

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

Minutes

**Thursday, May 23, 2019
6:00 p.m. Public Session
Saugus Union School District
24930 Avenue Stanford
Santa Clarita, CA 91355
Caulfield Room**

CALL TO ORDER

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

Present:

Collin Schoenfeld, Chairperson
Robert Aholt
Patricia Conwell
John Estrada
Jason Warren Gibbs
Paul Travis

Roll Call

Nick Heinlein, Assistant Superintendent of Business
Lori Rubenstein, Director of Project Management
Kathie Pisano, Administrative Secretary, Facilities

Absent:

Lisa Eichman
Chris Gerrick
Colleen Hawkins, Superintendent
Magdy Abdalla, Director of Facilities, Construction and Modernization
Dayna Jones, Facilities Accountant II

Absent

Visitors:

Steve Petzold

Visitors

Mr. Schoenfeld led the Pledge of Allegiance.

Pledge of Allegiance

APPROVAL OF AGENDA FOR MAY 23, 2019

Motion by Mr. Gibbs, second by Ms. Conwell to approve the agenda for May 23, 2019.

Approval of Agenda for
May 23, 2019
Vote: 6-0-0
Abstain: 0
Absent: 2
(Eichman/Gerrick)

APPROVAL OF MINUTES FROM FEBRUARY 7, 2019

Motion by Ms. Conwell, second by Mr. Travis to approve the minutes for February 7, 2019.

Minutes Approved for
February 7, 2019
Vote: 5-0-0
Abstain: 1 (Schoenfeld,
not present at last
meeting)
Absent: 2
(Eichman/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:

- Tesoro Single Point of Entry Phase II
 - Ms. Rubenstein showed pictures of the new furniture to complete the remodel and explained how the desks are configured for the new single point of entry with a counter top facing the new entrance.
- New Flex Classroom.
 - Ms. Rubenstein shared that DSA requested the name be changed from "Science Classroom" to "Flex Classroom" indicating there will be no chemicals used in this room.
 - Mr. Schoefeld asked if DSA still required this change in names after it was explained to them the use of the room from an elementary school perspective.
 - Ms. Conwell asked if there are different requirements if the classroom is called a science classroom.
 - Ms. Rubenstein explained that the classroom has extra sinks. Ms. Rubenstein went on to say that in elementary school, students will study life science and plant science, but will not use chemicals.
 - Mr. Heinlein stated that there is always a gas component in middle school and high school.
 - Ms. Rubenstein pointed out that in elementary school there is no need for the gas component.
 - Ms. Conwell shared that the classroom may then be used for many different purposes.
 - Mr. Petzold asked about the original bond language and if it states "flex classrooms" or "science classrooms".

Measure EE Update
from District Staff

- Ms. Rubenstein shares that Highlands will be the first to have the stand alone flex classroom. The site work is currently out to bid.
- Mountainview Roof Replacement
 - Ms. Rubenstein showed pictures of the roof replacement and explained that this project was started during spring break and will be completed during summer break.
- James Foster Interior/Exterior Painting
 - Ms. Rubenstein presented pictures of the doors and door frames freshly painted.
- Cedar creek New MPR and Kitchen
 - Ms. Rubenstein shared the news that the building was just DSA approved and has been approved by the health department as well.
- Charles Helmers New Classroom Building
 - Ms. Rubenstein communicated that this building is still in the schematic phase.
- Rosedell New Classroom Building
 - Ms. Rubenstein stated that HMC Architects will be designing the building and that it is currently in the preliminary stages.
 - Mr. Aholt asked where the building will be placed?
 - Mr. Heinlein stated that it was initially going to be put by the wash, but this is still being evaluated.
 - Mr. Aholt then questioned whether it will be attached to another building?
 - Mr. Heinlein said that it will be independent.
 - Mr. Travis wanted to know if it will replace the temporary buildings?
 - Mr. Heinlein confirmed that it will.
- School Security Locks
 - Ms. Rubenstein conveyed the list of the three remaining schools that will be receiving the new security locks.
- Ms. Rubenstein opened the floor for questions.
 - Mr. Petzold asked if project and budget items can be changed?
 - Mr. Heinlein explained that after reviewing enrollment projections, some projects are not necessary.
 - Mr. Gibbs clarified that the money from projects not done would then be spent on something else?
 - Mr. Heinlein confirmed that the money would be re-allocated to another project. He pointed out that the Rosedell new building did not have enough money currently allocated. Mr. Heinlein said he is working on creating a living list since the cost of projects is different than shown in the Master Plan.
 - Ms. Rubenstein stated that constructions costs are 30% more than one year ago.
 - Mr. Schoenfeld stated that the projects not done represent extra money and asked if a report will come to the committee regarding any left over money?
 - Mr. Heinlein stated that there will not be any left over money due to escalation in costs. Mr. Heinlein used the purchase of the Highlands Flex Lab Classroom as an example sharing that the cost for the building came to \$590,000.00.
 - Mr. Aholt inquired about which projects are completed and which will not be done?
 - Ms. Rubenstein said she has a list of the projects color coded by what is completed or in progress.
 - Mr. Aholt confirmed that Measure EE money cannot be spent on something not on the list.

- Mr. Schoenfeld reminded the committee that the list of projects was presented.
- Mr. Aholt noted that the list was reviewed, but not prioritized.
- Mr. Heinlein pointed out that the Master Plan has phases.
- Mr. Gibbs requested a list of projects that are not necessary anymore.
- Mr. Aholt questioned if the COC should recommend the projects for transparency.
- Mr. Heinlein stated that the role of the COC is to act as an intermediary for the District and the tax payers.
- Mr. Aholt said that he believes it's acceptable to not do all of the projects as long as the COC understands why. He suggested that the projects not be reconciled to the Master Plan, but to the Measure EE document.
- Mr. Schoenfeld confirmed this idea.
- Mr. Gibbs pointed out that Mr. Petzold is concerned that the District is following the bond language as opposed to the Master Plan.
- Ms. Conwell requested a list of projects for the next meeting.
- Mr. Aholt stated he would like to review the original bond language.
- Mr. Gibbs said he would like to review the project status as it relates to the bond language.
- Mr. Schoenfeld confirmed that the list should show just the projects as they relate to the bond.
- Mr. Gibbs agreed that this is what he would like to see.

Mr. Heinlein presented the Quarterly Facilities Salary Allocation

- Mr. Heinlein presented materials showing the percentage allocation by fund and a list of the projects and their status and cost.
 - Mr. Shoenfeld asked if the committee was to vote on the percentages?
 - Mr. Heinlein states that he is following what the committee voted on previously.
 - Mr. Petzold questioned the percentages?
 - Mr. Heinlein explained that the percentages are for allocating salaries based on the projects and which funds they fall under using account codes and accounting lines.
 - Mr. Aholt asked if the dates at the top are the dates the percentages are allocated.
 - Mr. Heinlein confirmed that they are.
 - Mr. Petzold questioned the number of staff?
 - Mr. Heinlein said there are four staff members.

DISCUSSION/ACTION ITEMS

1. RATIFICATION of Action Items Approved at the February 7, 2019 meeting
 - Mr. Shoenfeld questioned why these items are on the agenda again?
 - Mr. Heinlein said that he is trying to follow the same rules as the Governing Board even though District legal council does not believe it is necessary. There was a question presented by a citizen that there was no direct link to the agenda on the website and to be transparent, he wanted to bring these items back before the committee.
 - Mr. Gibbs suggested that the COC by-laws be changed to state how the COC agenda is posted. He then asked how the information was previously disseminated to the public?
 - Mr. Heinlein said the information is online. He shared that a citizen brought to his attention that it did not seem easily accessible. He then opened the website on the flat panel to show the committee the addition of the new button for the COC Agenda on the front page of the website.

Discussion/Action
Items