

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

Minutes

**Thursday, February 7, 2019
6:00 p.m. Public Session
Tesoro Del Valle Elementary School
29171 North Bernardo Way, Valencia, CA 91354
Staff Room**

CALL TO ORDER

Mr. Travis called the meeting of the Citizens Oversight Committee (COC) to order at 6:03p.m.

Call to Order

Present:

Robert Aholt (arrived at 6:12p.m.)
Jessica Coleman
Patricia Conwell
Lisa Eichman
Chris Gerrick (arrived at 6:16p.m.)
Paul Travis
Jason Warren Gibbs

Roll Call

Colleen Hawkins, Superintendent (arrived at 6:10p.m.)
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:

Collin Schoenfeld, Chairperson
John Estrada

Absent

Visitors:

Visitors present are listed in the official visitors' record book.

Visitors

Mr. Travis led the Pledge of Allegiance.

Pledge of Allegiance

APPROVAL OF AGENDA FOR FEBRUARY 7, 2019

Motion by Ms. Eichman, second by Ms. Coleman to approve the agenda for February 7, 2019.

Approval of Agenda for February 7, 2019
Vote: 5-0-0
Abstain: 0
Absent: 4
(Schoenfeld/Estrada/Aholt/Gerrick)

APPROVAL OF MINUTES FROM NOVEMBER 15, 2018

Motion by Ms. Eichman, second by Mr. Gibbs to approve the minutes for November 15, 2018.

Minutes Approved for November 15, 2018
Vote: 3-0-2
Abstain: 2
(Conwell/Coleman, not present at last meeting)
Absent: 4
(Schoenfeld/Estrada/Aholt/Gerrick)

HEARING SESSION

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

Advanced Written Requests to Address the Committee

PRESENTATIONS & REPORTS

None

Superintendent's Report

Ms. Rubenstein presented the COC Report:

Measure EE Update from District Staff

- Priority School Project Budget Estimates & Commitments - Ongoing Projects – page 2
 - Mr. Gibbs confirmed line 2 is support and line 17 is SUSD staff.
 - Ms. Jones answered yes, confirming line 2 is consultants and software costs.
- Mountainview Door Locks: Replacing doors and installing electronic door locks on all exterior doors. Work will soon be complete.
 - Ms. Coleman and Mr. Travis questioned about the project being over budget.
 - Ms. Rubenstein stated some projects were under budget so these funds will be applied to compensate for the shortage.
 - Mr. Heinlein explained there were more doors at Mountainview than originally estimated in the Master Plan in addition to the portables. He also shared Law Enforcement's satisfaction in SUSD's view on going above and beyond to provide for our student's security.
- Tesoro Single Point of Entry Phase II complete.
 - Tour of the New Single Point of Entrance:
 - Mr. Abdalla took the COC outside to show the original entrance with the Aiphone to the office to gain entrance to the campus.
 - The group was then lead to the new single point of entry with left and right gates fully fenced in the area that leads directly to the office.

- Ms. Eichman confirmed that the kids have entrance to the campus through the gates prior to school starting to avoid traffic in the office.
 - Once inside Mr. Abdalla directed attention to the new office space created for the principal and the new conference room created to allow the new hallway for the Single Point of Entry.
- Cedarcreek MPR and Highlands New Science Classroom are currently in DSA plan check.
 - Mr. Gibbs questioned the length of time a project will be in DSA.
 - Mr. Abdalla stated that it depends on the project
 - Ms. Rubenstein added that it also depends on how backed up DSA is, but gave an estimate of 3 to 6 months.
- Rosedell New Classroom Building
 - Ms. Coleman asked if the permanent building will replace the current portables.
 - Ms. Rubenstein and Mr. Abdalla responded yes.
- The Citizens Oversight Committee continued with reviewing the Financial and Performance Audits for Fiscal Year 2017-18.
 - Ms. Coleman questioned the advertising costs.
 - Mr. Abdalla shared the requirement of the California Department of Education and Public Works Contracts to advertise the bid twice in the newspaper.
 - Ms. Coleman asked how many bids are received each time.
 - Mr. Abdalla explained timing makes a difference. Contractors are busy in the summer so this can affect the number of bids received.
 - Ms. Coleman inquired whether the Citizens Oversight Committee reviews the bids.
 - Mr. Abdalla expressed when bids come in they are public records, however this is one of the duties of the Facilities department.
 - Ms. Conwell reminded the Citizens Oversight Committee that the SUSD Governing Board reviews the contracts prior to approving them.
 - Ms. Rubenstein shared anyone can come to the bid opening.

Mr. Heinlein presented the Quarterly Facilities Salary Allocation

- Mr. Heinlein confirmed the Citizens Oversight Committees approval to follow Option 1 to review the allocation percentages each meeting and approve the allocation.
- Per Mr. Heinlein, the presented percentages will be changed 3/1/19.
- Mr. Heinlein committed to bringing the allocations with back up and history to each meeting, and will make the requested changes.

DISCUSSION/ACTION ITEMS

Financial and Performance Audits for Fiscal Year 2017-18

- Ms. Conwell thanked SUSD staff for sending the report early.
- Mr. Aholt asked if there will be a letter approving the audit sent to the Citizens Oversight Committee to review prior to going to the SUSD Governing Board, and would like to know when it would go to the SUSD Governing Board.
 - Mr. Travis recalled a letter was sent to the SUSD Governing Board with the audit.
- Mr. Aholt inquired when the committee Annual Report is due.
 - Mr. Heinlein indicated June.
- Mr. Heinlein to send Mr. Aholt the template for the COC Annual Report.

Discussion/Action Items
Financial and Performance Audits for Fiscal Year 2017-18
Vote: 7-0-0
Abstain: 0
Absent: 2
(Schoenfeld/Estrada)

Motion by Ms. Eichman, second by Ms. Coleman to approve the Financial and Performance Audits for Fiscal Year 2017-18.

Reschedule the May 16, 2019 meeting to May 9, 2019

- Mr. Aholt questioned the reason for the change.
- Ms. Eichman and Mr. Gibbs both presented their attendance at a charity event that evening.

Reschedule the May 16, 2019 meeting to May 9, 2019
 Vote: 7-0-0
 Abstain: 0
 Absent: 2
 (Schoenfeld/Estrada)

Motion by Ms. Eichman, second by Mr. Gibbs to approve to reschedule the May 16, 2019 meeting to May 9, 2016.

FUTURE AGENDA ITEMS

- Future Meetings for 2018-2019: Meeting on May 9, 2019 confirmed, to be held at District Office. Future Agenda Items
- Approve Citizens Oversight Committee Annual Report 2017-2018
- Discuss Citizens Oversight Committee Membership for 2019-2020
- Approve dates for 2019-2020 Citizens Oversight Committee Meetings – September 12, November 7, February 6, May 14
- Elect Chairperson for 2019-2020
- Elect Vice-Chairperson for 2019-2020

ADJOURNMENT

Motion by Mr. Gibbs, second by Mr. Aholt to adjourn the meeting at 6:31 p.m.

Adjournment
 Vote: 7-0-0
 Abstain: 0
 Absent: 2
 (Schoenfeld/Estrada)

The next regular meeting of the Measure EE Citizens Oversight Committee will be held in the Caulfield Room at Saugus Union School District Office at 24930 Avenue Stanford, Santa Clarita, CA 91355 on Thursday, May 9, 2019 at 6:00 p.m.

Measure EE Citizens Oversight Committee Meeting
 May 9, 2019

Approved May 23, 2019


 Paul Travis, Vice Chairperson


 Nick Heinlein, Assistant Superintendent of Business