



# TEMPLE CITY UNIFIED SCHOOL DISTRICT

Committed to 21<sup>st</sup> Century Academic Excellence

## Board of Education Members

Vinson Bell • George M. Goold • Louise Huff • Kenneth Knollenberg • Lawrence A. Marston

## Interim Superintendents

Mark Skvarna & Richard Tauer

## TEMPLE CITY UNIFIED SCHOOL DISTRICT Measure S: Citizens' Oversight Committee

### Meeting No. 19

**Date:** December 10, 2018

**Time:** 5:45 pm

**Location:** TCUSD District Office, Board Room

### **COC Members:**

Lucy Liou  
Wil McKnight  
Cynthia Vance  
Gina Aparicio  
Sherry Goin  
Dale Shaffer  
Steven Tyre

### **ATTENDEES**

#### **Support Staff:**

|                   |                                     |
|-------------------|-------------------------------------|
| Marianne Sarraill | Temple City Unified School District |
| Jason Miller      | TELACU Construction Management      |
| Tarana Alam       | California Financial Services       |
| Matt Miller       | Vavrinek, Trine, Day & Co.          |
| Nic Heuer         | Stradling Yocca Carlson & Rauth     |

---

The meeting was opened at 5:48 pm in the Innovation Lab at Longden Elementary School.

### **1. Call to Order:**

The meeting was called to order by Lucy Liou, Chairperson at 5:48 pm.

### **2. Roll Call:**

|               |                           |
|---------------|---------------------------|
| Lucy Liou     | Present                   |
| Wil McKnight  | Present                   |
| Cynthia Vance | Present                   |
| Gina Aparicio | Present (Arrived 6:30pm)  |
| Sherry Goin   | Present                   |
| Dale Shaffer  | Absent                    |
| Steven Tyre   | Present (Departed 6:48pm) |

### **3. Public Comments**

3.1 There were no public comments.

#### **4. Approvals**

- 4.1 Action Item: It is recommended that the Committee approve the agenda as presented. (WM motioned, CV seconded. Approved 5-0)
- 4.2 Action Item: It is recommended that the Committee approve the COC Meeting Minutes from September 10, 2018 attached. (GA motioned, CV seconded. Approved 5-0)

#### **5. Information Items**

- 5.1 Tarana Alam of California Financial Services (CFS) presented the Bond Financial update (see attached). Wil McKnight inquired why the program budget hasn't changed. Tarana Alam explained both projects and the program have contingencies built in, in an effort to help avoid bond over runs. For projects, the costs encumbered are viewed as the actual budget.
- 5.2 Jason Miller of TELACU Construction Management (TCM) presented the Bond Program Construction Update (see attached).

#### **6. New Business**

- 6.1 Matt Miller of Vavrinek, Trine, Day & Co. presented the annual bond audit report. No irregular findings to present.
- 6.2 Nic Heuer of Stradling Yocca Carlson & Rauth was present to field questions related to the by-laws governing the committee. Wil McKnight explained that as the current COC members are at the end of their terms it was important the by-laws be reviewed.
  - Nic began by explaining that the by-laws are tied to the particular legislation in place when the bond was passed. The by-laws in effect at TCUSD are a typical boiler plate. Wil mentioned other Districts have more COC members. Nic agreed stating the minimum requirement is 7. He cautioned that when the membership begins to grow it often times becomes difficult to obtain a quorum.
  - Wil inquired regarding the limit of 4 meetings a year. Nic stated this is typical as this allows for there to be something of substance for the members to review, noting the required minimum is only 1 meeting a year. Nic also noted special meetings could be called in excess of the 4 noted in the by-laws.
  - Wil noted there should be construction professionals on the committee; asking why there are student parents noted as required members. Nic indicated these current requirements are statutory. It was recommended that the committee could solicit the desired membership or ask the Board to resolve to make these part of the by-laws. Tarana Alam asked Nic to clarify if any of these changes would add to the scope of the committee. Nic confirmed, no.
  - Wil stated that with a bond as large as this the 5-6 hours spent a year isn't sufficient to provide oversight. Tarana explained there are numerous checks and balances in place to assure monies are released and paid as required and merited. Wil stated he thought the committee had part in overseeing those processes. Tarana clarified only for expenditures related directly to the bond.
  - Sherry Goin expressed frustration that Nic was called to be present.
  - Nic provided further background on prop 13A and 39.
  - Lucy Liou asked about emails between committee members, noting members at times are inadvertently left out of the string. Sherry added to this asking about

the inclusion of reading material with said emails. Nic advised the committee be cautions of what is transmitted via email between members and recommended any reading material be added to upcoming meeting agendas.

-Lucy asked if the bond resolution and attached exhibits were available on the District website. Marianne Sarraill said she would confirm and add these if not already uploaded.

-Wil inquired regarding governing language for professional expenditures and whether or not these expenditures were disclosed to the committee. Nic noted "but for bond time spent" is the typical rule for administrative hours being charged to the bond. Meaning would this particular task had to have been completed if there were no bond in place. Marianne confirmed zero district employee hours have ever been charged to the bond. Wil asked the same question specifically regarding Construction Management fees. It was pointed out by many in the room this was information presented at each meeting.

(LL motioned the topic to be closed, SG seconded. Approved 4-1. WM, Nay)

- 6.3 Marianne Sarraill noted there was a single additional applicant for the committee and the solicitation would be run again in early 2019.

## **7. Future Items**

- 7.1 Cynthia Vance requested discussion of project change orders approved by the Board in September 2018. Jason Miller agreed this would be included on the next agenda.

## **8. Establish COC Meeting Dates**

- 8.1 The next meeting date is tentatively set for 5:45pm February 11, 2019 at Longden Elementary

## **9. Adjournment**

- 9.1 The meeting was adjourned at 7:48pm

**Distribution:** All Present  
Board of Education

**Attachments:** Meeting Minutes No. 18 dated September 10, 2018  
COC Update presentation dated December 10, 2018  
COC By-laws

---

**Minutes prepared by:** Jason Miller, TELACU Construction Management

**Note:** If there are important errors or omissions, please notify the preparer so they can be corrected in subsequent reports and documents.



# TEMPLE CITY UNIFIED SCHOOL DISTRICT

Committed to 21<sup>st</sup> Century Academic Excellence

## Board of Education Members

Vinson Bell • George M. Goold • Louise Huff • Kenneth Knollenberg • Lawrence A. Marston

## Interim Superintendents

Mark Skvarna & Richard Tauer

## TEMPLE CITY UNIFIED SCHOOL DISTRICT Measure S: Citizens' Oversight Committee

### Meeting No. 18

**Date:** September 10, 2018

**Time:** 5:45 pm

**Location:** Longden Elementary School – Innovation Lab

### **COC Members:**

Lucy Liou  
Wil McKnight  
Cynthia Vance  
Gina Aparicio  
Sherry Goin  
Dale Shaffer  
Steven Tyre

### **ATTENDEES**

#### **Support Staff:**

Marianne Sarraill  
Jason Miller  
Tarana Alam

Temple City Unified School District  
TELACU Construction Management  
California Financial Services

---

The meeting was opened at 5:48 pm in the Innovation Lab at Longden Elementary School.

### **1. Call to Order:**

The meeting was called to order by Lucy Liou, Chairperson at 5:48 pm.

### **2. Roll Call:**

|               |         |
|---------------|---------|
| Lucy Liou     | Present |
| Wil McKnight  | Absent  |
| Cynthia Vance | Present |
| Gina Aparicio | Present |
| Sherry Goin   | Present |
| Dale Shaffer  | Present |
| Steven Tyre   | Absent  |

### **3. Public Comments**

3.1 There were no public comments.



#### **4. Approvals**

- 4.1 Action Item: It is recommended that the Committee approve the agenda as presented. (Motion approved 5-0)
- 4.2 Action Item: It is recommended that the Committee approve the COC Meeting Minutes from May 14, 2018 attached. (Motion approved 5-0)

#### **5. Information Items**

- 5.1 Tarana Alam of California Financial Services (CFS) presented the Bond Financial update (see attached). Tarana also answered various COC questions to help everyone better understand the Bond issuance and repayment activities.
- 5.2 Jason Miller of TELACU Construction Management (TCM) presented Bond Program Construction Update (see attached).

#### **6. New Business**

- 6.1 Lucy Liou (COC) inquired as to the processes regarding problems encountered with new construction projects after District staff have occupied. Jason Miller (TCM) explained there is a one year all-inclusive warranty for all projects. Encountered problems are to be addressed by the general contractor or specific sub-contractor in a timely fashion. If we are currently on site we are able to address these problems more quickly. If problems are reoccurring the design team and if necessary equipment manufacture are involved to determine a root cause and remedy for said condition.
- 6.2 Lucy Liou (COC) expressed concern with recent audit findings regarding District funded projects happening concurrently with Measure S projects. Tarana Alam (CFS) explained the language of the COC bylaws and that the permitted purview according to state law allows the COC to receive and report information pertaining directly to Measure S funds only. It was also discussed the legal firm representing the District in the Bond sale process may possibly be invited to attend the next COC meeting.
- 6.3 Lucy Liou (COC) asked that agenda item 6.3 pertaining to bylaw discussion be tabled until the next COC meeting. (Motion seconded and the approved 5-0)
- 6.4 Marianne Sarraill (TCUSD) notified the COC that the District would be running advertisements calling for new and additional COC members. It was asked that any members considering choosing to discontinue service, remain until such a time that suitable replacement is found. Members generally agreed they would remain to the end of scheduled Measure S related construction.

#### **7. Future Items**

- 7.1 There are no requested future items of discussion.

#### **8. Establish COC Meeting Dates**

- 8.1 The next meeting date is currently to be determined.

#### **9. Adjournment**

- 9.1 The meeting was adjourned at 7:10pm

**Distribution:** All Present  
Board of Education

**Attachments:** Meeting Minutes No. 17 dated May, 2018  
COC Update presentation dated September 10, 2018  
COC Member and Term listing

---

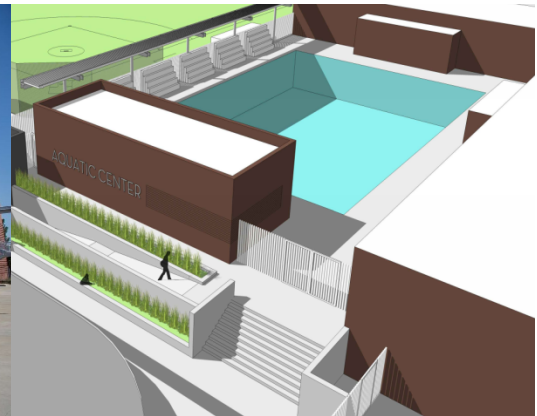
**Minutes prepared by:** Jason Miller, TELACU Construction Management

**Note:** If there are important errors or omissions, please notify the preparer so they can be corrected in subsequent reports and documents.

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## 2012 General Obligation Bond Authorization

### Measure S



## Citizens' Oversight Committee Report

December 10, 2018

## MEASURE S - 2013 & 2017 SERIES ESTIMATED PROJECT BUDGETS & SCHEDULE

| No.                          | District Goal Number | District Project Name                                          | Estimated Project Budget <sup>1</sup> | Project Commitments to Date | Project Expenditures to Date | Remaining Budget (Budget - Exp.) | Estimated Project Start Date | Scheduled Completion Date |
|------------------------------|----------------------|----------------------------------------------------------------|---------------------------------------|-----------------------------|------------------------------|----------------------------------|------------------------------|---------------------------|
| ACTIVE Measure S Projects    |                      |                                                                |                                       |                             |                              |                                  |                              |                           |
| 1                            | 00100000B            | Cloverly Elementary School Modernization (Phase II)            | \$2,700,750.00                        | \$1,980,827.74              | (\$313,298.22)               | \$2,387,451.78                   | Summer/Fall 2018             | Summer/Fall 2019          |
| 2                            | 0030000B             | La Rosa Elementary School Modernization (Phase II)             | 4,356,000.00                          | 2,863,471.03                | (431,722.83)                 | 3,924,277.17                     | Summer/Fall 2018             | Summer/Fall 2019          |
| 3                            | 0040000              | Longden Elementary School Modernization                        | 14,246,837.59                         | 14,246,837.59               | (12,869,369.15)              | 1,377,468.44                     | March 2017                   | Completed                 |
| 4                            | 0060000B             | Temple City High School Phase 1B                               | <u>13,896,573.91</u>                  | <u>12,911,270.53</u>        | <u>(8,522,618.38)</u>        | <u>5,373,955.53</u>              | Winter 2017                  | Spring 2019               |
|                              |                      | ACTIVE Projects Total:                                         | \$35,200,161.50                       | \$32,002,406.89             | (\$22,137,008.58)            | \$13,063,152.92                  |                              |                           |
| COMPLETED Measure S Projects |                      |                                                                |                                       |                             |                              |                                  |                              |                           |
| 5                            | 0010000A             | Cloverly Elementary School Modernization                       | \$3,339,622.36                        | \$3,339,622.36              | (\$3,339,622.36)             | \$0.00                           |                              |                           |
| 6                            | 0030000A             | La Rosa Elementary School Modernization                        | 3,617,990.01                          | 3,617,990.01                | (3,617,990.01)               | 0.00                             |                              |                           |
| 7                            | 0020000              | Emperor Elementary School Modernization                        | 2,422,443.89                          | 2,422,443.89                | (2,422,443.89)               | 0.00                             |                              |                           |
| 8                            | 0050000              | Oak Avenue Technology Project & Phase II Planning <sup>2</sup> | 606,680.41                            | 606,680.41                  | (532,627.91)                 | 74,052.50                        |                              |                           |
| 9                            | 0060000A             | Temple City High School - Phase 1A                             | 28,273,200.74                         | 28,273,200.74               | (28,273,200.74)              | 0.00                             |                              |                           |
| 10                           | 0070000              | Doug Sears Learning Center                                     | <u>767,996.68</u>                     | <u>767,996.68</u>           | <u>(767,996.68)</u>          | <u>0.00</u>                      |                              |                           |
|                              |                      | COMPLETED Projects Totals:                                     | \$39,027,934.09                       | \$39,027,934.09             | (\$38,953,881.59)            | \$74,052.50                      |                              |                           |
|                              |                      | COMBINED Projects Total:                                       | \$74,228,095.59                       | \$71,030,340.98             | (\$61,090,890.17)            | \$13,137,205.42                  |                              |                           |

<sup>1</sup> Projects are being funded from a combination of Series A and Series B G.O. Bonds as well as District contributions.

<sup>2</sup> This project includes a minor encumbrance for design costs for Oak Avenue's Phase II project. The District will be creating a separate project code for the Phase II project in future reports.

All data is updated and reconciled to the District's financials as of 12/3/2018.

# LONGDEN ELEMENTARY SCHOOL

## Modernization Project

### Description of Project

- Modernize 2-Story Classroom Building
- Modernize Kindergarten Buildings
- Related site work

### Current Project Status

- Final phase at Kindergarten is complete
- Elevator is state inspected and certified
- Punch List being completed
- Notice of Completion anticipated to be filed within 60 days





# LONGDEN ELEMENTARY SCHOOL

## Modernization Project

---



# LONGDEN ELEMENTARY SCHOOL

## Modernization Project



## 0040000 - LONGDEN ELEMENTARY SCHOOL

|                                  | District<br>Object<br>Code | Cost Category                    | District<br>Goal<br>Number | Estimated<br>Project<br>Budget | Project<br>Commitments<br>to Date | Project<br>Expenditures<br>to Date | Remaining<br>Budget<br>(Budget - Exp.) | Budget<br>Percentage<br>Spent |
|----------------------------------|----------------------------|----------------------------------|----------------------------|--------------------------------|-----------------------------------|------------------------------------|----------------------------------------|-------------------------------|
| <b>PLANNING COSTS</b>            |                            |                                  |                            |                                |                                   |                                    |                                        |                               |
| 1                                | 6210                       | Architect & Engineering Fees     | 92400                      | \$1,047,362.34                 | \$1,047,362.34                    | \$1,000,383.34                     | \$46,979.00                            | 95.51%                        |
| 2                                | 6220                       | DSA Fees                         | 92400                      | 81,385.91                      | 81,385.91                         | 81,385.91                          | 0.00                                   | 100.00%                       |
| 3                                | 5950                       | Preliminary Tests                | 92400                      | 63,750.32                      | 63,750.32                         | 63,750.32                          | 0.00                                   | 100.00%                       |
| 4                                | 5970                       | Printing/Legal/Advertising       | 92400                      | 9,929.28                       | 9,929.28                          | 9,189.49                           | 739.79                                 | 92.55%                        |
| 5                                | 5890                       | Program Administration           | 92400                      | <u>801,274.56</u>              | <u>801,274.56</u>                 | <u>579,291.68</u>                  | <u>221,982.88</u>                      | 72.30%                        |
| <b>Total Planning Costs:</b>     |                            |                                  |                            | <b>\$2,003,702.41</b>          | <b>\$2,003,702.41</b>             | <b>\$1,734,000.74</b>              | <b>\$269,701.67</b>                    |                               |
| <b>CONSTRUCTION COSTS</b>        |                            |                                  |                            |                                |                                   |                                    |                                        |                               |
| 6                                | 6250                       | Construction Costs               | 92400                      | \$10,136,054.40                | \$10,136,054.40                   | \$9,133,486.72                     | \$1,002,567.68                         | 90.11%                        |
| 7                                | 6272                       | Construction Management          | 92400                      | 1,109,800.00                   | 1,109,800.00                      | 1,025,633.41                       | 84,166.59                              | 92.42%                        |
| 8                                | 6290                       | Abatement                        | 92400                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 9                                | 6278                       | Labor Compliance                 | 92400                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 10                               | 6295                       | Legal Fees - Construction        | 92400                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 11                               | 6276                       | Interim Housing/Moving & Storage | 92400                      | 294,985.14                     | 294,985.14                        | 294,985.14                         | 0.00                                   | 100.00%                       |
| 12                               | 6270                       | Construction Testing/Inspection  | 92400                      | 531,774.75                     | 531,774.75                        | 510,742.25                         | 21,032.50                              | 96.04%                        |
| 13                               | 6450                       | Technology Improvements          | 92400                      | 157,168.32                     | 157,168.32                        | 157,168.32                         | 0.00                                   | 100.00%                       |
| 14                               | 6410                       | Furniture & Equipment            | 92400                      | 13,352.57                      | 13,352.57                         | 13,352.57                          | 0.00                                   | 100.00%                       |
| 15                               | 6292                       | Construction Contingency         | 92400                      | <u>0.00</u>                    | <u>0.00</u>                       | <u>0.00</u>                        | <u>0.00</u>                            | 0.00%                         |
| <b>Total Construction Costs:</b> |                            |                                  |                            | <b>\$12,243,135.18</b>         | <b>\$12,243,135.18</b>            | <b>\$11,135,368.41</b>             | <b>\$1,107,766.77</b>                  |                               |
| <b>COMBINED PROJECT TOTALS:</b>  |                            |                                  |                            | <b>\$14,246,837.59</b>         | <b>\$14,246,837.59</b>            | <b>\$12,869,369.15</b>             | <b>\$1,377,468.44</b>                  | <b>90.33%</b>                 |

Financial Report as of 12/3/2018

KeyAnalytics - California Financial Services



# TEMPLE CITY HIGH SCHOOL

## Pool Replacement/Bldg 800 Modernization & Sports Field Reconstruction

### Current Phase Scope/Schedule

- Demolition of the existing pool
- Construction of a new competition size pool
- Modernization of locker/team rooms
- Reconstruction of the Sports Fields

### Current Project Status

- Pool plaster is installed with tiling beginning soon
- New pool equipment building being completed
- New electrical/trash enclosure is complete
- Locker rooms complete with shower renovations, new lighting and finishes
- Site masonry and retaining wall are complete



# TEMPLE CITY HIGH SCHOOL

## Phase 1B – New Pool and Locker Room Modernization

---



## 0060000B - TEMPLE CITY HIGH SCHOOL PHASE 1B

|                                  | District<br>Object<br>Code | Cost Category                    | District<br>Goal<br>Number | Estimated<br>Project<br>Budget | Project<br>Commitments<br>to Date | Project<br>Expenditures<br>to Date | Remaining<br>Budget<br>(Budget - Exp.) | Budget<br>Percentage<br>Spent |
|----------------------------------|----------------------------|----------------------------------|----------------------------|--------------------------------|-----------------------------------|------------------------------------|----------------------------------------|-------------------------------|
| <b>PLANNING COSTS</b>            |                            |                                  |                            |                                |                                   |                                    |                                        |                               |
| 1                                | 6210                       | Architect & Engineering Fees     | 92500                      | \$794,611.11                   | \$794,611.11                      | \$641,995.61                       | \$152,615.50                           | 80.79%                        |
| 2                                | 6220                       | DSA Fees                         | 92500                      | 30,602.26                      | 30,602.26                         | 30,602.26                          | 0.00                                   | 100.00%                       |
| 3                                | 5950                       | Preliminary Tests                | 92500                      | 12,389.37                      | 12,389.37                         | 12,389.37                          | 0.00                                   | 100.00%                       |
| 4                                | 5970                       | Printing/Legal/Advertising       | 92500                      | 7,751.36                       | 7,297.96                          | 6,715.29                           | 1,036.07                               | 86.63%                        |
| 5                                | 5890                       | Program Administration           | 92500                      | <u>577,501.08</u>              | <u>577,501.08</u>                 | <u>402,669.30</u>                  | <u>174,831.78</u>                      | 69.73%                        |
| <b>Total Planning Costs:</b>     |                            |                                  |                            | <b>\$1,422,855.18</b>          | <b>\$1,422,401.78</b>             | <b>\$1,094,371.83</b>              | <b>\$328,483.35</b>                    |                               |
| <b>CONSTRUCTION COSTS</b>        |                            |                                  |                            |                                |                                   |                                    |                                        |                               |
| 6                                | 6250                       | Construction Costs               | 92500                      | \$11,100,983.60                | \$10,150,111.75                   | \$6,700,973.35                     | \$4,400,010.25                         | 60.36%                        |
| 7                                | 6272                       | Construction Management          | 92500                      | 898,366.03                     | 898,366.03                        | 460,191.04                         | 438,174.99                             | 51.23%                        |
| 8                                | 6290                       | Abatement                        | 92500                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 9                                | 6278                       | Labor Compliance                 | 92500                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 10                               | 6295                       | Legal Fees - Construction        | 92500                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 11                               | 6276                       | Interim Housing/Moving & Storage | 92500                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 12                               | 6270                       | Construction Testing/Inspection  | 92500                      | 472,750.55                     | 438,691.05                        | 266,523.80                         | 206,226.75                             | 56.38%                        |
| 13                               | 6450                       | Technology Improvements          | 92500                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 14                               | 6410                       | Furniture & Equipment            | 92500                      | 1,618.55                       | 1,699.92                          | 558.36                             | 1,060.19                               | 34.50%                        |
| 15                               | 6292                       | Construction Contingency         | 92500                      | <u>0.00</u>                    | <u>0.00</u>                       | <u>0.00</u>                        | <u>0.00</u>                            | 0.00%                         |
| <b>Total Construction Costs:</b> |                            |                                  |                            | <b>\$12,473,718.73</b>         | <b>\$11,488,868.75</b>            | <b>\$7,428,246.55</b>              | <b>\$5,045,472.18</b>                  |                               |
| <b>COMBINED PROJECT TOTALS:</b>  |                            |                                  |                            | <b>\$13,896,573.91</b>         | <b>\$12,911,270.53</b>            | <b>\$8,522,618.38</b>              | <b>\$5,373,955.53</b>                  | <b>61.33%</b>                 |

Financial Report as of 12/3/2018

KeyAnalytics - California Financial Services



# CLOVERLY ELEMENTARY SCHOOL

## Modernization Phase 2 Project

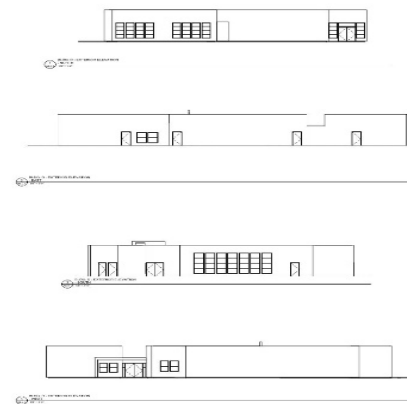
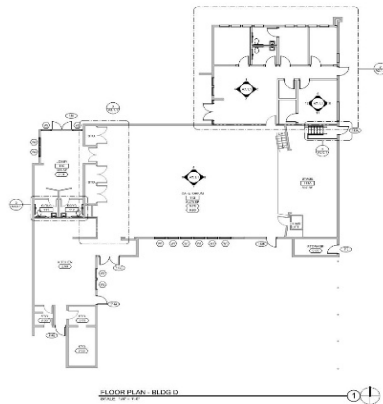
### Description of Project

Administration Modernization Scope for consideration includes:

- New layout
- Replace old window system with a new aluminum window system
- New doors and frames
- New ceiling and lights
- New flooring
- Interior painting

### Current Project Status

- Phase 1 is underway
- New interior structural footings have been excavated and poured
- New interior structural beams, walls and partition walls are complete
- Plumbing and electrical rough in is complete



# CLOVERLY ELEMENTARY SCHOOL

## Modernization Phase 2 Project





# CLOVERLY ELEMENTARY SCHOOL

## Modernization Phase 2 Project



## 0010000B - CLOVERLY ELEMENTARY SCHOOL (PHASE II)

|                                  | District<br>Object<br>Code | Cost Category                    | District<br>Goal<br>Number | Estimated<br>Project<br>Budget | Project<br>Commitments<br>to Date | Project<br>Expenditures<br>to Date | Remaining<br>Budget<br>(Budget - Exp.) | Budget<br>Percentage<br>Spent |
|----------------------------------|----------------------------|----------------------------------|----------------------------|--------------------------------|-----------------------------------|------------------------------------|----------------------------------------|-------------------------------|
| <b>PLANNING COSTS</b>            |                            |                                  |                            |                                |                                   |                                    |                                        |                               |
| 1                                | 6210                       | Architect & Engineering Fees     | 92100                      | \$225,000.00                   | \$216,500.00                      | \$159,668.76                       | \$65,331.24                            | 70.96%                        |
| 2                                | 6220                       | DSA Fees                         | 92100                      | 32,412.56                      | 17,412.56                         | 17,412.56                          | 15,000.00                              | 53.72%                        |
| 3                                | 5950                       | Preliminary Tests                | 92100                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 4                                | 5970                       | Printing/Legal/Advertising       | 92100                      | 3,209.88                       | 2,652.40                          | 2,450.60                           | 759.28                                 | 76.35%                        |
| 5                                | 5890                       | Program Administration           | 92100                      | <u>203,877.56</u>              | <u>184,631.20</u>                 | <u>124,085.50</u>                  | <u>79,792.06</u>                       | 60.86%                        |
| <b>Total Planning Costs:</b>     |                            |                                  |                            | <b>\$464,500.00</b>            | <b>\$421,196.16</b>               | <b>\$303,617.42</b>                | <b>\$160,882.58</b>                    |                               |
| <b>CONSTRUCTION COSTS</b>        |                            |                                  |                            |                                |                                   |                                    |                                        |                               |
| 6                                | 6250                       | Construction Costs               | 92100                      | \$1,350,000.00                 | \$1,202,682.58                    | \$4,464.80                         | \$1,345,535.20                         | 0.33%                         |
| 7                                | 6272                       | Construction Management          | 92100                      | 350,000.00                     | 259,448.00                        | 0.00                               | 350,000.00                             | 0.00%                         |
| 8                                | 6290                       | Abatement                        | 92100                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 9                                | 6278                       | Labor Compliance                 | 92100                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 10                               | 6295                       | Legal Fees - Construction        | 92100                      | 5,000.00                       | 0.00                              | 0.00                               | 5,000.00                               | 0.00%                         |
| 11                               | 6276                       | Interim Housing/Moving & Storage | 92100                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 12                               | 6270                       | Construction Testing/Inspection  | 92100                      | 225,000.00                     | 97,501.00                         | 5,216.00                           | 219,784.00                             | 2.32%                         |
| 13                               | 6450                       | Technology Improvements          | 92100                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 14                               | 6410                       | Furniture & Equipment            | 92100                      | 50,000.00                      | 0.00                              | 0.00                               | 50,000.00                              | 0.00%                         |
| 15                               | 6292                       | Construction Contingency         | 92100                      | <u>256,250.00</u>              | <u>0.00</u>                       | <u>0.00</u>                        | <u>256,250.00</u>                      | 0.00%                         |
| <b>Total Construction Costs:</b> |                            |                                  |                            | <b>\$2,236,250.00</b>          | <b>\$1,559,631.58</b>             | <b>\$9,680.80</b>                  | <b>\$2,226,569.20</b>                  |                               |
| <b>COMBINED PROJECT TOTALS:</b>  |                            |                                  |                            | <b>\$2,700,750.00</b>          | <b>\$1,980,827.74</b>             | <b>\$313,298.22</b>                | <b>\$2,387,451.78</b>                  | <b>11.60%</b>                 |

Financial Report as of 12/3/2018

KeyAnalytics - California Financial Services

# LA ROSA ELEMENTARY SCHOOL

## Modernization Phase 2 Project

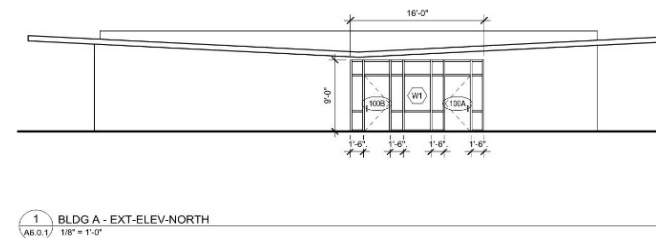
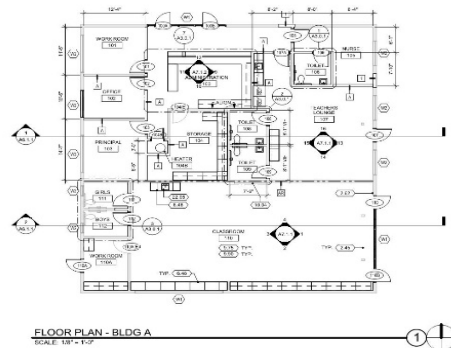
### Description of Project

Modernization of (7) remaining Classrooms and Administration Scope for consideration includes:

- New administration layout
- Replace old window system with a new aluminum window system
- New doors and frames
- New ceiling and lights
- New flooring
- Interior painting

### Current Project Status

- Phase 1 is underway
- Mechanical, plumbing and electrical rough-in complete
- New interior partition walls framed, insulated and drywall begun





# LA ROSA ELEMENTARY SCHOOL

## Modernization Phase 2 Project

---



## 0030000B - LA ROSA ELEMENTARY SCHOOL (PHASE II)

|                                  | District<br>Object<br>Code | Cost Category                    | District<br>Goal<br>Number | Estimated<br>Project<br>Budget | Project<br>Commitments<br>to Date | Project<br>Expenditures<br>to Date | Remaining<br>Budget<br>(Budget - Exp.) | Budget<br>Percentage<br>Spent |
|----------------------------------|----------------------------|----------------------------------|----------------------------|--------------------------------|-----------------------------------|------------------------------------|----------------------------------------|-------------------------------|
| <b>PLANNING COSTS</b>            |                            |                                  |                            |                                |                                   |                                    |                                        |                               |
| 1                                | 6210                       | Architect & Engineering Fees     | 92300                      | \$335,864.78                   | \$307,500.00                      | \$215,250.01                       | \$120,614.77                           | 64.09%                        |
| 2                                | 6220                       | DSA Fees                         | 92300                      | 29,365.10                      | 29,365.10                         | 29,365.10                          | 0.00                                   | 100.00%                       |
| 3                                | 5950                       | Preliminary Tests                | 92300                      | 395.00                         | 395.00                            | 395.00                             | 0.00                                   | 100.00%                       |
| 4                                | 5970                       | Printing/Legal/Advertising       | 92300                      | 2,982.22                       | 2,982.22                          | 2,706.45                           | 275.77                                 | 90.75%                        |
| 5                                | 5890                       | Program Administration           | 92300                      | <u>249,892.90</u>              | <u>249,892.90</u>                 | <u>167,148.89</u>                  | <u>82,744.01</u>                       | 66.89%                        |
| <b>Total Planning Costs:</b>     |                            |                                  |                            | <b>\$618,500.00</b>            | <b>\$590,135.22</b>               | <b>\$414,865.45</b>                | <b>\$203,634.55</b>                    |                               |
| <b>CONSTRUCTION COSTS</b>        |                            |                                  |                            |                                |                                   |                                    |                                        |                               |
| 6                                | 6250                       | Construction Costs               | 92300                      | \$2,890,000.00                 | \$1,907,656.81                    | \$2,911.38                         | \$2,887,088.62                         | 0.10%                         |
| 7                                | 6272                       | Construction Management          | 92300                      | 350,000.00                     | 259,448.00                        | 0.00                               | 350,000.00                             | 0.00%                         |
| 8                                | 6290                       | Abatement                        | 92300                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 9                                | 6278                       | Labor Compliance                 | 92300                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 10                               | 6295                       | Legal Fees - Construction        | 92300                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 11                               | 6276                       | Interim Housing/Moving & Storage | 92300                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 12                               | 6270                       | Construction Testing/Inspection  | 92300                      | 250,000.00                     | 106,231.00                        | 13,946.00                          | 236,054.00                             | 5.58%                         |
| 13                               | 6450                       | Technology Improvements          | 92300                      | 0.00                           | 0.00                              | 0.00                               | 0.00                                   | 0.00%                         |
| 14                               | 6410                       | Furniture & Equipment            | 92300                      | 50,000.00                      | 0.00                              | 0.00                               | 50,000.00                              | 0.00%                         |
| 15                               | 6292                       | Construction Contingency         | 92300                      | <u>197,500.00</u>              | <u>0.00</u>                       | <u>0.00</u>                        | <u>197,500.00</u>                      | 0.00%                         |
| <b>Total Construction Costs:</b> |                            |                                  |                            | <b>\$3,737,500.00</b>          | <b>\$2,273,335.81</b>             | <b>\$16,857.38</b>                 | <b>\$3,720,642.62</b>                  |                               |
| <b>COMBINED PROJECT TOTALS:</b>  |                            |                                  |                            | <b>\$4,356,000.00</b>          | <b>\$2,863,471.03</b>             | <b>\$431,722.83</b>                | <b>\$3,924,277.17</b>                  | <b>9.91%</b>                  |

Financial Report as of 12/3/2018

KeyAnalytics - California Financial Services

## CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

**Section 1. Committee Established.** The Temple City Unified School District (the “District”) was successful at the election conducted on November 6, 2012 (the “Bond Election”) in obtaining authorization from the District’s voters to issue up to \$128,800,000 aggregate principal amount of the District’s general obligation bonds (“Measure S”). The Bond Election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State (“Prop 39”). Pursuant to Section 15278 of the Education Code, the District is obligated to establish an Independent Citizens’ Bond Oversight Committee (the “Committee”) in order to satisfy the accountability requirements of Prop 39. The Board of Education of the Temple City Unified School District (the “Board”) has established the Committee, which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District.

**Section 2. Purposes.** The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee’s purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Bond Election are hereinafter referred to as “bond proceeds.” The Committee shall confine itself specifically to bond proceeds generated under Measure S. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee’s review.

**Section 3. Duties.** To carry out its stated purposes, the Committee shall perform the duties set forth in Sections 3.1, 3.2 and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District’s expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Measure S; and (b) no bond proceeds were used for teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.

3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Superintendent. Either the Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of contracts,
- (ii) Approval of change orders,
- (iii) Expenditures of bond funds,
- (iv) Handling of all legal matters,
- (v) Approval of project plans and schedules,
- (vi) Approval of all deferred maintenance plans, and
- (vii) Approval of the sale of bonds.

3.5 Measure S Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The amendment or modification of the Bylaws for the Committee as provided herein, subject to the legal requirements of Prop 39.

(h) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

#### **Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive copies of the District's annual independent performance audit and annual independent financial audit, required by Prop 39 (Article XIII A of the California Constitution) (together, the "Audits") at the same time said Audits are submitted to the District, and review the Audits.

(b) Inspect District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent.

(c) Review copies of deferred maintenance plans developed by the District (in particular, the Committee may review any District plans to maintain facilities funded by Measure S, maximize the useful life of such facilities and provide funding for deferred maintenance for such facilities).

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

(e) Receive from the Board, within three months of the District receiving the Audits, responses to any and all findings, recommendations, and concerns addressed in the Audits, and review said responses.

#### **Section 5. Membership.**

##### **5.1 Number.**

The Committee shall consist of at least seven (7) members appointed by the Board of Education from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member shall be the parent or guardian of a child enrolled in the District.
- One (1) member shall be both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the P.T.A. or a school site council.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.



- Two (2) members of the community at-large.

## 5.2 Qualification Standards.

- (a) To be a qualified person, he or she must be at least 18 years of age.
- (b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

## 5.3 Ethics: Conflicts of Interest.

(a) Members of the Committee are not subject to the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete Form 700; but each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

(b) Pursuant to Section 35233 of the Education Code, the prohibitions contained in Article 4 (commencing with Section 1090) of Division 4 of Title 1 of the Government Code ("Article 4") and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code ("Article 4.7") are applicable to members of the Committee. Accordingly:

- (i) Members of the Committee shall not be financially interested in any contract made by them in their official capacities or by the Committee, nor shall they be purchasers at any sale or vendors at any purchase made by them in their official capacity, all as prohibited by Article 4; and
- (ii) Members of the Committee shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to duties as a member of the Committee or with the duties, functions, or responsibilities of the Committee or the District. A member of the Committee shall not perform any work, service, or counsel for compensation where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of the District's Board, except as permitted under Article 4.7.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the member's appointment to the Committee. No member may serve more than three (3) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District will advertise in the local newspapers, on its website and in other customary forums, as well as solicit appropriate local groups for applications; (b) the Superintendent will review the applications in conjunction with a Board subcommittee; and (c) the subcommittee will make recommendations to the full Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; (c) the Committee shall not establish sub-committees for any purpose; and (d) the Committee shall have the right to request and receive copies of any public records relating to Measure S funded projects.

## **Section 6. Meetings of the Committee.**

6.1 Regular Meetings. The Committee shall meet at least once a year, but no more frequently than quarterly.

6.2 Location. All meetings shall be held within the Temple City Unified School District, located in Los Angeles County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

## **Section 7. District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation, translation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.

**Section 8. Reports.** In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9. Officers.** The Superintendent shall appoint the initial Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

**Section 10. Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the Board.

**Section 11. Termination.** The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure S monies.



## **CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

### **POLICY**

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Temple City Unified School District.
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## RESOLUTION NO. 1213-12

### RESOLUTION OF THE BOARD OF EDUCATION OF THE TEMPLE CITY UNIFIED SCHOOL DISTRICT ESTABLISHING A CITIZENS' BOND OVERSIGHT COMMITTEE AND APPROVING BYLAWS THEREFORE

**WHEREAS**, the Board of Education of the Temple City Unified School District (the "District") previously adopted a resolution requesting Los Angeles County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 6, 2012; and

**WHEREAS**, notice of the Bond Election was duly given; and on November 6, 2012 the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$128,800,000 ("Measure S"); and

**WHEREAS**, based on the Canvass and Statement of Results for the County, more than fifty-five percent of the votes cast on the Measure S were in favor of issuing the aforementioned bonds; and

**WHEREAS**, the Board of Education of the District wishes hereby to establish an independent citizens' bond oversight committee in connection with any issuance of bonds under Measure S and to approve Bylaws governing such committee.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE TEMPLE CITY UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. Authorization. Measure S was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

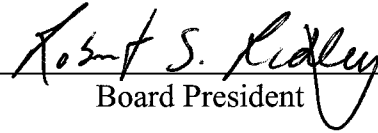
Section 2. Establishment of Committee. An independent citizens' bond oversight committee (the "Committee") is hereby established for the purposes set forth in the Act.

Section 3. Bylaws. The Committee shall operate pursuant to the Board approved Bylaws. The Committee shall have only those responsibilities granted to them in the Act and in the Bylaws. The Bylaws, as submitted herewith and attached hereto, are hereby approved.

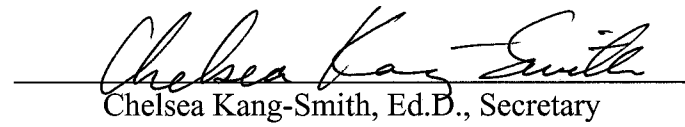
Section 4. Other Actions. Officers of the Board and members of the Committee established hereunder are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

ADOPTED, SIGNED AND APPROVED this 12th day of December, 2012:

BOARD OF EDUCATION OF THE  
TEMPLE CITY UNIFIED SCHOOL DISTRICT

  
Board President

ATTEST:

  
Chelsea Kang-Smith, Ed.D., Secretary

STATE OF CALIFORNIA     )  
                                          )ss  
LOS ANGELES COUNTY     )

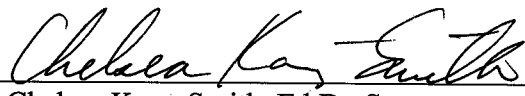
I, Chelsea Kang-Smith, Ed.D., do hereby certify that the foregoing Resolution No. 1213-12 \_ was duly adopted by the Board of Education of the Temple City Unified School District at a meeting thereof held on 12th day of December, 2012 and that it was so adopted by the following vote:

AYES:                   Knollenberg, Ridley, Smith, Tiet, Walker

NOES:                   None

ABSENT:                None

ABSTENTIONS:       None

By:   
Chelsea Kang-Smith, Ed.D., Secretary