

AGENDA

Etiwanda School District Citizens' Oversight Committee (COC) October 18, 2017

Meeting Time: 6:30 p.m.
Meeting Location: Etiwanda School District – Board Room
6061 East Ave.
Etiwanda, CA 91739

**IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND AB 3035,
PLEASE CONTACT MICHAEL MANCUSO AT 909-899-2451 x3135 FIVE DAYS PRIOR TO THE
MEETING IF YOU REQUIRE AUXILIARY AIDS FOR EFFECTIVE PARTICIPATION.**

1. CALL TO ORDER

A. ROLL CALL

Voting Committee Members	Present	Absent
Ray Grose, At-Large Community Member	_____	_____
Jordan Wright, At-Large Community Member	_____	_____
Charisse McCoy, Business Representative Member	_____	_____
Charles Hyde, Parent/Guardian of Child Enrolled in District	_____	_____
Nancy Vail, Parent of Child Enrolled in District and Active in Parent-Teacher Organization	_____	_____
George Morgan, Senior Citizen Representative	_____	_____
Henry Wesolowski, Taxpayer Organization Member	_____	_____
 Non-Voting Staff Members		
Doug Claflin, Committee Executive and Representative of the Board of Trustees	_____	_____
Shawn Judson, District Superintendent	_____	_____
Michael Mancuso, Secretary to the Committee	_____	_____

Michael Higgins, Facilities Project Manager

Tarana Alam, Key Analytics

2. PUBLIC COMMENT

Members of the public are invited to speak on matters related to the District's Measure I at this time. Members of the public may speak on individual items of interest on the agenda. Comments are limited to three (3) minutes per person.

3. ACTION ITEMS

- A. Minutes of the July 12, 2017 Citizens' Oversight Committee meeting.

4. INFORMATION ITEMS

- A. Project/Financial Updates
- B. Future Performance Audit

5. FUTURE MEETINGS

- A. 2017-18 Meeting Dates
 - a. January 24, 2018
 - b. April 18, 2018

6. QUESTIONS, COMMENTS, ETC.

7. ADJOURNMENT

Minutes

Etiwanda School District

Citizens' Oversight Committee (COC)

July 12, 2017

Meeting Time: 6:30 p.m.

Meeting Location: Etiwanda School District – Board Room
6061 East Ave.
Etiwanda, CA 91739

1. CALL TO ORDER

A. Doug Claflin called the meeting to order at 6:30 pm.

2. ROLL CALL

Voting Committee Members	Present	Absent
Ray Grose, At-Large Community Member	X_____	_____
Jordan Wright, At-Large Community Member	X_____	_____
Charisse McCoy, Business Representative Member	X_____	_____
Charles Hyde, Parent/Guardian of Child Enrolled in District	_____	X_____
Nancy Vail, Parent of Child Enrolled in District and Active in Parent-Teacher Organization	X_____	_____
George Morgan, Senior Citizen Representative	X_____	_____
Henry Wesolowski, Taxpayer Organization Member	X_____	_____
Non-Voting Staff Members		
Doug Claflin, Committee Executive and Representative of the Board of Trustees	X_____	_____
Shawn Judson, District Superintendent	X_____	_____
Bradley Neal, Bond Counsel to the Board of Trustees	X_____	_____
Michael Mancuso, Secretary to the Committee	X_____	_____
Michael Higgins, Facilities Project Manager	X_____	_____
Tarana Alam, Key Analytics	X_____	_____

3. PUBLIC COMMENT

- A. Tressy Capps gave a little background on herself and stated she opposed the bond. She said she is a civic minded individual and is attending the meeting to make sure bond funds are spent correctly.

4. INTRODUCTIONS

- A. Each Committee member took a few minutes to introduce themselves to the other Committee members.

5. REVIEW OF THE LEGAL RIGHTS AND RESPONSIBILITIES OF THE COMMITTEE

- A. Mr. Neal reviewed the COC bylaws and laws pertaining to General Obligation (GO) Bonds and Prop. 39. Mr. Neal stated Measure I was passed by voters and thus a Citizens Oversight Committee shall be created. The Committee shall review expenditures to make sure expenditures were spent on authorized items per the bond measure. The Committee does not receive a salary and are allowed access to any public information related to bond expenditures, for example audits. The Committee has no role in determining the timeline for projects. Mr. Neal shared that the Committee was approved by the Etiwanda Board of Trustees and Committee members can be removed per the Bylaws. The Committee shall report their findings to the public, through the Chair, at least once a year. Mr. Neal then reviewed the Committee terms as stated in the Bylaws and discussed what qualifies as a conflict of interest. Conflict of interest occurs if a Committee member is an employee of the Etiwanda School District or a member who financially benefits from bond proceeds. Committee members were informed to let the District know if their status changes and a conflict of interest arises. Mr. Neal continued his review of the Bylaws and let the Committee know there is a three (3) consecutive term maximum for members and discussed electing a Chair and Vice Chair. Tressy Capps asked Mr. Neal how his attorney fee for today's meeting was paid and Mr. Neal informed the Committee his fee was paid through the Bond's Cost of Issuance.

6. ELECTION OF OFFICERS

- A. Dr. Judson reviewed the responsibilities of the Committee Chair and then asked all the members if anyone was interested in being the Chair. Jordan Wright expressed interest and was appointed Chair by Dr. Judson.

- B. As the newly appointed Chair, Mr. Wright asked Charisse McCoy if she would like to serve as Vice Chair. Ms. McCoy accepted. Mr. Wright moved to approve Ms. McCoy as Vice Chair and Ms. Vail seconded. The motion was unanimously approved.

7. TERM SELECTION

- A. Lots were drawn by each Committee member to determine membership terms. The last lot, after all other members had drawn, was assigned to Mr. Charles Hyde as he was absent. Mr. Ray Grose and Mr. Charles Hyde drew one (1) year initial terms.
- B. The remaining members Mr. Jordan Wright, Ms. Charisse McCoy, Ms. Nancy Vail, Mr. George Morgan, and Mr. Henry Wesolowski drew two (2) year initial terms.

8. REPORT ON FIRST BOND SALE

- A. Mr. Claflin informed the Committee the first Bond series issued was \$45.995 million. New bond series issuance is planned for three (3) year intervals. The District received two (2) separate bond ratings, AA- from S&P and AA from Moody. Mr. Claflin informed the Committee the ratings affect the sale of the bonds.

9. REVIEW OF BOND PRIORITY PROJECTS

- A. Ms. Alam, from KeyAnalytics, passed out and reviewed with the Committee the Citizens' Oversight Committee Report. Ms. Alam discussed that all bond transactions will be provided to the Committee for review. She also reviewed internal record keeping procedures and informed the Committee that KeyAnalytics COC reports balance back to the county reports from the district financial system.
- B. Mr. Morgan asked about the interest earnings on the bond funds. Ms. Alam informed him that the interest earned on the bond funds are accounted for in the COC reports.
- C. Ms. Alam and Mr. Higgins reviewed Measure I priority school projects as listed on page 2 of the COC report.
- D. Access Controls will be slowly phased in district wide, starting at Falcon Ridge Elementary, Summit Intermediate, and the District Office. Access Controls are Wi-Fi door locks that do not use keys and utilize electronic access cards. Access Controls will be installed on classrooms and buildings and locks will default to the locked position from the outside. Doors will always allow egress from the inside. School offices will remain unlocked from the outside, all other buildings will be locked from the outside and unlocked from the inside. Ms. McCoy asked if the access controls were in response to the San Bernardino shootings. Dr. Judson responded the Etiwanda School District is looking at various safety measures for all schools. Mr. Morgan asked if the new access

controls will add to traffic congestion. Mr. Morgan was informed that student drop off procedures would remain the same. Mr. Higgins continued and informed the Committee that some sites will need keyway modifications to accept the new access controls. Ms. Vail asked if Wi-Fi locks will be installed on the outside gates. Mr. Higgins replied that some of the main gates will have access controls. This project is estimated to cost \$2.5 million district wide.

- E. Security cameras are being installed district wide. Mr. Higgins stated that the security cameras are being installed to protect the perimeter of the school and are only installed on the outside of buildings. The cameras are placed to view the exterior gates and playgrounds. Cameras are being piloted at Heritage Intermediate and have already recorded on video an incident that occurred after school hours that was sent to the police. Personnel are not monitoring the video recordings, cameras are motion activated and personnel review the tapes as needed after an incident has occurred. Ms. McCoy asked how long is the recorded video kept. Mr. Higgins responded that the video is kept for a 30 day period before it is erased. Mr. Higgins proceeded to inform the Committee that Etiwanda School District already has a Board Policy in place regarding security cameras on campus. Mr. Grosse asked if the video data was being stored on-site. Mr. Higgins replied that each site has its own server storing the video data. Mr. Jordan asked if the video recording software was proprietary. Mr. Higgins replied yes, Salient Security Software is proprietary and school sites like it because it is user friendly. Mr. Jordan also asked about the warranty on the servers. Mr. Higgins informed the Committee the servers being used are Dell Servers. Ms. Vail asked if there is a motion activity report and if so, who is it being sent to? Mr. Higgins said currently reports are being sent to the principal and the district is reviewing the possibility of sending reports to Mr. Claflin and the Maintenance and Operations department. Mr. Grose inquired if column A of the listed budget in the COC report was a partial budget. Ms. Alam responded yes the budget was an estimate and is reflective of the proposal. The remaining allocated budget is listed at the bottom of the report.
- F. Play Structures are being replaced at elementary school sites. Ms. Alam stated the Architects being used are DKC Architects & Higginson Architects with an estimated cost of \$2.542 million. The play structures were adjusted to fit each school site with similar dollar amounts being spent at each site. Mr. Higgins informed the Committee the District is using CMAS contracts to purchase the equipment and then he stated a CMAS contract

is a California Multiple Award Schedule. CMAS contracts do not require a bid and are preapproved for use by all districts.

- G. Ms. Alam continued her review of the COC report stating that page 9 of the report shows combined committed expenditures for bond monies is at \$4.3 million and the District has already spent \$497,000.
- H. Ms. Alam stated the District is not only using bond monies for site improvements, they are also utilizing Prop 39 funding. She gave an example of a Prop 39 project, the LED lighting in the gym at Day Creek Intermediate. The district is expecting \$16 million from the state of California in the form of grants. Mr. Neal reminded the Committee they are only responsible for tracking Measure I Bond expenditures and not charged with tracking Prop 39 expenditures.

10. COMMITTEE PROCEDURES

- A. Communication method for correspondence with COC members will be by email. Ms. McCoy asked about using social media for communication. Mr. Claflin responded social media will not be used and referred the Committee and public to the Measure I Bond page located on the district website. Ms. McCoy inquired about the COC report that is to be given to the public. Mr. Claflin responded the report goes to the Etiwanda Board of Trustees on an annual basis. Mr. Neal interjected to remind the Committee they must meet once a year, but not more than quarterly. Ms. Vail asked if the report can be shared publicly and where could she guide people to who want to see the process of how bond money is spent. Mr. Claflin responded that the process was completed during the bond election process and that items can be suggested by the Committee or the public as long as they meet Measure I regulations. The list of projects was provided to the bond counsel. Mr. Morgan stated to his understanding the Committee is not saying yes or no to projects, the Committee is verifying that projects meet Measure I guidelines and the expenditures are from Measure I projects. Mr. Claflin responded correct.

11. FUTURE MEETING SCHEDULE AND DATES

- A. Quarterly meeting dates were agreed upon. Future meeting dates were set for Oct. 18th, Jan. 24th, and April 18th at 6:30pm in the Etiwanda School District Board Room.

12. QUESTIONS, COMMENTS, ETC.

- A. Ms. Capps asked Mr. Neal what were the grounds for removal of a Committee member. Mr. Neal responded that if a member was an employee of the district, if they were

receiving money from the Etiwanda School District or moved outside of the District boundaries.

13. ADJOURNMENT

- A. Mr. Morgan moved to adjourn the meeting. Ms. Vail seconded. The motion was unanimously approved.
- B. Meeting was adjourned at 7:36 pm.



Michael Mancuso
Secretary Citizens' Oversight Committee

THE FOREGOING MINUTES WERE APPROVED BY THE CITIZEN'S OVERSIGHT COMMITTEE ON THE 18TH DAY OF OCTOBER, 2017

Jordan Wright
Chair Citizens' Oversight Committee