

LAS VIRGENES UNIFIED SCHOOL DISTRICT

ANNUAL REPORT OF THE MEASURE G  
CITIZENS' BOND OVERSIGHT COMMITTEE

TO THE BOARD OF TRUSTEES

*FOR THE YEAR ENDED DECEMBER 31, 2008*

**MEASURE G CITIZENS' BOND OVERSIGHT COMMITTEE REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2008**

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Board of Trustees (*the "Board"*)  
Las Virgenes Unified School District (*the "District"*)  
Calabasas, California

**Dear Members of the Board:**

The Measure G Citizens' Bond Oversight Committee (*the "Measure G Committee" or the "Committee"*) respectfully submits its second annual report to the Board, for the year ended December 31, 2008:

- I. **The Establishment and Operation of the Committee:** The Measure G Committee was established by the Board, on October 24, 2006, by the adoption and approval of Resolution No. 06-06, which resolution also adopted an Ethics Policy Statement and Bylaws for the Committee. To the knowledge of the Committee all of its members were duly selected and appointed by the Board and have duly served on the Committee, as required by its Bylaws.
- II. **Purposes of Committee and Limitations of Report:** As stated in its Bylaws, the Measure G Committee was established by the Board to satisfy the accountability requirements of Prop 39 with regard to the Measure G Bonds, approved at the election conducted June 6, 2006 (*the "Measure G"*), of up to \$128,000,000 (*the "Bond Proceeds"*). As stated in its Bylaws, the Measure G Committee *does not have independent legal capacity* from the District; *may only receive* copies of reports and documents which have been previously presented to the Board and which are *public records*; and *only has duties and can only engage in activities that are confined specifically to the Bond Proceeds generated under Measure G*, (and as otherwise provided for in its Bylaws), *and this report is so limited.*
- III. **Summary of Measure G Committee's Proceedings and Activities For the Preceding Year:**
  - A. **All Required Meetings Held:** The Committee hereby reports that it has met all of the requirements contained in its Bylaws to hold regular public meetings and that all of its business and member votes (including, but not limited to, with regard to the approval and adoption of this report), were taken with the required quorum of a majority of the Committee members. All of the following meetings were open to the public and held within the boundaries of the District and, on information and belief, were duly noticed by the District and in accordance with the *Ralph M. Brown Act*, Government Code Section 54590 *et seq*:

<u>Date</u>	<u>Place</u>
May 14, 2008	District Office
July 23, 2008	Agoura High School
October 15, 2008	Lindero Canyon Middle School
December 17, 2008	District Office

B. Summary of Authorized Activities of the Committee: Attached hereto as Exhibit "1" and incorporated herein by this reference are true and correct copies of the minutes of the meetings of the Committee (*the "Minutes"*). The Minutes provide some of the details of the actions and activities of the Committee during the past year. With regard to any reference to any reports and documents received and reviewed by the Committee, the District has indicated that all such documents were provided by the District, with an indication that they had been presented to the Board and were a public record. In accordance with the Committee's Bylaws, the following is a summary of these activities, all of which were conducted at the Committee's public meetings:

1. Receiving, reviewing, discussing and making inquiries with regard to that certain "Agreed Upon Procedures" audit of Bond Proceeds expenditures presented to the Board and provided by the District entitled "Las Virgenes Unified School District, General Obligation Bonds, Measure G, Financial And Performance Audits, dated as of June 30, 2008, prepared for the Board by Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants, (*the "Audit Accountant"*) constituting the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution (*the "2008 Audit Report"*).
2. Meeting (both independently and with District staff present), with the Audit Accountant regarding the 2008 Audit Report, at which time it was presented and explained to the Committee and the Committee asked questions regarding the same.
3. On an ongoing basis, from time to time, receiving, reviewing, discussing and making inquiries with regard to various reports, documents and other public records relating to the expenditure of Bond Proceeds, including, but not limited to, various line item expenditure reports;

4. Inspecting school facilities and grounds for which Bond Proceeds have been or will be expended;
5. Reviewing copies of deferred maintenance proposals or plans proposed by the District;
6. Reviewing efforts by the District to maximize Bond Proceeds by implementing various cost-saving measures;
7. Reviewing Bylaws and responsibilities of the Committee;
8. Reviewing project lists and details; priorities lists; campus and proposed plans; interim financial and Bond Proceeds expenditure reports; and County data reports on expenditures;
9. Receiving briefings from the District, at public meetings, on current Measure G projects, and plans and expenditures, as well as demographic information impacting priorities of expenditures of Bond Proceeds; and
10. Receiving confirmation and assurances from the District, at public meetings, that the District had satisfactorily addressed certain issues raised by the Committee with regard to various relatively immaterial expenditures of Bond Proceeds.

IV. **Report on Duties of Committee:** Under its Bylaws, in addition to reporting on the activities it engaged in during the year, the Measure G Committee has the duty to report, and does hereby report, to the Board, on the following:

- A. **Informing the Public:** The Measure G Committee hereby reports that it has discharged its duty to inform the public concerning the District's expenditure of Bond Proceeds, in accordance with Section 3.1 of its Bylaws, by, among other things, giving the required notice of its meetings and holding them in public; by preparing and providing this report to the Board, at a meeting held in public, and posting this report to the District website, along with a copy of the 2008 Audit Report from the Audit Accountant; and by engaging in the Activities described above.

**B. Committee's Report on its Review of Expenditures:** As a result of holding its required meetings; of preparing and providing this report; and as a result of engaging in the Activities described above (and in reliance on the 2008 Audit Report and the other expenditure documents, reports, information and confirmations provided by the District):

**The Measure G Committee hereby reports that, to the best of its knowledge, information and belief, through June 30, 2008:**

- (1) The Bond Proceeds were expended only for the purposes set forth in the Measure G;
- (2) No Bond Proceeds were used for any teacher or administrative salaries or other operating expenses; and
- (3) The District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution.

Respectfully submitted,

MEASURE G CITIZEN'S OVERSIGHT COMMITTEE

By: 

Jeffrey Lee Costell, Chairperson  
At Calabasas, California  
As of January 19, 2009

**LAS VIRGENES UNIFIED SCHOOL DISTRICT**  
**MEETING NOTES**  
**MEASURE G OVERSIGHT COMMITTEE**  
**MAY 14, 2008**

Present: Leslie Petersil  
Dana Moraly  
Lydia Gable  
Lissa Sholty  
Jeff Costell  
Carlos Cojulun  
Donald Zimring

Chair Person Jeff Costell called the meeting to order at 5:15 p.m.

Items for Discussion:

1. **Construction Update** – Staff provided the committee with an update on current construction projects including:
  - a. Status of the Lindero Canyon Project
  - b. Status of the Performing Arts Education Center Development
  - c. Relocation of Indian Hills and Las Virgenes Community Learning Center
2. **Budget Update** – Staff provided committee members with an update on the state budget based upon the "May Revise" as released by the Governor earlier that day.
3. **Overview of Bond Project Funding** – Committee members received an update on project encumbrances to date. Staff reviewed current funds available as well as potential timelines for next issuance. Staff reported that due to significant decrease in developer fees that had been identified to defray the costs of the two two-story modular buildings for Agoura and Calabasas High Schools (a listed Bond project), the district would need to utilize all of the allocated Bond proceeds for these projects. As a result, the next financial run will show a transfer of funds to cover these costs.
4. **Committee Member Carlos Cojulun** – Mr. Cojulun reported that he will be taking a job with the Dole Corporation in San Francisco and would have a difficult time attending meetings in the future. Staff reported that Mr. Cojulun had residency within the school district and could participate in meetings via teleconference provided the Brown Act requirements for notification had been met. Committee members were supportive of having this occur and Mr. Cojulun was also amenable to this approach.
5. **2008/09 Meeting Dates** – The following meeting dates were established for the coming year:
  - July 23, 2008 – AHS
  - October 15, 2008
  - December 3, 2008
  - January 14, 2009
  - January 27, 2009 – Board Meeting

Meeting Notes – Measure G Committee Meeting – July 23, 2008

Present: Dana Moraly  
Leslie Petersil  
Lissa Sholty  
Lydia Gable  
Cindy Iser  
Pamela Evans  
Jeffrey Costell  
Donald Zimring

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Items Discussed:

1. AHS Tour – Committee members were taken on a tour of the Agoura High School two-story modular building. Hannah St. John, from Team Concepts, provided committee members with details of the project as well as answered questions.
2. Update Attached Measure G Projects – Dr. Zimring provide an update on each of the Measure G projects currently in process including relocation of the CLC, relocation of Indian Hills High School, the two-story buildings at both high schools, the construction at Lindero Canyon High School, and the Performing Arts Education Centers. Committee members had questions relative to timelines for the PAEC's.
3. Fund Balances Report – Dr. Zimring distributed a District Summary Report dated July 18, 2008 on fund balances and expenditures. Committee members asked that they be able to review this prior to the next committee meeting.
4. Enrollment and Project Needs – Dr. Zimring distributed enrollment projections and discussed the challenges facing the district relative to declining enrollment and need for facilities. Dr. Zimring indicated that the options of closing schools to save monies and resources were no longer readily available due to the option for parent groups to form charter schools thereby negating any potential savings. Dr. Zimring stated it was the district's position to try to maximize enrollment without closing schools.

Next meeting is December 3, 2008, at Lindero Canyon Middle School at 5:30 p.m. (note change of location and time).

DMZ:dj

Exhibit "1" Page Two of Seven

# MEASURE G OVERSIGHT COMMITTEE

## MEETING NOTES

October 15, 2008

Members present: Carlos Cojulum (via teleconference)  
Jeff Costell, Chair Member  
Pamela Evans  
Lydia Gable  
Judy Jordan  
Dana Moraly  
Leslie Petersil  
Lissa Sholty

Also Present: Donald Zimring, Superintendent

Chair member Jeff Costell called the meeting to order at 5:45 pm in the Lindero Canyon Middle School library.

Items for discussion:

### Renovation of Lindero Canyon Middle School

Dr. Zimring reported on the progress of the remodel/renovation of Lindero Canyon Middle School. He stated that the move of all faculty and staff over the summer went very well. Dr. Zimring also reported to the committee that he would be traveling to Sacramento on October 24 to meet with the Office of Public School Construction in an effort to obtain additional funding for this project.

### Performing Arts Education Centers

Dr. Zimring reported that schematic designs for the two Performing Arts Education Centers at each high school were approved by the Board of Education on September 23, 2008 at a cost of approximately \$15 million each. Committee members discussed the possibility of selling naming rights of these two centers.

### Audit

A motion was made by Jeff Costell, seconded by Lydia Gable, and unanimously carried to hire the firm of Vavrinek, Trine, Day and Co. to conduct the annual audit of the Measure G funds.

### Budget Update

Committee members reviewed the Measure G Summary Report. (It was requested by committee members that they receive a copy of this report at least a week prior to the meeting so they would have sufficient time to review all the items.) Committee members questioned several items (most notably the move of the LVCLC to Sumac) as appropriate



items to be charged to Measure G. Dr. Zimring suggested that in the essence of time, each member e-mail a list of their items of concern, and district staff would review them as to their appropriateness.

Dr. Zimring gave a brief review of the state budget stating that as presently approved, it could possibly create the need for mid-year budget cuts. He pointed out that at the present time, the District is maintaining slightly more than 3% in its reserves.

#### Next Meeting

The next committee meeting is scheduled for December 3, 2008, however, committee members discussed the possibility of delaying the meeting in anticipation of the audit report.

#### Tour of construction site

The committee members toured the area of the Lindero Canyon Middle School campus that will be under construction and also looked at the proposed location for a Boys and Girls Club on the northwest corner of the campus.

The meeting adjourned at 7:00 pm.

# MEASURE G OVERSIGHT COMMITTEE

## MEETING NOTES

December 17, 2008

Members present: Jeff Costell, Chair Member  
Pamela Evans  
Judy Jordan  
Dana Moraly  
Leslie Petersil

Also Present: Donald Zimring, Superintendent

Chair member Jeff Costell called the meeting to order at 5:45 pm .

### Items for discussion:

#### District/State Budget Update

Dr. Zimring provided a brief overview of the current budget situation in the State. At the present time, the outlook is critical at best. He pointed out that the District has put a "soft freeze" on all spending and has requested our site principals to begin planning for significant changes for next year in anticipation of the state's budget crisis. There was a discussion regarding kindergarten enrollment. Dr. Zimring stated that staff is looking at a more aggressive approach to marketing the district and will be involving preschools.

#### Review of Audit Report

(Donald Zimring excused himself during this discussion.) Kelly Kavanaugh from Vavrinek, Trine, Day and Co. was present for this portion of the meeting to review the audit report and be available to answer questions the committee might have. Ms. Kavanaugh stated that the same agreed upon procedures were followed as in the previous year's report and that overall, there were no major differences from last year. She explained that there were only a few items that were determined not to be Measure G expenses, and those expenditures were appropriately transferred. She stated that the auditors found nothing out of the ordinary during their audit.

It was moved by Jeff Costell and seconded by Dana Moraly to accept the audit report and use this report as part of the committee's report to the Board of Education.

The committee discussed their second annual report to the Board of Education. It was agreed that they would utilize the same format as last year. In reviewing last year's report, the committee agreed to remove Item IV © -- Report Conditional, as it was no longer applicable.

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Measure G Oversight Committee  
Minutes - 12/17/08

The committee also noted that the following meetings were held in compliance with their bylaws:

- February 13, 2008 (canceled due to lack of quorum)
- May 14, 2008 - District Office
- July 23, 2008 - Agoura High School (tour)
- October 15, 2008 - Lindero Canyon Middle School (tour)
- December 17, 2008 - District Office

It was moved by Dana Moraly, and seconded by Jeff Costell that the annual report be adopted subject to the discussed revisions and prepare the report for presentation to the Board of Education at its January 27, 2009 meeting.

Chairman Jeff Costell stated he would finalize the report and present a draft to staff by January 9, 2009.

Measure G District Summary Report  
(Don Zimring re-entered the meeting at this time)

The committee reviewed the current summary report of Measure G expenses. There was a brief discussion of deferred maintenance projects (which are not part of Measure G funds). Painting and heating, ventilation, and air conditioning are appropriate deferred maintenance projects. Mrs. Evans asked if staff could prepare a list of the current funds expended under the Measure G Mini Projects.

Future Meeting Dates

The committee established dates for the next year's meetings. There was a consensus to change the meeting day to Thursday. All meetings will begin at 5:30 pm

- February 26, 2009
- May 14, 2009
- July 16, 2009
- October 15, 2009
- December 10, 2009

District E-mail Accounts for Committee Members

Following a brief discussion, it was the consensus of the committee to postpone any decision on this subject.

Measure G Oversight Committee  
Minutes - 12/17/09

Other Business

Jeff Costell informed the committee that he had been contacted by a representative from the Oak Park Bond Committee. He stated that the conversation was informal in nature, and the representative asked if Jeff could offer some insight on how our Measure G Committee operates. If there were no objections from the committee, Jeff would like to invite this representative to one of the committee meetings. Committee members had no objections to this invitation.

At the conclusion of the meeting, Jeff Costell wanted to thank Don Zimring and his staff for all their tremendous support throughout the year.

The meeting adjourned at 6:45 pm.