

**LAS VIRGENES UNIFIED SCHOOL DISTRICT**

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**BOARD OF EDUCATION**

ANGELA CUTBILL  
DALLAS LAWRENCE  
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MATHY WASSERMAN

DANIEL STEPENOSKY, Ed.D.  
SUPERINTENDENT

**MEASURE G OVERSIGHT COMMITTEE**

**MINUTES  
April 20, 2016**

**Members Present:**

Kirk Bell  
Britta Grubin  
Leslie Kraut  
Charlotte Meyer  
Steve Schulz  
Jen Skrabak

**Members Absent:**

Carlos Cojulun

**Staff:**

Daniel Stepenosky - Superintendent  
Karen Kimmel – Assistant Superintendent, Business  
Kristine Torres – Director of Accounting

**Other:**

Nic Heuer – Stradling Yocca Carlson & Rauth, P.C. (departed after the bylaws were presented)

The meeting was called to order at 6:30 p.m.

**Review of Committee Bylaws by Stradling Yocca Carlson & Rauth**

Ms. Kimmel began the meeting by introducing Nic Heuer, an attorney with Stradling Yocca Carlson & Rauth, the bond counsel for the Las Virgenes Unified School District. Mr. Heuer provided an overview for the committee, including the five new committee members, of the Measure G Oversight Committee Bylaws. He mentioned to the committee that members should not discuss issues related to Measure G in groups of three or more, including via email, as that would constitute a meeting. Mr. Heuer reviewed the duties of the committee members as they are written in the bylaws. Mr. Bell inquired how a Measure G project is initiated. Ms. Kimmel replied that the guidelines for projects are listed in the bond ballot text and that the Board of Education determines if a project falls within those guidelines. The Facilities, Maintenance and

Operations Department then would oversee the project based on the Board of Education decision. Mr. Heuer let the committee know that the current bylaws state that members may serve two consecutive two-year terms. He noted that state law has changed and that the Board of Education can elect to update the bylaws to allow for three consecutive two-year terms, if desired. Lastly, he informed the members that the Oversight Committee, by law, must remain in effect until all bond proceeds have been spent. Ms. Kimmel then guided the committee through the Citizens' Bond Oversight Committee Ethics Policy Statement, including that no committee member should be influenced by outside sources. Ms. Kraut asked if there is a conflict of interest for a project, such as an affiliation with a possible vendor, should the committee member then sit out for that decision. Mr. Heuer confirmed that if there is a conflict of interest, then the committee member should recuse herself or himself from that decision. Ms. Meyer asked about the credibility of the bond auditors and how the committee would gain a level of comfort with the audit results. Mr. Heuer suggested that when the committee members meet with the auditors they ask questions of the auditor's methodology.

### **Elect Chairperson of Committee**

Ms. Kimmel asked the committee members to provide nominations for the Committee Chairperson and Vice Chairperson. Ms. Skrabak put her name forward for the Committee Chairperson. Mr. Bell put his name forward for the Committee Vice Chairperson. By unanimous vote, Ms. Skrabak was selected as the Chairperson and Mr. Bell was selected as the Vice Chairperson.

### **Measure G District Summary Report**

Dr. Stepenosky briefly attended the meeting to welcome the new committee members. He expressed the gratitude of the District to the committee members for their service to the Measure G Oversight Committee. Ms. Kimmel reviewed the bond allocations and encumbrances as of March 31, 2016. She informed the committee that the total current value of the bond fund is over \$142M, including state matching funds and remaining funds from Measure R. The total of all encumbrances for the bond is over \$127M. The current bond balance is \$9.5M. Additionally, there are unissued bonds of \$9.7M available for sale in the marketplace if the District opts to use those funds. Of the \$9.5M current balance, \$4.6M is reserved for existing projects and technology, and there is approximately \$4.9M available for future projects. The committee reviewed both the list of projects by type, as well as by school site. Ms. Meyer asked if projects related to safety could use bond funds. Ms. Kimmel confirmed that safety upgrades are a reason to use Measure G bond funds. Ms. Meyer also asked if the list of projects has evolved over time or if it is based on a planned list. Ms. Kimmel replied that the list of projects, as long as each meets the requirements of the ballot text, is fluid and may change due to current circumstances.

### **Measure G Project Update**

Ms. Kimmel presented a PowerPoint to the committee of the Measure G Update that was provided to the Board of Education in December 2015. She commented that Measure G funds could be used for projects for facility repair, upgrades, expansion, safety and technology upgrades. Ms. Kimmel reviewed the list of capital projects including those that have been completed, as well as ongoing projects. Ms. Kraut inquired about the use of funds for athletic upgrades. Ms. Kimmel responded that the District has used Measure G funds for upgrades to the tracks, some work on the pools, locker room restrooms and artificial turf fields.

Ms. Kimmel also reviewed the list of projects for Summer 2016 including gymnasium bleacher replacements at Calabasas High School, A.E. Wright Middle School and Lindero Canyon Middle School, field replacement at Willow Elementary School, technology investments and emergency communication system upgrades. She also informed the committee that the District is releasing a Request for Proposal for a Lupin Hill Project to include renovation of the multi-purpose room. In regards to major future bond projects, the remaining goals include continued technology upgrades, safety, security and emergency preparations, modernization of restrooms and the renovation of the Lupin Hill multi-purpose room.

**Proposed Meeting Dates for 2016-2017 School Year**

The committee reviewed the proposed meeting dates for the 2016-2017 school year and selected the following for the meetings:

- Thursday, September 22, 2016 at 6:00pm
- Wednesday, December 14, 2016 at 6:00pm
- Thursday, April 20, 2017 at 6:00pm

The meeting adjourned at 8:00 p.m.