



SAUGUS
Union School District
Excellence in Elementary Education

**MEETING OF THE MEASURE EE CITIZENS OVERSIGHT
COMMITTEE**

02/02/2023 - 06:30 PM

Saugus Union School District, Caulfield Room, 24930 Avenue Stanford,
Santa Clarita, CA 91355

(661) 294-5300 Fax (661) 294-7525 www.saugusUSD.org

MEETING MINUTES



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Attendees

Voting Members

John Estrada, *Chairperson*
Julia Phippen, *Vice Chairperson*
Oana Cioaca Taylor
Nicholas Eckhart
Lisa Eichman
Jason Gibbs

Absent Members

Briana Boden
Judy Umeck
Jarad Elderder

Non-Voting Members

Colleen Hawkins, Superintendent
Nick Heinlein, Assistant Superintendent of Business
Peter Gaytan, Director of Maintenance, Operations, Transportation, and Facilities
Jim Sandefur, Bond Project Manager
Kathie Pisano, Bond Project Manager
Dayna Jones, Facilities Accountant
Krishia Alejandro, Administrative Secretary, Facilities

I. CALL TO ORDER

Mr. Estrada called the meeting of the Citizens Oversight Committee (COC) to order at 6:31 p.m.

II. PLEDGE OF ALLEGIANCE

Mr. Estrada led the Pledge of Allegiance.

III. ROLL CALL

IV. APPROVE AGENDA FOR FEBRUARY 2, 2023

Motion made by: Oana Cioaca Taylor

Motion seconded by: Julia Phippen

Voting:

John Estrada - Yes

Oana Cioaca Taylor - Yes

Nicholas Eckhart - Yes

Lisa Eichman - Yes

Jason Gibbs - Yes

Julia Phippen - Yes

V. APPROVE MINUTES FROM NOVEMBER 3, 2022

Motion made by: Jason Gibbs

Motion seconded by: Nicholas Eckhart

Voting:

John Estrada - Yes

Oana Cioaca Taylor - Yes

Nicholas Eckhart - Yes

Lisa Eichman - Abstain

Jason Gibbs - Yes

Julia Phippen - Yes

VI. PUBLIC COMMENTS

Missy (unknown last name)

- She asked what was audited from the sample size.
- She requested to add all audited items on the list of audits.

Mr. Steve Petzold

- He asked if his letter was received by all the committee members.
- He expressed concerns about the information provided by the auditors for the 2021-2022 Measure EE Financial and Performance Audits.

VII. DISTRICT REPORTS

Bond Project Managers, Mr. Sandefur and Ms. Pisano, presented an update of the current facilities projects.

- Dr. Hawkins mentioned that the City of Santa Clarita and Sulphur Springs School District have started to add inclusive playgrounds around the city, and the District has started implementing the same type of playgrounds as well. Dr. Hawkins explained the Bouquet Canyon Preschool Playground Shade Structure has a wheelchair and walker accessibility in the playground.
 - Mr. Gibbs asked how long has the Bouquet Canyon Elementary School Shade Structure project been in DSA?

- Mr. Heinlein described and explained what DSA (Division of State Architect) is and its process.
- Mr. Gibbs asked if there is an expected completion date for the Charles Helmers Elementary School Two-Story Classroom Building project.
 - Dr. Hawkins mentioned the project was sent for DSA approval back in January 2020; however, it was lost in DSA. Expected completion July 2023.
- Mr. Eckhart asked if the two-story classroom building at Charles Helmers Elementary School necessary.
 - Mr. Sandefur responded that the school site had mainly portables present as classrooms.
 - Dr. Hawkins added that the school site was built in the 1990's and has a small footprint.
- Mr. Eckhart asked if all the portables at Charles Helmers Elementary School are gone.
 - Dr. Hawkins responded yes; they are all gone.

Mr. Heinlein presented the COC Financial Report, Contracts Report, Notice of Completions, Facilities Salary Allocation, and the 2021-2022 Measure EE Financial and Performance Audit Report.

- Ms. Phippen asked who on the staff is being paid that is listed in the Salary Allocation Report.
 - Mr. Heinlein responded , the two Bond Project Managers, Facilities Accountant, and the Administrative Secretary.
- Mr. Gibbs asked what is a main build contractor listed from the Expenditures Report.
 - Mr. Heinlein responded that it is the lead contractor or a general contractor for the project.
- Mr. Estrada asked if it is part of the bond language to require to have audits.
 - Mr. Heinlein responded that part of Prop 39 states that it is required to have a Financial and Performance audit each year.
- Mr. Gibbs asked if the date on the audit report is finalized.
 - Mr. Heinlein explained the portion presented is complete and will be added after the District's general audit is finalized.

A presentation for the 2021-2022 Measure EE Financial and Performance Audit Report was presented by the auditor.

- There were no questions from the committee.

VIII. ACTION ITEMS

1. Approval of the Measure EE Financial and Performance Audits for Fiscal Year 2021-2022

IX. DISCUSSION ITEMS

None.

X. FUTURE AGENDA TOPICS

- Committee to prepare COC Annual Report
- Select dates for the next four meetings.

XI. ADJOURNMENT

Motion made by: Jason Gibbs

Motion seconded by: Nicholas Eckhart

Voting:

John Estrada - Yes

Oana Cioaca Taylor - Yes

Nicholas Eckhart - Yes

Lisa Eichman - Yes

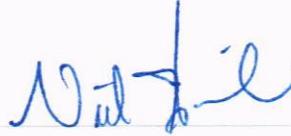
Jason Gibbs - Yes

Julia Phippen - Yes

The meeting was adjourned at 7:26 p.m.



John Estrada, Chairperson



Nick Heinlein, Assistant Superintendent of
Business