

**REGULAR MEETING OF THE MEASURE EE
Citizens Oversight Committee**

Minutes

**Thursday, October 18, 2018
6:00 p.m. Public Session
James Foster Elementary School
22500 Pamplico Drive
Staff Room**

CALL TO ORDER

Mr. Schoenfeld called the meeting of the Citizens Oversight Committee (COC) to order at 6:04p.m.

Call to Order

Present:

Collin Schoenfeld, Chairperson
Robert Aholt
Patricia Conwell (arrived at 6:11p.m.)
Lisa Eichman
Chris Gerrick
Jessica Coleman
Paul Travis
John Estrada

Roll Call

Colleen Hawkins, Superintendent
Nick Heinlein, Assistant Superintendent of Business
Magdy Abdalla, Director of Facilities, Construction and Modernization
Lori Rubenstein, Director of Project Management
Dayna Jones, Facilities Accountant II
Kathie Pisano, Administrative Secretary, Facilities

Absent:

Jason Warren Gibbs

Absent

Visitors:

Visitors present are listed in the official visitors' record book.
Misty Covington, Principal of James Foster Elementary

Visitors

Mr. Schoenfeld led the Pledge of Allegiance.

Pledge of Allegiance

APPROVAL OF AGENDA FOR OCTOBER 18, 2018

Motion by Mr. Travis, second by Ms. Coleman to approve the agenda for October 18, 2018.

Approval of Agenda for
October 18, 2018
Vote: 7-0-0
Abstain: 0
Absent: 2
(Gibbs/Conwell)

APPROVAL OF MINUTES FROM MAY 3, 2018

Prior to the motion to approve minutes, Mr. Aholt requested a copy of the presentation of the 2016-17 Annual Report that was approved and adopted by the COC at the May 3, 2018 meeting and was then present by Mr. Schoenfeld to the Saugus USD Board on June 12, 2018. Mr. Heinlein showed the SUSD Board Agenda Minutes online with the report attached.

Minutes Approved for
May 3, 2018
Vote: 4-0-0
Abstain: 0
Absent: 2 (Gibbs/
Conwell)

Motion by Mr. Gerrick, second by Mr. Travis to approve the minutes for May 3, 2018.

HEARING SESSION

Mr. Schoenfeld announced that there were no advanced requests to address the Committee.

Advanced Written
Requests to Address
the Committee

PRESENTATIONS & REPORTS

None

Superintendent's
Report

Mr. Heinlein shared on the Interactive Flat Panel the pathway to access the COC information on the SUSD website. He reviewed the following located on the website: committee members; past agendas and COC reports; future meeting dates; Financial and Performance Audits; Annual Reports & Newsletters; Measure EE Master Plan & Ed Specs; Policy & Regulation; and the full text of the ballot measure. Mr. Heinlein also presented new training materials recently added to the site: COC Policy & Regulation; Proposition 39 – Best Practices Handbook; School Bond Oversight Committees – Raising the Bar, California League of Bond Oversight Committee's website. There were no questions to Mr. Heinlein's presentation.

Measure EE Update
from District Staff

The committee toured the newly remodeled office and single point of entry at James Foster. Mr. Abdalla explained how the planter was cut and the windows removed to make the new front door. The building has now been brought up to current codes. Mr. Travis asked when the school was built. Mr. Abdalla stated the school was built in the late 1980's, and the original intent of this school's facility was to be used as a multi-use facility to eventually be turned into a senior center as the neighborhood aged. Mrs. Conwell confirmed.

Ms. Rubenstein reviewed the newly remodeled office area pointing out the new Raptor System and the new gate where visitors to the school are buzzed in by the office staff. She also showed the newly remodeled health office, restrooms, and explained how the principal's office was split to create a conference room. Also toured was the newly remodeled staff lounge and staff workrooms. Mr. Abdalla pointed out the sustainability of the LED lights and ease of maintenance with the newly polished concrete in the health office, bathrooms, and workrooms.

Ms. Rubenstein presented the COC Report:

- Exterior Door Locks: Installing electronic door locks on exterior doors. Four more sites to go until all sites are completed. Mountainview contract was just approved at the

Tuesday, October 16th SUSD Board Meeting. Ms. Coleman asked which doors received the new locks. Ms. Rubenstein explained that every door that opens to the outside. Mr. Abdalla confirmed every exterior door.

- Tesoro del Valle Lobby Remodel: Pictures shown of Single Point of Entry created, new conference room surrounded by all glass windows.
 - Mr. Abdalla stated the contract for Phase III at Tesoro del Valle (the fencing and gates for the new single point of entry) will be on the next Board Agenda.
 - Mr. Travis asked if there are height requirements for the fencing. Ms. Rubenstein explained there are no codes requiring the fences to be a certain height. Ms. Rubenstein shared that the District hired security consultants to walk each campus to give advice for security. Mr. Heinlein explained the process with the security consultants and confirmed that each campus was examined with the consultants and staff. The security consultants recommended six foot fencing on the back perimeter and vertical bars for the front gates which the District has followed at each site. Mr. Heinlein stated law enforcement was very pleased with our diligence and we are way ahead of other districts.
 - Mr. Estrada asked if the single point of entry creates bottlenecking of people trying to enter the campus. Mrs. Covington confirmed that at times bottlenecking happens, but from a site perspective, she feels it's worth it for the safety of the students. Dr. Hawkins confirmed there is a single point of entry, but multiple exits in case of emergency. Mr. Aholt asked if teachers and staff are able to enter at other points on the campus. Ms. Rubenstein confirmed with the key fobs that access the electronic locks staff can enter through other parts of the campus.
- Science Performa: Floor plans shared. Completion Date of October 2018 for the Performa. Ms. Rubenstein explained that the Science Performa is the design of the building. Another architects will be hired to plan where the buildings will be located on each site.
- Cedar creek New MPR: Ms. Rubenstein explained that the existing MPR will be converted to a science classroom. Mr. Aholt asked what DSA is? Mr. Abdalla explained that DSA is Division of State Architect.
- Foster PA System: New Communication and PA System has been installed. Mrs. Covington explained that she was issued a new cell phone that gives her the ability to make automated announcements with the press of a button. She explained this is "bleeding edge technology" meaning this is even better than "cutting edge technology". Mr. Schoenfeld asked who has access to this system. Mrs. Covington stated that eventually the office staff will have access. Mr. Schoenfeld asked if the District will have access. Dr. Hawkins explained this would be site based for the sites to implement as necessary.
- Maintenance & Operations Roof Replacement: Roof replacement, completed during the week of October 8th.
- Charles Helmers New Classroom Building: A new classroom building will be constructed to replace the portables. Ms. Rubenstein explained the concerns regarding how to access the campus to build.
- Rosedell New Classroom Building: A new classroom building addition. No pictures since it's in the very early stages.

Mr. Shoenfeld asked why so many architects among the different schools instead of just one for all. Mr. Schoenfeld wanted to know if the district hired one architect for all projects, would the district save money. Ms. Rubenstein explained that the architects have different skills. Mr. Abdalla explained that the architect's fees are determined by the State.

Mr. Heinlein explained how each funding sourced worked for public schools, and reviewed different ideas for allocation of salaries for the Facilities Department. He presented a spreadsheet he created that showed all of the projects the Facilities Department is currently working on broken down by funding. Mr. Abdalla stated the list of projects they are looking at is only a snapshot for this year. He expressed that our District runs the bond program very lean and very cost conscious. Mr. Heinlein presented the idea of allocating salaries based on the percentage of work that falls under Measure EE. Mr. Schoenfeld suggested the idea of using this methodology to set the percentages at the beginning of the year and confirming them at the end of the year.

Mr. Schoenfeld expressed to the new members of the committee that not all projects they see at SUSD campuses are Measure EE projects. Mr. Aholt confirmed the facilities team is working on all the projects, and also stated it was clarified by the committee’s attorneys that a portion of the Measure EE can be allocated for salaries of the Facilities Department.

Discussion was held by committee members as to how often the percentages would be changed. Questions were asked as to how often the percentage of work would actually change and how that would be accounted for. Mr. Heinlein expressed that he had talked to the auditors and they liked the idea of the COC to approve the allocation. The COC as a whole expressed a desire for the method of calculating the percentage of salaries allocated to Measure EE to be kept simple. Dr. Hawkins asked Mr. Heinlein to create and present a few scenarios to the next COC meeting.

Ms. Coleman requested an annual budget for facilities. Mr. Abdalla expressed that projects are given a total budget over the life of the project, not by a calendar or fiscal year.

Ms. Coleman asked if new projects could be added to the Measure EE list. Mr. Abdalla, Mr. Heinlein, Dr. Hawkins and Mr. Aholt all added to the explanation that something could be added if there are funds remaining after all projects in the Master Plan have been completed. Ms. Coleman asked how the Measure EE list of projects was developed. Mr. Abdalla stated that the District hired a team of consultants to assess the needs. The consultants worked with teachers, staff and community members to develop the list. Mr. Heinlein pointed out the website has the full text of the ballot measure as well as a list of contributors in the Master Plan and Ed Specs. Mr. Aholt explained the purpose of the COC is to confirm that the funds were spent correctly according to Measure EE ballot language, not to develop new projects.

DISCUSSION/ACTION ITEMS

- Elect Vice-Chairperson for 2018-19
Motion by Mr. Aholt to nominate Mr. Travis, second by Ms. Conwell to elect Mr. Travis as Vice-Chairperson for 2018-2019.

Discussion/Action Items
Approval of Mr. Travis for Vice-Chairperson
Vote: 8-0-0
Abstain: 0
Absent: 1 (Gibbs)

FUTURE AGENDA ITEMS

- Future Meetings for 2018-2019: November 15, February 7 and May 16
Meeting on November 15 confirmed, to be held at District Office
Meeting on February 7 confirmed, to be held at Tesoro del Valle
Meeting on May 16 confirmed, to be held at District Office
- Mr. Aholt requested to have a motion to approve a process for allocation of salaries for next meeting.
- Mr. Heinlein to provide visuals of scenarios for allocation of salaries.

Future Agenda Items

ADJOURNMENT

Motion by Ms. Eichman, second by Mr. Gerrick to adjourn the meeting at 7:40 p.m.

Adjournment
Vote: 8-0-1
Abstain: 0
Absent: 1 (Gibbs)

The next regular meeting of the Measure EE Citizens Oversight Committee will be held in the Caulfield Room at the Education Center at 24930 Avenue Stanford, Santa Clarita, California 91355 on Thursday, November 15, 2018 at 6:00 p.m.

Measure EE Citizens
Oversight Committee
Meeting
November 15, 2018

Approved 11-15-18


Collin Schoenfeld, Chairperson


Nick Heinlein, Assistant Superintendent of Business