

**WESTMINSTER SCHOOL DISTRICT  
CITIZENS' OVERSIGHT COMMITTEE  
MEASURE T GENERAL OBLIGATION BONDS**

*Meeting of September 28, 2017 to be held at 5:30p.m.  
in the Board Room at the District Office  
14121 Cedarwood Avenue, Westminster, CA 92683*

**AGENDA**

1. **Welcome** – Tony Wold, Ed.D., Assistant Superintendent of Business Services
2. **Roll Call and Establishment of Quorum** – Don Anderson

Name	Representation	Present	Absent
Don Anderson	Active Senior Citizens Group		
Philip Anthony	Tax Payer Organization		
Diana Carey	Business Representative		
Richard Jolly	At-Large Community		
Marcela Morales	Active PTA/Parent Representative		
Lisa Rodden	Parent Representative		
Joey Van Camp	At-Large Community		

3. **Public Comment** – Any member of the public attending this meeting may directly address the Committee on any item of interest to the public with respect to the expenditure of Measure T GOB Proceeds.

*The Chairperson will ask if any members of the public wish to address the Committee, and if so, the member of the public shall raise his/her hand and when called upon, give their name and then make their statement. Members of the public will be given up to 3 minutes to address the Committee.*

4. **ADOPT** AGENDA for Regular Meeting of the Citizens' Oversight Committee Meeting held on September 28, 2017
5. **APPROVE** Official Minutes of the Citizens' Oversight Committee meeting held on March 29, 2017 as submitted or with the necessary corrections.
6. **RECEIVE** correspondence and refer it to the proper Order of Business or to the Assistant Superintendent of Business Services for handling.
7. **HEAR** Oral Communication from Members of the Citizens' Bond Oversight Committee and District Staff.
8. **REVIEW** Progress on school construction projects - Brian Johnson & Tony Wold
9. **REVIEW** Financial report for school construction projects – Sandy Poteet & Tony Wold
10. **REVIEW** Timeline of future construction projects – Tony Wold

**WESTMINSTER SCHOOL DISTRICT  
CITIZENS' OVERSIGHT COMMITTEE  
MEASURE T GENERAL OBLIGATION BONDS**

11. **DISCUSS** Proposed Future Agenda Items
12. **APPROVE** Next Meeting for the COC to be held on **November 30, 2017 @ 5:30 p.m.** in the District Office Board Room, 14121 Cedarwood Avenue, Westminster, CA 92683
13. **ADJOURNMENT**

*[Note: As required pursuant to Education Code Section 15280, the minutes of this meeting will be posted on the District's internet web site]*

CITIZENS' OVERSIGHT COMMITTEE – MEASURE “T”  
WESTMINSTER SCHOOL DISTRICT

DRAFT

MINUTES

**March 29, 2017 - 5:30 p.m.**  
**Stacey Middle School – Room H4**

Members present:

Don Anderson, Philip Anthony, Diana Carey, Richard Jolly, Marcela Morales, Lisa Rodden, Joey Van Camp

Visitors present:

Elizabeth Clarke

Staff present:

Tony Wold, Ed.D., Brian Johnson, Sandy Poteet, Debi Castro

---

**Call to Order**

The first meeting of the Citizens' Oversight Committee for Measure T was called to order at 5:32 p.m. by Tony Wold, Ed.D., Assistant Superintendent, Business Services.

**Introductions**

Members introduced themselves and their backgrounds. Brian Johnson explained that construction management is being handled “in-house”. This will save the district money and those dollars will be returned to the district to allow completion more projects, quicker. Phil Anthony commented “That’s a very shrewd thing to do”. It was explained that the need for construction management will be evaluated on a project-by-project basis.

**Public Comments**

No public comments.

**Organizational Matters**

The Committee voted (7-0) and Don Anderson was elected to the position of Committee Chair and Diana Carey was elected Vice Chair (7-0). The decision was made that Debi Castro will continue to take the minutes of the meetings. Phil Anthony, Don Anderson and Joey Van Camp volunteered to serve initial one year terms so that the committee will be on alternating two-year terms.

**District Report(s) on the Bond Program**

Dr. Wold reviewed PowerPoint Presentation covering Stacey Gymnasium Project – Budget and expenditures to date, future bond project plans and timelines. Explanation of innovative programs implemented at WSD including “Dual Immersion Vietnamese”, “Dual Immersion Spanish”, “Coding Magnet School” and “Gate Magnet School” at various school sites. The hope is that WSD will become a “Destination District”. Phil Anthony commented, “This is great news”! Measure T passed with a very high margin. The role of the Citizens' Oversight Committee is to protect that the expenditure of Bond funds are spent exactly as approved by the voters inform the public and create annual report to be shared with the Board. The COC will issue an annual report which will be prepared after the review of the District’s Bond annual audit.

**Construction Report by Brian Johnson:**

Construction started in December, 2016 on the Stacey Gymnasium project. We have experienced construction delays due to forty days of rain which created excessive moisture in the soil. On the Westminster School District website under Measure T, you can see the progress at the Stacey construction site. The time-lapse camera snaps a picture every fifteen minutes.

***Financial Report by Sandy Poteet:***

After initial bond sale the preliminary budget of 17.8 million is available now to spend on projects. It is planned that in 2018-19 that there will be a second issuance of \$14 million which will generate another \$13.8 million for projects. By using Colbi Software it allows our staff to keep the construction management and accounting “in-house”. By doing project management and accounting in-house, this allows every saved dollar to go right back into the project budget for future work.

***Timeline:***

Stacey Middle School Gymnasium, January, 2017 – February, 2018  
RFP for Architect for Air Conditioning, Spring, 2017 – November, 2017  
District Heat Study – Spring, 2017 – November, 2017  
Development of Architectural Plans, Mid 2017 – 2018  
Establish District Classroom Standards Committee, 2017 – 2018  
Identify possible State Funding – 2017 – 2018  
DSA Approval Process for Air Conditioning – 2018 – Spring, 2019  
Air Conditioning construction begins – Summer, 2019

**Next Meeting Date**

The next meeting will be held in September, 2017. Notification to the committee will go out via email.

**Adjournment**

Don Anderson adjourned the meeting at 6:59 p.m.

**Walking Tour of the Construction Site**