:
- Approval – Minutes
- Discussion
  - Tour Measure I improvement at a high school to be determined
  - Expenditure reports

ADJOURNMENT
Marshall Denninger adjourned the Open General Session at 3:12 p.m. The Committee will reconvene at its next regularly scheduled meeting as follows:
- Date: Tuesday, February 9, 2016
- Time: 1:00-2:30 p.m.
- Place: High School to be determined

2/9/2016
Date

[Signature]
Chairperson