



**The Quarterly Report**  
**of the**  
**Citizens' Oversight Committee**  
**for the**  
**1st Quarter 2006/07 School Year**

**November 2006**

First Quarter Report of  
The Citizens' Oversight Committee  
2006/2007 School Year

The Citizen's Oversight Committee, herein referred to as the committee, welcomed three (3) new at-large members: Julie Allen, Roman Nava and Christina Gonzales. Steve Elie was re-appointed to the committee as parent representative.

Assistant Superintendent Ms. Sandra Chen and Associate Superintendent, Dr. Stefanie Phillips served as district representatives to the committee.

Nomination and election of committee officers resulted in Ms. Sylvia Orozco and Mr. Steve Elie being voted Chairperson and Vice Chairperson respectively. Mr. Mike Milliner was appointed committee Secretary.

The committee voted to establish a liaison with Superintendent Dr. Heatley and Ms. Sandra Chen so that the committee is informed (as far in advance as possible) of relevant issues that may be discussed with or by the Board. Both the Chairperson and Vice-Chairperson will represent the committee.

The committee discussed the potential of the Board increasing the number of committee members by two. Some committee members objected to such an action.

District personnel reported that the remaining \$50 million in bonds would be issued in the November 2006, bringing the total to \$150 million.

The committee continues to receive expenditure updates from district personnel regarding the use of Measure M dollars.

The committee has continued to receive construction updates and to comment on change orders presented by district construction staff.

The committee received a briefing from the district's bond counsel, Lisalee Wells regarding the roles and responsibilities of committee members and the bond issuance itself.

The company called "Total School Solutions" was selected to perform the audit of Measure M expenditures for the 04/05 and 05/06 fiscal years. The report will be completed in November.

Committee members were invited to attend the opening ceremony for Chaparral Elementary School.

Committee member Jenny Tate has continued to keep the web site describing committee activities up-to-date as part of the committee's responsibility to keep the community informed. PCM3 has kept its website up-to-date, including construction management detail.

The committee also approved a meeting schedule for the remainder of the fiscal year.

Respectfully Submitted,

*The Citizen's Oversight Committee*

Citizens' Bond Oversight Committee  
Members

Member Name	Representing	Term Ends
Julie Allen	At Large	6/30/2008
Glenn Duncan	City of Chino	6/30/2008
Steve Elie	Parent	6/30/2008
Christina Gonzales	At Large	6/30/2008
Tina Javid	Chino Chamber of Commerce	6/30/2007
Roger Larkin	Senior Citizens Organization	6/30/2007
Gary Larson	City of Chino Hills	6/30/2007
Mike Milliner	A Taxpayer Organization	6/30/2007
Roman Nava	At Large	6/30/2008
Sylvia Orozco	Parent who is active in a Parent Teacher Association	6/30/2007
Miles Petroff	Business Community	6/30/2008
Jenny Tate	At Large	6/30/2007
Alan Wapner	City of Ontario	6/30/2008

CITIZENS' BOND OVERSIGHT COMMITTEE  
MEETING MINUTES  
July 17, 2006

The meeting was called to order at 5:00 p.m. with members Sylvia Orozco, Roger Larkin, Steve Elie, Gary Larson, Christina Gonzales, Jenny Tate, Roman Nava, Julie Allen, Tina Javid, and Glenn Duncan present. Mike Milliner arrived at 5:03 and Miles Petroff at 5:12. District representatives present were Sandra Chen, John Grow, Stefanie Phillips. Steve Bachor from PCM3 and Lisalee Wells from Fulbright & Jaworski were also present.

1. Approve June 5, 2006 Meeting Minutes

Steve Elie moved that the minutes be approved, and Roman Nava seconded the motion. All were in favor except Gary Larson who abstained, as he wasn't at the meeting.

2. Public Comments

No public comments were given.

3. Introduction/Welcome of New Members

Ms. Orozco congratulated Mr. Elie on his re-appointment to the committee and had new members, Ms. Allen, Mr. Nava, and Ms. Gonzales introduce themselves. Ms. Chen distributed CD's to the members containing Citizens' Oversight Committee information.

4. Presentation by Lisalee Wells, Fulbright & Jaworski

Ms. Chen introduced Ms. Wells, the district's bond legal counsel, who gave a presentation covering the roles and responsibilities of the Citizen's Bond Oversight Committee members and answered questions.

5. Nomination of Officers (Vice Chairperson and Secretary) for 2006/2007 term

Ms. Orozco nominated Mr. Elie for the vice-chairperson, and Mr. Larkin seconded the nomination. There being no other nominations, the members present approved Mr. Elie as vice-chairperson.

After discussion regarding the need for and role of a committee secretary, Ms. Orozco nominated Mr. Milliner, Mr. Larkin seconded, and the members present approved the appointment. It was determined that the secretary will be responsible for compiling drafts for quarterly and annual reports and working with the chairperson to finalize the reports.

6. Proposed Meeting Schedule

Ms. Orozco distributed a proposed meeting schedule to coincide with Board of Education meetings so the quarterly and annual reports can be scheduled for presentation to the Board. Due to a vacation day conflict, the February 19, 2007 date was changed to February 26<sup>th</sup>. With that amendment, Mr. Elie moved to approve the meeting schedule, Mr. Duncan seconded the motion, and members present approved.

7. Approve Quarterly/Annual Report

The quarterly report has already been approved. Mr. Milliner will prepare a draft of the annual report for review, discussion and approval at the August 7<sup>th</sup> meeting.

8. Construction Update

The most recent construction update is being reviewed for revisions by district staff and it is estimated that the next report will be available shortly.

9. Change Orders from May and June Board meetings

Copies of change orders for Measure M projects approved at the May and June Board of Education meetings were distributed and members will review them and email any questions to the chairperson.

Mr. Bachor from PCM3 reported on upcoming change orders for Buena Vista for modernization for work that needs to be done on the walls due to unforeseen conditions.

10. Other Topics

Ms. Tate said she has transferred all of the COC information over to the template to be included on the new district website. She received a biography from Ms. Allen for the website and asked that anyone else who wants to add or update their biography to email her at [jennytate@hotmail.com](mailto:jennytate@hotmail.com). Ms. Orozco thanked Ms. Tate for her hard work.

Mr. Petroff asked who investigates published comments or articles that are negative to the district and if someone from the district contacts the person. Ms. Chen said that Julie Gobin, from the district's Public Information and Marketing office, is the point of contact to the local newspapers.

Ms. Allen asked if the previous construction update is available for review. The construction updates are available through the link from the Measure M website to PCM3 or from the Facilities/Planning Department.

Ms. Orozco asked if the committee was made aware of the school board recommendation to add two more at-large committee members. Dr. Stefanie Phillips said there was a request from a board member to bring this item forward as additional community interest in committee membership was expressed. The two interested individuals had gone through the process and were identified as eligible, and it was a matter of appointing additional members. Mr. Larkin said that if there is additional interest from the public they should attend the meetings. He objected to making the committee larger than it is currently, because it has been increasingly difficult to obtain a quorum. Members concerns include difficulty in obtaining quorum to make decisions, fairness in competing for positions, and the possibility of diluting the purpose of the committee. Dr. Phillips said according to bond counsel the board has the discretion to add members. Two individuals showed interest and at least one or two board members are interested in entertaining the issue. Mr. Larson pointed out this topic was not on the agenda and discussion is not appropriate under the Brown Act.

Mr. Larkin requested that the topic be added to the next agenda. Mr. Elie requested that communication between the committee and the school board also be added to the next agenda.

Mr. Elie moved to adjourn the meeting, Mr. Larson seconded the motion, and all approved. The meeting adjourned at 6:30 p.m.

The next meeting is scheduled for August 7, 2006, at 5:00 p.m.

CITIZENS' BOND OVERSIGHT COMMITTEE  
MEETING MINUTES  
August 7, 2006

The meeting was called to order at 5:05 p.m. with members Sylvia Orozco, Roger Larkin, Roman Nava, Christina Gonzales, Jenny Tate, Glenn, Duncan, Tina Javid, Julie Allen and Steve Elie present. Mike Milliner arrived at 5:07 p.m. Sandra Chen, John Grow, Dr. Stefanie Phillips and Dr. Ed Heatley represented the District. Rick Dempsey from PCM3 and Jim DiCamillo from WLC were also present.

1. Approve July 17, 2006 Meeting Minutes

Mr. Larkin moved to approve the minutes from July 17<sup>th</sup>, Mr. Nava seconded the motion, and all approved.

2. Public Comments

No comments.

3. Measure M Expenditure Report

Ms. Chen, Assistant Superintendent of Facilities/Planning, provided an update on the expenditure report for the projects covered under the Measure M program with information as of June 30, 2006.

4. Communication Between Board and Committee

- Additional at-large committee members

Ms. Orozco explained that the Board of Education pulled an item from their agenda at the last meeting that would have added additional members to the Citizens' Bond Oversight Committee. Mr. Larkin stated that the board should follow proper procedure for approving new members that miss meetings. He questioned the need to additional members. There was discussion about the procedure for dismissing those members. Ms. Tate asked if this could be an automatic process for the board to review the minutes and dismiss any members who have missed three meetings. Ms. Orozco agreed that the bylaw concerning attendance should be enforced.

Mr. Elie asked if there was a better way to communicate with the board other than just the quarterly and annual reports. He suggested that the committee decide if another vehicle to communicate with the board was necessary

Mike Milliner made a motion that the chairperson and vice-chairperson be the liaison directly with Dr. Heatley, Superintendent, and Ms. Chen, Assistant Superintendent, to communicate with the Board of Education, and that it be a two-way communication with the aim in mind that the committee be apprised of reasonable issues as far in advance as possible. Ms. Allen seconded the motion and all were in favor.

5. Approve Quarterly/Annual Report

After discussion and clarification, Ms. Javid moved to approve the report, Mr. Elie seconded the motion, and all were in favor. Ms. Orozco said she would be presenting the report to the board on August 17<sup>th</sup>.

6. Revisit Meeting Schedule

Ms. Orozco said she revised the schedule, allowing time for the committee to approve the report and present it to the school board. The meetings will take place roughly every six weeks. Mr. Duncan moved to approve the new meeting schedule, Mr. Elie seconded the motion, and all agreed.

## 7. Construction Update

Ms. Chen said the most recent construction update provided by PCM3 should be available on their website. Mr. Milliner said he talked with Mr. Dempsey about missing updates and he hasn't received them yet. Ms. Chen said she would look into the issue and work with PCM3 to close the gaps.

Mr. Elie asked if there were any change orders approved since the last meeting. Ms. Chen said the change orders would be updated at the next meeting. Mr. Milliner said he doesn't think the current change order format provides good information to the committee. He requested for an overall executive summary format of change orders to be provided. Mr. Larkin said that in the past the change orders didn't provide clear information about what they were for and why and who requested them. He said he preferred to see the change orders. Mr. Elie suggested that the topic be added to the next agenda for discussion, as it wasn't on this agenda.

Mr. Elie asked if there is a timetable for Phase III of the program, the balance of the Measure M list of projects. Ms. Chen said staff will take a look at the entire program, identify all the costs of the projects that have begun, identify the remaining balance of funds, go to the balance of the list of projects, attach a cost to them, and reconcile both pieces to get a clear picture of where the district stands. This process will be followed within the next five to twelve months, and the committee will be given updates as they are available.

## 8. Other Topics

Ms. Chen reminded the committee that the annual report will be presented to the board at the next meeting, August 17<sup>th</sup>.

Mr. Duncan moved to adjourn the meeting, Mr. Nava seconded the motion, and all approved. The meeting was adjourned at 6:14 p.m.

CITIZENS' BOND OVERSIGHT COMMITTEE  
MEETING MINUTES  
September 18, 2006

Meeting was called to order at 5:01 p.m. Members present: Julie Allen, Glenn Duncan, Steven Elie, Christina Gonzales, Roger Larkin, Gary Larson, Sylvia Orozco, Miles Petroff, Jenny Tate, Alan Wapner. Roman Nava arrived at 5:06pm, Mike Milliner arrived at 5:09 pm, and Tina Javid arrived at 5:20. District representatives present were Sandra Chen, Assistant Superintendent, Facilities/Planning, and John Grow, Director, Facilities and Construction.

1. Approve August 7, 2006 Meeting Minutes

Mr. Elie made a motion to approve the meeting minutes, Mr. Duncan seconded the motion, and all agreed.

2. Public Comments

There were no comments.

3. Reminder of NEW meeting dates

Ms. Orozco reminded everyone of the new meeting dates. Ms. Tate requested another copy. It was mentioned that the next meeting was scheduled for October 30<sup>th</sup>.

4. Update of meeting with Dr. Heatley

Mr. Elie provided the oral report. He and Ms. Orozco met with Dr. Heatley and Ms. Chen to discuss issues of communication. The Committee had concerns that actions were being taken by the Board that affected the Committee without notifying the members ahead of time. All parties agreed that there might have been issues in the past with poor communication, but that everyone wanted to move forward in a positive direction in the future.

5. 3<sup>rd</sup> Quarter/Annual Report Presentation

Ms. Orozco provided an oral report. The presentation of the 3<sup>rd</sup> quarter/annual report went well, except that the Board Members received an older version of the report that included information that was stricken from the final version. It created some confusion when the Board members asked about the information.

6. Construction Update

Mr. Grow provided an update of the current construction progress, including a Power Point presentation and slides. The presentation included status reports for completed projects, current construction projects, and one in the bidding phase.

Ms. Chen mentioned that the July construction status report is complete and would be uploaded to the PCM3 website. She also mentioned that the next seven projects were DSA approved and the District will be applying for state funding if Prop 1D is approved by the voters. These projects could be bid in Spring 2007 if the funding is available. If the Proposition were not approved, the modernization portion of the scope would have to be removed.

Mr. Elie asked about the long-range plans for the remaining 15 projects. Ms. Chen responded that she is in the process of assessing the finances available, which will be followed by further analysis of the prioritization needs of the District. The Committee will be involved in this discussion. The total expected duration for this analysis is 5 to 12 months.

7. Performance audit for 2004/2005

Ms. Chen provided an oral report. The company called "Total School Solutions" was selected to perform the audit of Measure M expenditures for the 04/05 fiscal year as well as the 05/06 fiscal year. The draft audit report for 04/05 will be available the first week in October. The company will be asked to present the draft report either at the October meeting, or the following meeting. The draft report for 05/06 will be complete in November, so it may be more convenient to have both presented at a single meeting.

8. Furniture and equipment for Rhodes Elementary School

Mr. Larkin mentioned that he had concerns about how the furniture and equipment was purchased for Rhodes Elementary School. Specifically, he questioned why Measure M funds were approved after originally being denied, and why the principal took so long to develop a list of necessary furniture and equipment. Ms. Chen mentioned that the purchase was done according to appropriate procedures and it had passed an audit without any problems. She mentioned that the expenditures were in line with other new elementary schools and the District tries to work with the Principal well in advance to make sure the equipment is available before the school opens.

9. Discussion regarding legal case – Committee for Responsible School Expansion v. Hermosa Beach City School District

Mr. Elie shared the recent case with the Committee because the Appeals Court ruled in favor of the school district, in that the information that was contained in back-up documentation for a ballot measure was acceptable for further defining the scope of a construction project and that it did not have to be included in the information that was presented to the voters.

10. Chaparral Dedication, September 29 at 10:00 a.m.

All were invited to attend.

11. Site visits

If more than six members wish to attend, the site visits will be noticed to the public. Arrangements will be made via e-mail with all of the members.

12. Other Topics

Ms. Chen mentioned that the District is proceeding with the steps to issue the balance of the Measure M Bonds, \$50M. If any of the money is not spent within three years of issuance, a penalty will be assessed (arbitrage) for excess interest earnings.

Ms. Chen also mentioned that a public scoping meeting for proposed athletic improvements at Don Lugo High School is planned. It will be held at the school on Wednesday, September 27<sup>th</sup> at 6:30 p.m.

The meeting was adjourned at 6:10 p.m.