

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

**Minutes**

**Thursday, February 6, 2020  
6:00 p.m. Public Session  
Saugus Union School District  
24930 Avenue Stanford  
Valencia, CA 91355  
Caulfield Room**

**CALL TO ORDER**

Mr. Schoenfeld called the meeting of the Citizens Oversight Committee (COC) to order at 6:06 p.m.

Call to Order

**Present:**

Collin Schoenfeld, Chairperson  
Lisa Eichman  
Patricia Conwell  
John Estrada  
Jason Warren Gibbs (arrived at 6:34 p.m.)  
Paul Travis  
Paul Lin (arrived at 6:16 p.m.)

Roll Call

Nick Heinlein, Assistant Superintendent of Business  
Lori Rubenstein, Director of Project Management  
Dayna Jones, Facilities Accountant II  
Liz Krueger, Administrative Secretary

**Absent:**

Robert Aholt  
Judy Umeck  
Colleen Hawkins, Superintendent  
Kathie Pisano, Administrative Secretary, Facilities

Absent

**Visitors:**

Visitors present are listed in the official visitors' record book.  
Steve Petzold  
Chris Trunkey, Governing Board

Visitors

Mr. Schoenfeld led the Pledge of Allegiance.

Pledge of Allegiance

**APPROVAL OF AGENDA FOR FEBRUARY 6, 2020**

Motion by Ms. Eichman, second by Ms. Conwell to approve the agenda for February 6, 2020.

Approval of Agenda for February 6, 2020  
Vote: 5-0-0  
Abstain: 0  
Absent: 4  
(Gibbs/Aholt/Lin/Umeck)

**APPROVAL OF MINUTES FROM NOVEMBER 7, 2019**

Motion by Ms. Eichman, second by Mr. Estrada to approve the minutes for November 7, 2019.

Minutes Approved for November 7, 2019  
Vote: 5-0-0  
Abstain: 0  
Absent: 4  
(Gibbs/Aholt/Lin/Umeck)

**HEARING SESSION**

Mr. Schoenfeld announced there was one advanced requests to address the Committee, Steve Petzold.

Advanced Written Requests to Address the Committee

- Mr. Petzold stated changing the name from Science Lab to Flex Classroom is misleading, regardless of change due to the Division of State Architect (DSA). The purchase of Chromebooks and a chicken coop are not appropriate expenditures for Measure EE Bond funds. Encourage the committee to review projects to see if deferred maintenance or capital expense.

**PRESENTATIONS & REPORTS**

Ms. Rubenstein presented the COC Report:

Measure EE Update from District Staff

- Reviewed over 35 million has been committed from Series A & Series B Bond sales. Uncommitted is 11 million.
- Ms. Rubenstein stated the District has been very busy since our last COC Meeting. The report has been change to show project by site.
- Bridgeport:
  - Activity & Turf Areas: Remove sand and replace with rubber matting for safety and health reasons. Cats have been using the sand as a litterbox.
  - Flooring: Remove and replace kindergarten flooring.
  - Landscaping: Modernize quad area by adding shade structures, lighting, turf, concrete benches and walkways.
  - Painting: Paint the exterior of school.
- Highlands:
  - Activity & Turf Areas: Remove sand and replace with rubber matting.
  - Asphalt-Concrete Pavement, Parking Lot: Portables were removed and a parking lot was created.
  - Flooring: Remove and replace MPR flooring.
- James Foster:
  - Flooring: Remove and replace MPR, kitchen & Room 7 flooring.
  - Painting: Paint the MPR and kitchen.
- Mountainview:
  - Flooring: Remove and replace Room 34 and Room 38 flooring.

- North Park:
  - Activity & Turf Areas: Widen the walkway access from the playground to lunch area.
  - Flooring: Remove and replace hallway flooring in the four classroom buildings.
- Plum Canyon:
  - Classroom Building Addition: New construction to build a 10 classroom building including a flex classroom (science lab), outdoor learning area, and ADA parking. Very busy working, including working sometimes at night.
- Rio Vista:
  - Activity & Turf Areas: Remove sand and replace with rubber matting.
  - HVAC: Remove and replace HVAC in Building D.
- Santa Clarita:
  - Asphalt-Concrete Pavement, Parking Lot: Drop off and pick up area was reconfigured and to create 20 new parking spaces. Fencing was removed and replaced with wrought iron fencing.
- There were no questions. Mr. Schoenfeld added he really liked the new flooring in the MPR's.

Mr. Heinlein presented the Quarterly Facilities Salary Allocation:

- Mr. Heinlein presented materials showing the percentage allocation by fund and a list of the projects, their status and cost.
- Mr. Schoenfeld commented the trend for more Measure EE projects are increasing. Mr. Heinlein agreed and added this summer we will be roofing to 6.5 schools, and in the future will be upgrading HVAC and lighting.

Mr. Heinlein discussed the Committee's annual report and gave them samples of templates they may want to use. Next year, he would like the annual report to be completed by the February 2021 meeting so it may go to the Board at the same time as the Measure EE audits.

Mr. Schoenfeld indicated they have a sub-committee to prepare this report. Sub-committee members are: Mr. Gibbs, Mr. Aholt and Mr. Travis.

Ms. Eichman asked for clarification regarding changing the project name from Science Lab to Flex Classroom. Mr. Heinlein and Ms. Rubenstein explained when the architecture plans go through DSA as a "Science Lab", DSA believes the District will have chemicals, open flame, and gas lines in the Lab. As a K-6 District, we do not use chemicals, open flame or gas lines so by changing the name to "Flex Classroom", DSA approved the plans. For a K-6 District, a Science Lab will only have a sink and dishwasher. Mr. Heinlein assured the committee the Flex Classroom will be used for Science. The committee agreed to have the future reports to show Flex Classroom (Science Lab).

Mr. Heinlein presented the Financial and Performance Audits for Fiscal Year 2018-19. Mr. Heinlein stated Eide Bailly merged with our prior auditors, VDT. Eide Bailly is a national accounting firm. He noted pages 5, 15 and 16 indicated no findings or questionable costs.

Mr. Schoenfeld questioned if the same staff was auditing the District. Mr. Heinlein said yes, and noted they will be changing partners next year.

**DISCUSSION/ACTION ITEMS**

Financial and Performance Audits for Fiscal Year 2018-19

Motion by Ms. Eichman, second by Mr. Estrada to approve the Financial and Performance Audits for Fiscal Year 2018-19.

Discussion/Action  
Items  
Financial and  
Performance Audits for  
Fiscal Year 2018-19  
Vote: 7-0-0  
Abstain: 0  
Absent: 2  
(Abholt/Umeck)

Mr. Heinlein discussed the upcoming California League of Bond Oversight Committee 2020 Conference. At this point a date has not been determined.

Reschedule the May 14, 2020 meeting to May 7, 2020

- Ms. Eichman and Mr. Gibbs both presented their attendance at a charity event that evening.
- Committee members agreed to change date to May 7, 2020.
- Meeting to be held offsite. TBD

**FUTURE AGENDA ITEMS**

- Approve Citizens Oversight Committee Annual Report 2018-2019
- Confirm name change from Flex Classroom to Flex Classroom (Science Lab)
- Set meeting dates for 20-21yr : September 17, 2020, November 5, 2020, February 4, 2021, & May 6, 2021.

Future Agenda Items

**ADJOURNMENT**

Motion by Mr. Estrada, second by Ms. Eichman to adjourn the meeting at 6:37 p.m.


Adjournment  
Vote: 7-0-0  
Abstain: 0  
Absent: 2  
(Abholt/Umeck)

The next regular meeting of the Measure EE Citizens Oversight Committee will be held at a school site to be determined later on Thursday, May 7, 2020 at 6:00 p.m.

Measure EE Citizens  
Oversight Committee  
Meeting  
May 7, 2020

Approved

5/14/2020

  
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Collin Schoenfeld, Chairperson

  
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Nick Heinlein, Assistant Superintendent of Business