

LA HABRA CITY SCHOOL DISTRICT
 Minutes of the Bond Oversight Committee Meeting
 500 N. Walnut St.
 La Habra, CA 90631
 October 20, 2016

Call to Order	The meeting was called to order at 4:30 p.m. at Walnut Elementary School, 625 N. Walnut Street, La Habra
Board Members	Bond Committee Members Present: Dan Casey, Senior Citizens' Organization Anita Lomeli, Parent Mark Lawton, Tax-Payer Group Eileen Okazaki, Community At-Large Vincent Sinohui, Business Representative
Administrators	Administrators Present: Dr. Marc Winger, Interim Superintendent Karen Kinney, Chief Business Official Susan Goellrich, Principal
Others	Others Present: Jeremy Cogan, Caldwell Flores Winters, Inc. Patricia Raphael Garcia, Caldwell Flores Winters, Inc.
Approval of Meeting Minutes	On a motion made by Dan Casey, the Bond Oversight Committee minutes of March 15, 2016 were unanimously approved 5-0.
Program Overview Presentation/ Expenditure Reports¹	<p>Jeremy Cogan of Caldwell Flores Winters, Inc., provided the Oversight Committee with a Program Overview update. In explaining the purpose of visiting Walnut Elementary, Mr. Cogan reiterated that one of the Committee's activities is to engage in periodic site visits of program improvements. He noted that the meeting is being held in an un-modernized classroom, providing the opportunity for the Committee to see a classroom before modernization. He reported that Phase I improvements are now complete and Phase II improvements are underway which focuses on improvements to grades 3-5. The District accelerated a portion of the planned Phase II work by implementing work at Walnut Elementary School.</p> <p>A question was raised as to the expected completion for all Phase II work. Karen Kinney noted that Phase II is expected to be complete in 2020. She further noted that the District expects to utilize all funds from the second bond issuance by the end of the Walnut project.</p> <p>Mr. Cogan provided a review of improvements underway at Walnut Elementary. Completed exterior site improvements include a new electronic sign board and pedestrian and vehicular circulation improvements. The site's parking lot is now larger than before and can now better accommodate drop off and improved safety. Mr. Cogan noted that these improvements were well coordinated with the City of La Habra. Chair Mark Lawton noted the importance of the community to be aware that construction plans go to the State for approval and not the City.</p>

Mr. Cogan provided an overview of the amended and restated Committee bylaws. The District's Board of Education approved the restated bylaws at its October 13, 2016 meeting. The bylaws were amended to allow Committee members the ability to serve three consecutive two year terms, instead of two consecutive terms. What this means is that members who are completing their second term, could now elect to stay on for an additional term. Chair Mark Lawton raised a question as to how this change in bylaws was publicized to the public. Interim Superintendent Marc Winger noted that the item was publicized through the District's regular Board of Education agenda publication as an action item.

Committee members who are approaching the end of their second term include Mark Lawton Anita Lomeli, and Dan Casey. Dr. Winger posed the question to these members to confirm whether they would like to continue with a third term. Mark Lawton, Anita Lomeli, and Dan Casey expressed their willingness to continue to serve on the Committee. The group acknowledged that this meeting would be the last meeting of the second term, therefore during the first meeting of the third term, the Committee will need to elect a new Committee Chair.

Dr. Winger and Karen Kinney reported that the District is in the process of recruiting two additional Committee members to fill vacant positions representing the PTA and Community-at-Large. Dr. Winger requested the Committee provide the District with any suggested individuals to serve on the Committee.

Mr. Cogan provided an overview of expenditures for Phase I and Phase II as of June 30, 2016. As of June 30, 2016, approximately \$7.9 million has been expended for Phase I and Phase II improvements. Of this amount, approximately \$6.4 million was expended from Measure O funds. The balance came from previous bond funds. The formatting of the expenditures reports has been updated to combine the improvements into two general categories including improvements that are interior in nature and exterior in nature. The reporting adjustment impacts format only and is neutral to and makes no change to project budgets at the site. It was clarified that of the \$7.9 million, \$6.9 million was expended on Phase I and \$1 million was expended on Phase II.

In reviewing the Phase I expenditures, Mr. Cogan noted that earlier projects focused on exterior improvements, while recent projects focused on interior improvements. The group acknowledged the cost of public school construction. A question was raised regarding what projects were included for deferred maintenance/energy improvements and why these improvements were not covered under the District's budget for deferred maintenance. Karen Kinney clarified that the District utilized some Prop 39 monies to support energy conservation measures such as improvements to windows, lighting and heating/air condition units, etc. The District's Facilities Implementation Plan had stated that some bond funds would be used for these types of projects. The group also noted the opportunity to address these needs while improving school sites during the construction bond program. In reviewing Phase II expenditures, Mr. Cogan noted that expenditures were primarily dedicated to Walnut Elementary. Further expenditures will be reported in the next fiscal year. The Committee was provided with further detailed expenditures reports. Chair Mark Lawton requested that for future reports, the detailed reports be combined into one document with updated page numbering for simplicity.

The group discussed the upcoming Proposition 51 Statewide school bond that requires districts to provide their local match if they want to qualify for funding. In looking ahead, the

	<p>Committee will meet again in February/March 2017 to adopt the Measure “O” Annual Report to the Community.</p> <p>In closing statements, Dan Casey noted the need to reflect the loss of Gary Mantey of Washington Middle School. Anita Lomeli expressed her pleasure as a parent to see the improvements made at Imperial Middle School that have promoted 21st century learning. Mark Lawton also noted that he was very impressed with the new classroom set ups.</p>
Adopt Updated Bylaws	The group recapped the changes made to the bylaws as discussed during the program overview presentation. Section 5.4 (Term) was updated to allow three consecutive two year terms as allowed by law. On a motion made by Anita Lomeli, seconded by Vincent Sinohui, the updated bylaws were unanimously adopted 5-0.
Tour of Walnut Elementary²	Principal Susan Goellrich joined the meeting to guide the Committee on a tour of Walnut improvements. The Committee reviewed improvements currently under construction and a completed modernized classroom. Committee members asked several questions during the tour and made observation notes. A recommendation was made that the District consider utilizing laptops in the computer lab rather than desktop computers. A question was raised as to why the District’s Board of Education does not have a policy on security cameras. The tour concluded in a modernized classroom. The group discussed the issue of 24/7 student access to technology. It was noted that other school districts have expressed interest in visiting the District to see the completed 21 st century improvements as a model.
Adjournment	Meeting was adjourned at 5:45 p.m.
Minutes Approved	<p>Next scheduled meeting will be in February/March 2017.</p> <p>_____</p> <p>Karen Kinney Chief Business Official</p>
*Roles and Responsibilities of Bond Oversight Committee Members	The roles and responsibilities for the Bond Oversight Committee is to annually report to the tax payers how the proceeds of the Bond are being spent. Bond proceeds may only be spent on qualified projects and not on salaries. The Committee has no control over the bond proceeds or projects. Committee members are subject to the Brown Act and shall conduct its meetings in accordance with the provisions set. Duties of the committee are to review expenditures to ensure that bond proceeds are expended only for the purpose set forth in the ballot measure. The Committee shall also present to the Board, in public session, an annual written report which shall include a summary of the Committee’s proceedings and activities for the preceding year. The Committee shall consist of a minimum of seven members and meet the qualification standards. By accepting the appointment to the Committee, each member agrees to comply with Article 4 and 4.7 of Division 4 of Title 1 of the Government Code and the Political Reform Act. The term of each member is two years and no member shall serve more than three consecutive terms.

Notes:

1. A question was raised during the meeting by member Vincent Sinohui as to which membership category he represents. After the meeting, the District reviewed Vincent Sinohui’s original membership application information and confirmed that he serves as a business representative.
2. A question was raised during the Walnut Elementary tour as to whether drop ceilings will be constructed. Information was sent to members after the meeting by the District clarifying that the ceilings are not going to be drop ceilings.