

UNADOPTED MINUTES OF THE REGULAR MEETING  
 CITIZENS BOND OVERSIGHT COMMITTEE MEETING  
 HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
 DECEMBER 6, 2017

The Regular Citizens Bond Oversight Committee Meeting on December 6, 2017, was called to order by Leticia Covarrubias, Committee Chair at 6:37 p.m., in the La Puente Conference Room of the District Administration building located at 15959 East Gale Avenue, Hacienda Heights, California 91745.

Members present were: Leticia Covarrubias, Henry Huang, Savina Low, Louis Perez, Olivia Roberts, Margarita Sudjono

Members absent were: Joe Moore, Reina Schmitz

Members late: Neal Soborio (arrival @ 6:43 pm after roll call)  
 Charlie Klinakis (arrival @ 6:45 pm after roll call)  
 Adria Ybarra (arrival @ 6:46 pm after roll call)

Item No. 1	Moved by Louis Perez and seconded by Savina Low for Agenda review and reorder. 6 yes. 0 No. 0 Abstain Review and Re-order <u><b>No Change</b></u>
Item No. 2	Request to speak to agenda No speakers
Item No. 3	Moved by Louis Perez and seconded by Olivia Roberts for Approval of minutes from previous meeting – September 6, 2017. 6 yes. 0 No. 0 Abstain Review and Change <u><b>No Change</b></u>
Item No. 4	<u><b>Bond Expenditures to Date</b></u> Annie Bui, Associate Superintendent, Business Services spoke about the bond expenditure handout.  Last discussion the escrow account had \$290,750. As of October 31, 2017 the actual Cost of Issuance Expenditure is \$279,538.42. We had a couple of expenditures that included the Continuing Disclosure Report of \$550 and the S&P Ratings at \$35,000 and Fitch Ratings at \$45,000. No other bond expenditures to date. There is a remaining \$11, 211.58 balance in the escrow account. The last page of the report shows the financial report that reflect how the numbers are being discussed.  Q. Can you help explain the 2 <sup>nd</sup> page for CBOC members? A: Last page shows information from the accounting financial report that all the agencies in LA County will use as the same type of report. By looking at the resource number on left hand side it shows the object code as to where the money is. If you look at the object, the object will tell you what type of expenditures were. Other services for example is object code 5800

	<p>and has spent \$290,750. Object code 8951 is the proceeds from sale of bond which is \$70 million. The \$70 million proceeds minus the \$290,750 expenditure balance is \$69,709,250.</p> <p>All what is left below is the cash account in the county. They are holding the cash is the same exact number in the fund balance available.</p> <p>Q: So the bond issuance balance is \$69,000? A: No, \$69,709,250.00</p>
Item No. 5	<p><b><u>Board Bond Presentation</u></b></p> <p>Annie Bui, Associate Superintendent, Business Services went over reports from each board meeting since the last CBOC meeting.</p> <p>At the September 28<sup>th</sup> board meeting board presentation, planning was approved by the Board for all 4 quads (La Puente Quad, Los Altos Quad, Wilson Quad, Workman Quad). Phase 1 includes, Nelson Elementary, Newton Middle School, Cedarlane Academy, and Grandview Academy.</p> <p>Board also approved phase 2 which includes La Puente Quad: Sparks Middle School, Los Altos Quad: Los Altos Elementary, Wilson Quad: Mesa Robles, and Workman Quad: Workman Elementary.</p> <p>Business Division has met with Principals December 7<sup>th</sup> and December 13<sup>th</sup> as a whole group to discuss about current configuration. The site map was shared with the Principals. We shared with the principals and asked input for details on classrooms and buildings. For example, there are 4 classrooms in Building A. The first classroom is TK. Classroom number 2 is Kindergarten. The Principals should know about their school location. Principals noted details in the maps and gave to the District for the Architects.. Annie showed detailed map in powerpoint as an example of what has been discussed with principals.</p> <p>Once information is given to the architects, it is easier for the Architect to design because they already know what's in the classroom. This will be the same across Phase 1 and Phase 2. Maps will be given to the Architect before they visit the school. Also we met with the school teachers and classified employee to discuss different scenario for 21<sup>st</sup> century classrooms. For example, the timeline on the bond, any concerns, so we will be there to receive their input.</p> <p>Met with Sparks Middle School on October 13<sup>th</sup> and Los Altos on October 3<sup>rd</sup>.</p> <p>In addition, the board held a special board meeting on September 7<sup>th</sup> to interview 8 firms to provide architectural services for Measure BB Bond. On September 14<sup>th</sup>, the Board approved a panel of 7 to use for measure BB projects out of the 8 interviewed.</p> <p>In September/October we did finish the negotiated master agreement.</p> <p>Reports are given to the Board once a month.</p>

Q: We have 7 architects. Are they all specialized in something or are they going to fight or give ideas?

A: We have 7 and all are qualified based on their interview. If we want to move quick, we want to have more than 2. If we only have one or 2 they will have one design and can't move forward at the same time. There will be different designs for the 21<sup>st</sup> century classrooms and all input will be from the stakeholder. Also working with the 21<sup>st</sup> century classroom committee. The teachers will provide input on how they want the classroom to be designed as a 21<sup>st</sup> Century Classroom. All information will be consolidated and have a criteria and be unison among all schools. Not what it looks like but it will have the same stuff inside.

Q: Is each firm designated a specific site:

A: yes

Q: You said they talked about concerns. What concerns did they share?

A: Teachers shared concerns on how soon they will be notified on when they need to be moved out of classrooms. For example, if we move them next August, how soon will they be notified before they move to interim housing, how will it look like, how will we divide sections of the schools so it doesn't interfere with the instruction of the school. So there is a lot of concern. So basically, after meeting with all stakeholders, all concerns are pretty much the same. Criteria, timeline, how long do it, and most important is what can they take to the interim housing. Can't take everything into the interim housing classrooms.

Q: What is the timeframe?

A: We will talk about that in the upcoming discussion next.

*Annie went over maps and showed comparisons from schools and similarities. Lots of different styles.*

We take every input very seriously to meet expectations. In October, the Architectural services master agreements was sent to the board. The template was based on the Measure BB bond projects needs.

Q: Did the Board approve the master contracts?

A: The Board approved the master agreements that were prepared by the attorney.

Q: Can you provide a copy to the CBOC members?

A: Sure. Arash, can you take note to make sure to send to everybody? Lelia will send to everybody. PDF file

Q: For every project that they are going to do, is there a timeline?

A: Yes they do. Will be covered in the upcoming timeline. We have it in the agenda. There is a timeline for everything we do.

In November, we met with everybody at the schools and discussed the interim housing. Interim housing for phase 1 and phase 2 now. Some

	<p>schools have declining enrollment and can use some of the empty classrooms as interim housing. Some schools will need portable housing.</p> <p>Recently received proposals for modular buildings. Makes more sense to purchase instead of leasing. Leasing is not cheap. We build in multiple phases. Will end up being more expensive.</p> <p>We scheduled a meeting with all architects to start the scope of work and we need to prepare the construction costs estimate. Preparing the bid front end documents. The front end document is a plan and safety standard.</p> <p>We need to look into furniture that will last a long time. Request for Qualifications documents have been finalized to be published for services. Finalize by next couple of months.</p> <p>Q: Aren't all firms on the pre qualifications lists? A: Some are. Not everybody is.</p> <p>Q: Not a requirement? A: Pre qualification as long as it's under \$1,000,000 for construction is not mandatory by state. The purpose for RFQ is to be prepared just in case. If it's over \$1,000,000 for remodeling and new construction</p> <p>Q: If it's less than a \$1,000,000 A: We have an outside vendor.</p> <p>District looked at pre qualifications on own but did not have the manpower to handle so went out to the vendor. For example, the pool and kitchen project is easier.</p> <p>Q: Are Consultants paid with bond money? A: No</p> <p>Q: Furniture lifespan. What is the lifespan? A: Minimum 7 – 10 years. Who knows that it might last longer than that.</p>
Item No. 6	<p><b><u>Best Practices</u></b></p> <p>Moved by Charlie Klinakis and seconded by Louis Perez for approval of Best Practices</p> <p>No discussion 9 yes. 0 No. 0 Abstain</p> <p>CBOC Best Practices approved</p>
Item No. 7	<p><b><u>District Update</u></b></p> <p>Same like the bond report. Every month the district has school improvement site reports which are non bond project reports.</p>

First one is September. Classified in 2 different categories. Started and Completed in 16 – 17. Synthetic turf field replacement is one project as an example.

We list all projects where we are with the projects if the bidding is complete and/or target completion date. We continue to update each month to the Board. We continue to do improvements

In October is the same concept. We update.

Q: Would it be possible to add source of funding

A: Some are non bond. Some could be split funding. It would create more time to do it.

Q: Can you summarize in a report with dollar amounts?

A: yes next time by site.

For non bond fund, we will have to think about what is needed at the schools. Some schools might get more than others based on need.

Q: What determines priority?

A: Condition and safety. Location of quad as well. Rotate by quad. The School District has 4 quads. Must be consistent with everyone. Love everyone the same. Mark will do summary report to show what we did last couple of years.

Q: In regards to this committee, are we only responsible over BB?

A: yes

As you know a lot of projects will be determined by the needs and Board. The Board approved all these projects as well.

Enrollment report

If you look at the report from right to left. 6 years includes projection. By quad and by school. For example, 2012 La Puente High School: 1594 students, 2013 -2014 dropped to 1522 students. Declining enrollment as years go by. Projections are done by professionals. If you look at the very bottom, the total for 2012-2013 is 20,358 enrollment, 2017 -2018 is 18,444. By looking at this one we have almost 2000 students declining enrollment.

Q: Did the consultant say why the declining trend?

A: Housing is high in this area. We have the older community is expensive and they stay where they at. There are less people to move in. Nowadays some people have less kids than before, compared to having 3 children to 1 or 2 kids now. No new housing, not enough kids.

To look at the enrollments, avoid investing using bond funds into a site that will potentially close. District held reconfiguration meeting from first input. The input will be summarized in a report. Not sure how, but will be given to the quad leader to share with the Superintendent and Board. After will be shared with CBOC committee.

	<p>Looking at next year we will lose more students. Done by a professional. And match with what district has.</p> <p>Q: For bond we are looking at 20 – 50 years. What is the logic?  A: I don't think we can predict for 20/50 years. The projection is based on the information we have now. How the economy or what California will look like in the next 10 years is hard to predict. We hope that at one point it will be stable. We continue to look at the birth rate in the area.</p> <p>Q: What factor increases and decreases in enrollment?  A: Some schools have high enrollment because it has some programs that attracts some students from non district students. Some programs from inter-district transfer for programs. If there is an available spot, can transfer.</p> <p>Q: What is the average amount of students per classroom?  A: the number of students in a classroom is based on contract:  Grades TK – 3 24 (1 teacher)  Upper grades up to 33/34 (1 teacher)</p> <p>Contract might have a per day contract. 1<sup>st</sup> period might be one number and 2<sup>nd</sup> period might be another. As long as they don't go over the contracted amount.</p> <p>Q: Some of these schools are a declining population and might be closed in the future. These schools, 3-4 years down the road, will be modernized. It will be a political decision by the Board to make that decision to what will be modernized.</p> <p>If kids are in school, and school is not modernized, there will be complaints. The Board made it clear to look into all schools that will be modernized.</p> <p>Q: Los Molinos enrollments has gone up. Have they built homes?  A: They are a blue ribbon school.</p> <p>Q: Out of District students, how many does the District have?  A: Don't know, will bring back to next meeting. Some schools may have more than the other.</p> <p>Q: What kind of factor attracts outside kids to come to the District  A: Different programs. As long as we don't exceed the cap.</p> <p>Young family with kids will move to affordable housing. This area is high.</p>
Item No. 8	<p><b><u>Bond Projects Identified</u></b></p> <p>What is the timeline? See attachment. The timeline will be based on all activity before the construction starts. Starting in January will do site visits and do the drawing. Architect will sketch the design and will take another 30 days. See diagram. Some items we cannot control. We can push the architects, but DSA we cannot control. All we can do is follow up.</p>

	<p>Q: What does DSA stand for?  A: Division of State Architects – Government entity</p> <p>School does not go through city or county. Straight to DSA. We continue to update the timeline in the future.</p>
Item No. 9	<p><b><u>Site Visits</u></b></p> <p>Give paper to Lelia. Put x's on school sites. Will compose list and send out to sites and get a date.</p> <p>One of the responsibilities as a CBOC member is to see what the work is going to be done. This way we have a visual and what is supposed to be in the classroom.</p>
Item No.10	<p><b><u>CBOC Presentations at School Sites</u></b></p> <p>Remove from agenda for next meeting.</p>
Item No. 11	<p><b><u>Identify Points of Discussion for Upcoming Meeting</u></b></p> <p>When reports are available, they can be emailed. Right after board meeting, the reports are posted on the CBOC website.</p> <p>Send links to CBOC members after board meetings.</p> <p>Q: Can documents be sent in a group rather than individually. There are tons of emails.  A: Annie, I don't think we can do that. It's a violation of the Brown Act. Send once together to the committee and then it automatically becomes available to the public. They posts the documents 72 hours before. Cannot reply all in the group email, otherwise it's a violation. Reports can be sent out after it goes to the board.</p> <p>Suggestion: After presenting any CBOC information with the Board, if they can be sent to the CBOC members.</p>
Item No. 12.	<p><b><u>Next Scheduled Meeting</u></b>  March 7, 2018 at 6:30 pm</p>
Item No. 13	<p><b><u>Adjourn</u></b>  Moved by Savina Low and seconded by Louis Perez for Adjournment at 7:43 p.m.  8 yes. 0 No. 0 Abstain</p>