

# *Magnolia School District*

## **Citizens' Oversight Committee Bond Measure 'I' Meeting Minutes**

Date: Monday, November 30, 2015

Location: Magnolia School District  
Board Room  
2705 W. Orange Ave.  
Anaheim, CA 92804

**The meeting was called to order at 9:35 a.m.**

### **Members Present**

Jasmine LaBurn, Chair; Leonard Lahtinen, Vice Chair; Danielle Elms; Phyllis Greenberg; Jackie Kharazi

### **District Staff Present**

Frank Donovan, Superintendent; Annette Cleveland, Assistant Superintendent Business & Administrative Services; Richard Schwartz, Director, Maintenance, Operations, Transportation and Facilities; Cheryl Blount, Senior Administrative Assistant

### **Members Absent**

Heidi Lazarte

### **Visitors**

None

### **Welcome/Membership Updates**

Annette Cleveland welcomed the members of the committee and introduced herself as the new Assistant Superintendent, Business and Administrative Services, and Frank Donovan, as the new Superintendent. Annette welcomed and introduced new committee member, Danielle Elms, as a parent with a child attending one of our schools (Disney). Job and Leticia Jimenez are no longer eligible to be on the committee as they are now employed by the District. There is still one membership position open, Local Business Representative.

### **Minutes**

Minutes from the 6/1/2015 meeting were reviewed, Leonard Lahtinen motioned to approve the Minutes, Jackie Kharazi seconded the motion. The motion carried 5-0-1.

### **Bond Projects Update**

Richard Schwartz reported that the Walter School Office remodel project is 100% complete. The Maxwell project was started over the summer, moving the office into a temporary portable. However, construction was put on hold, when the District recommended to terminate the Lease-Leaseback agreement. Annette explained the District learned of a recent lawsuit with Fresno Unified School District over a Lease-Leaseback agreement. Board of Trustees authorized the District to utilize the Public Works Bid process. A mandatory job walk was held on 11/4/2015, interested bidders were pre-qualified and sealed bids will be received on 12/1/2015. The District will take the responsible low bidder to Board for approval on 12/10/2015. We anticipate the project starting January 2016.

Plans for the Pyles School Office remodel are at DSA (Department of State Architects) now. DSA approval is required to make sure our plans comply with fire safety, ADA (Americans with Disabilities Act) requirements, etc. Once approved by DSA, we will go out to bid and plan to begin the Pyles project in June 2016.

We are currently working on plans for the Salk School Office remodel and will submit plans to DSA once completed. Richard explained that large projects, like a school office, require 3-6 month lead time with DSA. If all goes well, we could do both Pyles and Salk over the summer.

Leonard asked about the requirement of taking the low bidder, who may not always be the most reliable or qualified. Richard explained that we are now requiring potential contractors be pre-qualified before placing a bid. Annette said 7-8 contractors walked the job, but only 3 submitted a pre-qualification packet. Richard said that he will be overseeing the work, and Annette said that along with Richard, we also have Schoolhaus, Inc. serving as Project Manager, as another level of support.

### **Schedule Future Meetings**

Dates for future meetings were proposed:

Tuesday, February 23, 2016, at 9:30 a.m.

Monday, ~~May 23, 2016~~, at 9:30 a.m. (*Date changed to **Monday, May 16, 2016** by mutual agreement via email*)

Jackie Kharazi motioned to approve the dates and time, and Leonard Lahtinen seconded the motion. The motion carried 5-0-1.

### **New Business**

Phyllis suggested sending a memo to Principals, about the opening, as they may know of a student's parent or relative who has a local business. Dr. Donovan said he will be meeting with the Principals soon and can discuss this with them.

### **Next Meeting**

Tuesday, February 23, 2016 at 9:30 a.m. in the District Office Board Room.

### **Meeting adjourned (10:03 a.m.)**