

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

Minutes

**Thursday, November 15, 2018
6:00 p.m. Public Session
Saugus Union School District Office
24930 Avenue Stanford
Caulfield Room**

CALL TO ORDER

Mr. Schoenfeld called the meeting of the Citizens Oversight Committee (COC) to order at 6:00p.m.

Call to Order

Present:

Collin Schoenfeld, Chairperson
Robert Aholt
Lisa Eichman
Paul Travis (arrived at 6:02p.m.)
John Estrada
Jason Warren Gibbs

Roll Call

Colleen Hawkins, Superintendent
Lori Rubenstein, Director of Project Management
Dayna Jones, Facilities Accountant II
Kathie Pisano, Administrative Secretary, Facilities

Absent:

Jessica Coleman
Patricia Conwell
Chris Gerrick
Nick Heinlein, Assistant Superintendent of Business
Magdy Abdalla, Director of Facilities, Construction and Modernization

Absent

Visitors:

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

Visitors

Mr. Schoenfeld led the Pledge of Allegiance.

Pledge of Allegiance

APPROVAL OF AGENDA FOR NOVEMBER 15, 2018

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

Approval of Agenda for November 15, 2018
Vote: 5-0-0
Abstain: 0
Absent: 4
(Coleman/Conwell/Gerrick/Travis)

APPROVAL OF MINUTES FROM OCTOBER 18, 2018

Motion by Ms. Eichman, second by Mr. Estrada to approve the minutes for October 18, 2018.

Minutes Approved for October 18, 2018
Vote: 5-0-1
Abstain: 1 (Gibbs, not present at last meeting)
Absent: 3 (Coleman/Conwell/Gerrick)

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

Ms. Rubenstein presented the COC Report:

Measure EE Update from District Staff

- Mountainview Door Locks: Replacing doors and installing electronic door locks on all exterior doors. The contract was approved at the Tuesday, October 16th SUSD Board Meeting. Work is scheduled to commence over Winter Break.
 - Mr. Schoenfeld asked why all the doors are being replaced. Per Ms. Rubenstein, some of the doors are wood and are warping. All doors will be replaced with new hollow metal doors.
- Foster Lobby Remodel: Updated pictures of the completed lobby, health office, work room, principal's office, new conference room, staff restrooms and staff lounge. Ms. Rubenstein reminded the Committee of the tour from last meeting.
- Tesoro del Valle Single Point of Entry: New fencing and a new gate will be installed to create a new single point of entry directly into the administration building. The contract was approved at the Tuesday, October 30th SUSD Board Meeting. Work is schedule to commence over Winter Break.
- Science Buildings: Highlands Science Building will be the first built. Plans are scheduled to be sent to the Division of State Architect on December 27th.
- Cedarcreek New Multipurpose Building and Kitchen: The new area will feature a new serving line, storage, and updated appliances. This project is expected to go to the Division of State Architect by December 20th, but it will take longer for review than the science buildings because it is much bigger. District staff is hoping to receive approval from the Division of State Architect by April 2019.
- Maintenance and Operations Roof Replacement: The old roof was pulled off and replaced with energy efficient white PVC.

- **Helmets New Classroom Building:** District staff is working on finding the best way to build without disrupting the school.
 - Dr. Hawkins asked about the time frame to build a building at Helmets?
 - Ms. Rubenstein responded 18 months to 2 years, even when just moving a modular building.
 - Ms. Eichman confirmed a project could not be completed over summer break.
- **Rosedell New Classroom Building:** This project is still in the programming phase as district staff continues to plan where to put the building and where to move classes as portable buildings are removed.
 - Mr. Travis asked if the fields could be used for temporary placement of portables during construction, referring to the Rosedell project.
 - Ms. Rubenstein states the field cannot be blocked, the district is looking long term, and the cost would be high to move the portables.

DISCUSSION/ACTION ITEMS

Allocation of Measure EE Salaries

Ms. Rubenstein introduced the handouts prepared by Mr. Heinlein. Ms. Jones discussed Options 1, 2, and 3 as outlined by Mr. Heinlein in the handouts provided to each Committee member. Handout is attached.

- Mr. Travis confirmed the District recommends Option 1.
- Dr. Hawkins stated Option 1 seems the most transparent.
- Mr. Aholt asked what would happen if the COC doesn't meet?
 - Ms. Jones stated in the last three years the COC meeting has never been cancelled and is not anticipating any future meetings to be cancelled.
- Mr. Aholt wanted to know what would happen as of July 1, 2018 if Option 1 is approved.
 - Ms. Jones shared her assumption payroll would make the percentages effective the next payroll period and adjust salaries back to July 1, 2018.
- Mr. Aholt confirmed if the percentage stays the same by the COC February meeting, then nothing will change.
- Ms. Eichman stated as an accountant she finds Option 1 to be the most transparent and finds the other Options much more difficult from an accounting standpoint.
- Ms. Estrada agreed Option 1 seems the most transparent.
- Mr. Schoenfeld agreed Option 1 seems the most transparent.

Discussion/Action
Items
Allocation of Measure
EE Salaries
Vote: 6-0-0
Abstain: 0
Absent: 3 (Coleman/
Conwell/Gerrick)

Motion by Mr. Travis, second by Ms. Eichman to approve Option 1 from Options to Charge Facility Staff for Allocation of Measure EE Salaries.

FUTURE AGENDA ITEMS

- **Future Meetings for 2018-2019:** February 7, 2019 and May 16, 2019
Meeting on February 7, 2019 confirmed, to be held at Tesoro del Valle
Meeting on May 16, 2019 confirmed, to be held at District Office
 - Ms. Eichman proposed changing the May 16 meeting date as she will be at a community event benefitting the William S. Hart District.
 - Mr. Gibbs confirmed his attendance at the same event.
 - Mr. Schoenfeld requested Mr. Heinlein and Mr. Abdalla to review the calendar and determine if another date is available in May to hold the COC meeting.
- Mr. Aholt requested an update at the next meeting from Mr. Heinlein for the changes in salaries being reallocated.
- Mr. Heinlein to present the 2017-2018 year Financial and Performance Audits at the February meeting.

Future Agenda Items

ADJOURNMENT

Motion by Mr. Gibbs, second by Mr. Travis to adjourn the meeting at 6:26 p.m.

Adjournment
Vote: 6-0-0
Abstain: 0
Absent: 3 (Coleman/
Conwell/Gerrick)

The next regular meeting of the Measure EE Citizens Oversight Committee will be held in the Staff Room at Tesoro del Valle at 29171 North Bernardo Way, Valencia, California 91354 on Thursday, February 7, 2019 at 6:00 p.m.

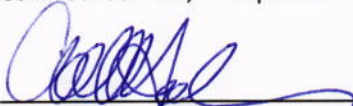
Measure EE Citizens
Oversight Committee
Meeting
February 7, 2019

Approved

May 23, 2019



Collin Schoenfeld, Chairperson



Dr. Colleen Hawkins, Superintendent