

**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. Schoenfeld 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. Schoenfeld 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

- Mr. Estrada stated that he is pleased with the accessibility of the agenda on the website and feels it is very accessible.
  - Mr. Petzold suggested the COC meeting be added to the District upcoming events section on the website.
  - Mr. Heinlein explained that not all meetings or events can be listed on the upcoming events on the District website or the list would be unmanageable.
- a. Approval of Agenda for February 7, 2019 meeting
- Mr. Schoenfeld asked if members who were not present at the last meeting can vote?
  - Mr. Heinlein sent a message to the District legal council who gave an immediate response back that any member can vote even if not present, unless they do not want to and can abstain in that case.
- Motion by Mr. Aholt, second by Mr. Gibbs to approve the agenda for February 7, 2019.
- RATIFICATION:  
Approval of Agenda for February 7, 2019  
Vote: 5-0-0  
Abstain: 1 (Schoenfeld, not present at last meeting)  
Absent: 2  
(Eichman/Gerrick)
- b. Approval of Minutes from November 15, 2018  
Motion by Ms. Conwell, second by Mr. Gibbs to approved the minutes from November 15, 2018.
- RATIFICATION:  
Approval of Minutes from November 15, 2018  
Vote: 6-0-0  
Abstain: 0  
Absent: 2  
(Eichman/Gerrick)
- c. Financial and Performance Audits for Fiscal Year 2017-18
- Mr. Petzold questioned the basis to approve the audit finding? He asked if that was for the trustees to do?
  - Mr. Shoenfeld stated that this is an oversight committee.
  - Ms. Conwell added that they are to ensure the money is spent correctly so they need to review it.
- Motion by Ms. Conwell, second by Mr. Travis to approve the Financial and Performance Audits for Fiscal Year 2017-18.
- RATIFICATION:  
Financial and Performance Audits for Fiscal Year 2017-18  
Vote: 5-0-0  
Abstain: 1 (Schoenfeld, not present at last meeting)  
Absent: 2  
(Eichman/Gerrick)
- d. Reschedule the May 16, 2019 meeting to May 9, 2019
- Mr. Aholt confirmed for the record that this meeting was then moved again to May 23, 2019
- Motion by Mr. Gibbs, second by Ms. Conwell to reschedule the May 16, 2019 meeting to May 9, 2016.
- RATIFICATION:  
Reschedule the May 16, 2019 meeting to May 9, 2019  
Vote: 5-0-0  
Abstain: 1 (Schoenfeld, not present at last meeting)  
Absent: 2  
(Eichman/Gerrick)
2. Approve/Discuss Citizens Oversight Committee Annual Report for 2017-2018
- Mr. Schoenfeld requested the date be changed to May 23, 2019 on pages 1 & 4.
  - Mr. Heinlein explained that the District filled it out as best as we can and then the Citizens Oversight Committee is to approve it. Mr. Heinlein suggested that next year, the District and the COC complete it together.
  - Mr. Gibbs requested drafts beforehand so it can be reviewed and modified.
- Approve Citizens Oversight Committee Annual Report for 2017-2018  
Vote: 6-0-0  
Abstain: 0

- Mr. Aholt suggested that it be created in March so the Committee can look it over by may.
- Mr. Schoenfeld questioned whether it should be a sub-committee versus the entire committee working on it.
- Mr. Travis suggested that it be decided if a sub-committee is needed once the draft is presented.
- Mr. Heinlein added that this is an annual report, but suggested that it could be prepared after each meeting.
- Mr. Gibbs requested that it remain an annual report.
- Mr. Petzold ensured the committee that he is here to learn and that in most instances the District prepares the report, but shared his opinion that the report should be done by the committee.
- Mr. Schoenfeld shared his concern over limited time as a citizen.
- Mr. Petzold asked how the report will be shared with the community.
- Mr. Schoenfeld assured all present that the report would be posted on the website. Mr. Petzold questioned if the previous year's reports were on the website.
- Mr. Heinlein confirmed that they were.
- Ms. Conwell requested that the committee review the report at the meeting. She stated that it looked like the projects were completed and that the District had provided all that was requested.
- Mr. Schoenfeld asked if there was a need to postpone?
- Mr. Gibbs requested that it be a Future Agenda item to form a subcommittee to review.
- Mr. Petzold stated that a COC member from another district writes a one page report that comes directly from the committee.
- Mr. Estrada and Mr. Schoenfeld confirm that it is a possibility for the future.

Absent: 2  
(Eichman/Gerrick)

Motion by Ms. Conwell, second by Mr. Estrada to approve the Citizens Oversight Committee Annual Report for 2017-2018.

3. Discuss Citizens Oversight Committee Membership for 2019-2020
  - a. Jessica Coleman resigned as of April 1, 2019
    - o Mr. Heinlein encouraged all current members to apply for 201-2020
    - o Mr. Aholt asked how many members are to be on the committee?
    - o Mr. Heinlein responded with nine.
    - o Mr. Aholt asked how many terms a committee member may serve?
    - o Mr. Heinlein replied with a limit of six years in a row.

4. Approve Dates for 2019-2020 Citizens Oversight Committee Meetings
  - a. September 12, November 7, February 6, May 14

Motion by Mr. Gibbs, second by Mr. Aholt to approve the dates for 2019-2020 Citizens Oversight Committee Meetings.

Approve Dates for  
2019-2020 Citizens  
Oversight Committee  
Meetings  
Vote: 6-0-0  
Abstain: 0  
Absent: 2  
(Eichman/Gerrick)

**FUTURE AGENDA ITEMS**

- Subcommittee for Annual Report
- Attendance at California League of Bond Oversight Committees 2019 Conference

Future Agenda Items

**ADJOURNMENT**

Motion by Ms. Conwell, second by Mr. Gibbs to adjourn the meeting at 7:26 p.m.

Adjournment  
Vote: 7-0-0  
Abstain: 0  
Absent: 2  
(Eichman/Gerrick)

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, September 12, 2019 at 6:00 p.m.

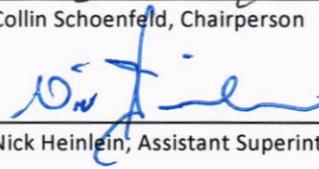
Measure EE Citizens  
Oversight Committee  
Meeting  
September 12, 2019

Approved

9-12-19



Collin Schoenfeld, Chairperson



Nick Heinlein, Assistant Superintendent of Business