

Magnolia School District

Citizens' Oversight Committee Bond Measure 'I' Meeting Minutes

Date: Tuesday, May 22, 2012

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

The meeting was called to order at 9:30 a.m.

Members Present

Alyson Crockett, Leonard Lahtinen, Gary Shields, Daisy Tan, Jasmine LaBurn

District Staff Present

Dr. Ellen Curtin, Superintendent; Kevin Smith, Assistant Superintendent, Business & Support Services; Robert Kent, Executive Director, Human Resources and Technology, Richard Schwartz, Director, M.O. T., Cheryl Blount, Sr. Administrative Assistant

Members Absent

Visitors

None

Minutes

It was moved that the minutes from the 8/30/2011 meeting be approved. Motion carried 4-0-1 (Jasmine LaBurn abstained)

It was moved that the minutes from the 4/17/2012 meeting be approved. Motion carried 5-0

Committee Membership Update

Kevin Smith shared that he followed-up on requirements for a quorum. The question was asked if a quorum was a majority of members present based on total possible positions on the committee, or, based on the actual filled positions. He received confirmation that a majority is based on filled positions. We currently have 5 positions filled; therefore, 3 members make a quorum.

Kevin informed the committee that the Board of Trustees took action at the 4/25/2012 Board Meeting to remove the following COC members, per the Bylaws: Kelley Kelly (moved out of District), and Mirna Gonzalez (missed two meetings in a row. It will be recommended to the Board at the 5/23/2012 meeting to change Alyson Crockett from "Community Member At-Large", to "Parent with child in the District and active in PTA". This will leave the committee with two open positions: 1) Business Community Member; and 2) Community Member At-Large. Kevin informed the committee that he has reached out to several local businesses asking for their participation on the committee. He asked the committee for recommendations for either of the open positions. Dr. Curtin suggested Phyllis Greenberg, for the At-Large position, and asked Cheryl Blount to contact her.

It was moved to extend the terms for Gary Shields and Daisy Tan for a second 1-year term. Motion carried 5-0

It was determined that Jasmine LaBurn would serve a 2-year term, as the two 1-year terms are already filled.

Update on Current Projects

Restroom Project

Richard Schwartz explained that the District is going to use the Lease-Leaseback delivery method for both the Restroom Modernization and School Office Renovation projects. Lease-leaseback allows the District select a contractor, who will provide a guaranteed maximum price for the project, greatly reducing the number of change orders usually associated with awarding a bid to the lowest responsible bidder. Richard and our Project Consultant have been working with two contractors, for the past month and a half regarding the Restroom Modernization project. We are waiting on pricing from them and should have it by the end of this week. The plan is to make a contractor recommendation to the Board at the June 7, 2012 Board Meeting. The contractor will need to guarantee work to be completed at all sites during the summer, or will be charged liquidated damages and will need to supply high quality temporary restroom facilities, at their cost. Another option is to schedule the work at 4 schools this summer and 4 next summer. The Restroom Project plans have been approved by DSA (Department of State Architects), to meet the ADA requirements of accessibility, per the State of California.

Gary asked how we found the contractors. Richard explained that we have contacted experienced contractors that other school districts have used for Lease-Leaseback, with whom they have been satisfied.

Gary mentioned he has been approached by a number of people about the poor condition of the drinking fountains. Richard said drinking fountain replacement is part of the Restroom Modernization project, which will also be made ADA accessible. They will be replaced with stainless steel drinking fountains that are designed to take abuse and should hold up much better.

School Office Project

School Office Renovation plans are at DSA and should be approved by the end of this month. Kevin explained that our Architect, Dave Brown, could not attend today's meeting, as he had to be at the DSA office in San Diego.

Technology Upgrade

Robert Kent, Executive Director, Human Resources and Technology, spoke to the committee about the District's SmartBoard purchases. The District has purchased 123 SmartBoards, of which, 53 were purchased with Bond funds.

Robert then gave a brief SmartBoard demonstration to the committee. He explained that the SmartBoard is comprised of a Mac computer, a board and projector. It is a "memory device" used to capture teaching moments. Classroom responders (like a remote control) are used by students to respond to questions. The teacher gets instant results and he/she will know how each student answers, and is then able to use the results to refine lesson plans. Teachers are also able to utilize "Smart Exchange" an international group that creates and posts lessons that can be brought into the classroom. In essence, a "Smart Classroom" is created. The cost per classroom is \$10,000. There is a 10-year life expectancy for the SmartBoard, with a cost of approximately \$1,000 to replace components. Robert explained the District hopes to have a SmartBoard in every classroom within the next 3 years. Schools have been told that for every commitment they make to purchase a SmartBoard using available funding sources (i.e. Title I, EIA, LEP, etc.) the District will match with Bond funds. At this time, the District has spent \$491,000 from Bond funds to purchase SmartBoards. 6% of Bond funds have been allocated for the purchase of SmartBoards.

Robert shared that the District has hired a full-time Teacher on Special Assignment for SmartBoard training/support.

Leonard asked what percentage of classrooms have SmartBoards, and how is it determined which classrooms get them. Robert said the goal is for every classroom (approximately 300) to have a

SmartBoard. He said that Walter School has one in every classroom, as they used money from their Title I Improvement Grant, along with District matching funds from the Bond, to purchase them.

Other sites make the determination on which classrooms will get them first. Typically, 6th grade classrooms get them first, then in descending order of grade level.

Annual Report

Kevin addressed a question Leonard asked previously about the Audit Report. Is there a separate Financial Audit and Performance Audit? It was noted that both are part of the same report. The Performance Audit is on page 20 of the Audit Report.

A draft copy of the Annual Report was provided to the committee for their review. It was noted to change the plural to singular in Item #3: From “The COC has visited schools and project sites” to “The COC visited a school/project site”. Item #5 was questioned about no salaries being paid out of Bond funds – what about the Technology TOSA position? Kevin explained that this position is not funded with Bond monies.

It was moved that the committee Adopt and Approve the Annual Report, to be presented by Gary Shields, to the Board of Trustees at the June 20, 2012 Board Meeting. Motion carried 5-0

Open Forum

Jasmine asked about the Bonds, understanding that we periodically sell the Bonds, but do we ever buy them back. Kevin explained that the District sells the Bonds to investors (we cannot buy them), who will give us the most favorable rate. We sold \$6.5 million at first. We have to spend 80% within 3 years. Bond holders have no controlling interest in the District.

Leonard commented on the new signs at the District Office. He understands no Bond funds were used to pay for them, but wanted to know who did them. Richard said we used American Signs, a local company in Anaheim.

Gary asked about the gates for the fences. Richard said we are currently prepping the hardware we should be installing the gates this week, and should be done with the installs by the end of next week. He explained that the locks had to be custom made in order for the teacher’s classroom key to work on the new gate locks.

Meeting adjourned: 10:10 a.m.

Alyson Crockett, Leonard Lahtinen, Daisy Tan and Jasmine LaBurn joined Kevin Smith and Richard Schwartz on a tour of Maxwell School projects – playground pits/equipment and security fencing.

Future Meeting Dates for 2012-2013:

Tuesday, November 13, 2012 (9:30 a.m.)

Tuesday, May 14, 2013 (9:30 a.m.)

Magnolia School District – Board Room

2705 W. Orange Ave., Anaheim, CA 92804