

Magnolia School District

Citizens' Oversight Committee Bond Measure 'I' Meeting Minutes

Date: Tuesday, February 23, 2016

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

The meeting was called to order at 9:33 a.m.

Members Present

Jasmine LaBurn, Chair; Leonard Lahtinen, Vice Chair; Danielle Elms; Jackie Kharazi; Mike Batuyong, Angelica Herrera

District Staff Present

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

Members Absent

Phyllis Greenberg

Welcome/Membership Updates

Annette Cleveland welcomed all members of the committee and introduced two new members: Angelica Herrera (District Parent and involved in Schweitzer PTA) and Michael Susan "Mike" Batuyong (Community Member At-Large). Mary Heidi Lazarte was not able to continue on the committee, and there was still an opening after Job Jimenez stepped down, due to employment at the District. The committee is now back to 7 members. The District continues to seek a Business member.

700 Forms were distributed to members for the annual filing requirement.

Minutes

Minutes from the 11/30/2015 meeting were reviewed, Leonard Lahtinen motioned to approve the Minutes, Angelica Herrera seconded the motion. The motion carried 6-0-1.

Bond Audit Report Discussion and Acceptance

The 2014/2015 Bond Audit Report was provided to the committee to review (digitally and hard copy). Annette pointed out there were no findings (page 26). The auditors toured two construction project sites (Marshall and Maxwell) where construction work occurred during 2014/2015, utilizing Measure I funds.

Leonard questioned the "no findings" statement, when last year's Audit reported a finding for no Business member, and we still have no Business member. Annette said she was able to show the auditors that we are actively seeking a Business member. Because we are making the effort, there is no finding on the Audit. Jackie said she knows of a Real Estate agent in the area that may be interested in serving as the Business member.

Jasmine asked if we do find someone to serve as a Business member, will we need to remove/replace one of the current members to maintain a 7 member committee? Dr. Donovan said the committee can vote to add an additional member.

Mike asked if the Business member is required to also live in the District? Annette said that the business needs to be in the District boundaries, but the member representing the business is not required to live within the boundaries.

Jasmine asked about the "Classified Salaries" and "Books and Supplies" expenditures shown on the Budgetary Comparison Schedule. Annette said we will get clarification on these items and provide an answer to the committee. Dr. Donovan pointed out that there were no audit findings on these items, so it should be ok. It was also noted that the "Contracted Services" item appeared to be over budget. Jorge explained the Final Budget vs Actuals shows the difference of the originally approved budget vs the actuals. He said we are actually under budget over-all.

Jackie Kharazi motioned to accept the 2014/2015 Measure I Bond Audit, Angelica Herrera seconded the motion. The motion carried 6-0-1.

Bond Projects Update

Annette informed the committee that we will be selling more bonds. Our financial advisor, Isom Advisors, will be sending us information for the Board to approve the sale of bonds. We hope to have the money from bond sales by the end of May 2016, to fund current bond projects.

Richard reported that the Pyles School office will be worked on this summer. Plans are in the Department of State Architects (DSA) for approval, and we will be going out to bid for contractors soon. We hope to get started on the Salk School office as well. The Baden-Powell School office would be next, and will be a complete new structure vs a remodel. It was noted that we have medically fragile students at Baden-Powell that we need to consider during construction of the new office. The Schweitzer School office will be the last project, adding about 400 square feet to the current office.

The Maxwell School office remodel began in January 2016. It is currently in the "shell" stage, with 50% of the framing portion completed. Construction of the new handicapped accessible restrooms and new entryway with security concept is on schedule.

Leonard asked how many bidders came in on the Maxwell project? Richard said we had 3 bidders, but one dropped out, due to missing a scope of the project in their bid. The low bid then went to M.P. South, the same company who did the work at Disney, Marshall and Walter. Richard explained the sealed bid process. Annette explained that we are pre-qualifying bidders on our projects. We hope to take the lowest bid for Pyles School to Board in May or June 2016.

New Business

No new business discussed.

Site Visits

Committee members left to tour the Maxwell School office remodel in progress and the completed Walter School office.

Next Meeting

Monday, May 16, 2016

Meeting adjourned (10:30 a.m.)