



CITIZENS' OVERSIGHT COMMITTEE-MEASURE K MEETING
Thursday, October 22, 2015 at 6:30 p.m.

Pursuant to Government Code Section 54956 and Education Code Section 35144, the Regular Meeting of the Citizens' Oversight Committee will be held on Thursday, October 22, 2015 at 6:30 p.m. to conduct its business meeting at the Education Center, 11321 Bullis Road, Board Room B-105, B-106, Lynwood, California, 90262.

A G E N D A

A. CALL TO ORDER

B. ROLL CALL

Paulette Bradley	Jackie Espinoza
Edwin Hernandez	Eugene Jackson
Edith Ornelas	Vincent Osby
Mayra Scott	

C. Approval of July 23, 2015 COC Meeting Minutes

D. PUBLIC COMMENT/COMMUNICATIONS

No action or discussion is permitted on any item not included on the posted agenda per GC§ 54954.2 (a).

No action may be taken and no discussion held on items raised by the public except as provided in GC§54954.2 (b).

PLEASE SUBMIT PUBLIC COMMENT FORMS PRIOR TO START OF MEETING

Per Board Policy #9323 Three (3) Minutes May be Allotted to Each Speaker to address all their items. If translation services are required, please state that, and an additional one (1) Minute will be allotted. **Approach the lectern and give your name and address.**

The public has the opportunity to address the Board on any item appearing on the agenda or not on the agenda. Persons wishing to address the Committee are asked to fill out a Public Comment Form located at the sign-in area, and submit the completed form to the administrative assistant prior to start of meeting.

Those who have a group concern are encouraged to select a spokesperson to address the Committee. A copy of the full agenda is available for view at the Reception Desk area of the district office at 11321 Bullis Rd., Lynwood, California, 90262. Also, at the district web site: <http://www.lynwood.k12.ca.us>.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Committee meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Superintendent's Office at 310-886-1602. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure Accessibility to the meeting.

E. REPORTS

- Facility Update – by Ms. Susan Trevizo, Construction Manager (Del Terra)
- Financial Report – by Ms. Marlene Dunn, CBO

F. COC MEMBERS' REPORTS

G. FUTURE AGENDA

H. ADJOURNMENT

Time:

Respectfully Submitted

Marlene Dunn
Chief Business Official

LYNWOOD UNIFIED SCHOOL DISTRICT
Regular Meeting of the Citizens Oversight Committee for Measure K
Thursday, July 23, 2015

MINUTES

Board Room, Education Center
11321 Bullis Road
Lynwood, California 90262

Call to Order & Roll Call

The regular meeting of the Citizens Oversight Committee was held on Thursday, July 23, 2015. COC President, Mr. Edwin Hernandez, called the meeting to order at 6:39p.m. and took the roll.

Paulette Bradley	Jackie Espinoza
Edwin Hernandez	Eugene Jackson
Edith Ornelas- <i>absent</i>	Vincent Osby
Mayra Scott	

Marlene Dunn, Chief Business Official was also present.

Approval of Minutes

Ms. Paulette Bradley moved to approve the COC Minutes for April 23, 2015; Ms. Mayra Scott seconded. Item passed with 6-0 votes.

Public Comment/Communication

- **Toni Dixon** has been a resident of Lynwood for forty years. She presented the committee with several questions and concerns regarding Measure K funds being used to pay for salaries. In particular, she would like the committee to look into a District employee that is being paid with bond money. She also questioned the qualifications of this individual that is being promoted to a management position. As a taxpayer, she urged the committee to investigate where the money is going. Her parents were also taxpayers for many years and contributed to many projects in the District.

Mr. Hernandez invited Ms. Dixon to stay after the meeting to discuss her concerns.

REPORTS

- **Facility Update** –Ms. Susan Trevizo, Construction Manager (Del Terra)

Ms. Susan Trevizo greeted the COC members and announced that she is reporting for the Second Quarter covering the period of April 1st through June 30th. (*PowerPoint presentation posted on the website*)

The report included:

- Phase 1A projects completed in 2014
- Phase 1B projects nearing completion
- Phase 1C projects completed in June 2015
- Phase 2A – Non-DSA Projects
- Phase 2B – DSA Projects – includes Pathway HS Improvements and School Drop-Off Zones
- Summer 2015 – Fall 2015 Proposed Projects – design phase completed/pending DSA approval
- Total Expenditures as of 06/30/15 - \$13,587,874.00

MINUTES
REGULAR QUARTERLY MEETING
OF THE CITIZENS OVERSIGHT COMMITTEE
THURSDAY, July 23, 2015

Responding to Ms. Bradley's inquiry regarding completion of drop-off zones before first day of school, Ms. Trevizo clarified that Washington ES would definitely not be ready due to its location. This project will take more time and careful planning. Ms. Trevizo estimates it will be completed by summer 2016. Ms. Bradley then asked about security issues for the new field, in particular about how they will restrict unauthorized entry/use of field. Ms. Dunn clarified that the fence will be raised and that security staff will be able to make more routine rounds, with newly purchased electric cart, to ensure that there are no unauthorized users on the field. The facility use form is also being revised so that users are aware of the new requirements of the new artificial turf field and must agree to be responsible should they fail to comply.

Regarding authorized events for groups such as school, afterschool, or community, Ms. Espinoza would like to know if they are paying fees to use facilities. She has witnessed how custodial staff failed to maintain some of the restored facilities. Ms. Dunn explained that there is a facility use fee schedule and differs if it is an outside group and that there are restrictions for types of events. These fees include custodial and security fees.

Ms. Espinoza recalled that the committee had requested signs instructing students to take certain measures to protect new facilities such as to wipe their feet. Ms. Trevizo confirmed that such signs have been ordered in both English and Spanish and will be posted at all secondary school site gyms by the first day of school. Samples of these signs will be presented at the next committee meeting. For the artificial turf, Ms. Dunn clarified that the maintenance instructions are still being created but will definitely be distributed and posted once completed.

Mr. Osby expressed his concern regarding several broken gates surrounding the field area. This allows others to enter the field without permission and possibly mistreat/damage turf. Ms. Dunn assured committee that staff is currently addressing these issues. Responding to Mr. Osby's inquiry about security cameras on field, Ms. Dunn confirmed that cameras are being installed and will be integrated with the Sheriff's Department surveillance system. She will also verify if District staff will also monitor and respond accordingly. Mr. Osby is requesting that staff provide the committee with a maintenance schedule along with the names of staff responsible for maintaining facilities and their job duties.

Mr. Hernandez is requesting another tour of District sites as soon as possible. He would like to see that all of the things discussed and presented at these committee meetings are actually happening.

Making reference to page 12 of report, Ms. Espinoza asked for clarification of item listed as program expenses. Ms. Trevizo explained that this includes things such as bank rate fees. She will provide the committee with a list of these items.

• ***Financial Report – by Ms. Marlene Dunn***

Ms. Dunn reported expenditures through June 30, 2015. She clarified that this was not the year-end report, which will be slightly different due to invoices and such that may be processed after June 30th. (*Financial Report posted on the website and attached herewith*)

Responding to Ms. Espinoza's inquiry regarding salary and benefits, Ms. Dunn explained that because the District is required to keep records of all projects and report back to various agencies such as Department of State Architect, the District must provide in-house coordination of these projects and account for all Measure K expenses. It is essential to keep accurate record and time keeping of all those who work directly with Measure K projects, such as the accounting technician and facility coordinator, since it is required that they get paid through bond funds.

Ms. Bradley thanked Ms. Dunn for her explanation of salary and benefits expenditures. She asked for

MINUTES
REGULAR QUARTERLY MEETING
OF THE CITIZENS OVERSIGHT COMMITTEE
THURSDAY, July 23, 2015

further clarification on how the District actually keeps track of hours spent on Measure K projects. Ms. Dunn explained that the District looks at the overall workload of the employee and determines a ratio that reflects percentage spent working on Measure K related duties and District related duties.

COC MEMBERS' REPORTS

Mr. Vincent Osby – *No Report*

Mr. Eugene Jackson – *No Report*

Ms. Mayra Scott – *No Report*

Ms. Paulette Bradley commented on an article that she received. She expressed that it was well written and appreciates receiving these reports.

Ms. Jackie Espinoza welcomed and thanked Ms. Dunn for all of the information presented and shared. She also invites the public to approach them if they have any questions or would like to see any previous presentations that she keeps stored in a binder.

Mr. Edwin Hernandez thanked everyone for being present, especially the residents. He thanked Ms. Dixon for attending the meeting and for presenting her concerns. He reminded her that the purpose of this committee is to address only those things related to Measure K. He announced that he would like to see these meetings publicized/announced to the entire community.

FUTURE AGENDA

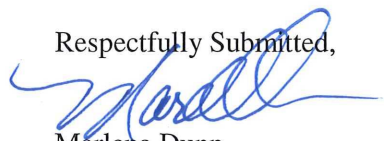
Mr. Hernandez requested another field trip to visit all school sites. All members requested a list of names of people, and their duties, that are responsible for maintaining renovations, such as the field at LHS.

The next COC meeting is scheduled for Thursday, October 22, 2015 at 6:30 pm.

ADJOURNMENT:

The COC Meeting adjourned at 7:57pm.

Respectfully Submitted,



Marlene Dunn
Chief Business Official

Citizens' Oversight Committee
Quarterly Meeting (July 23, 2015)
Financial Report (Expenditures thru June 30, 2015)

Revenues:		
Bond Proceeds	\$	35,310,571
Interest		403,485
Overcrowded Relief Grant (ORG)		15,970,402
Total	\$	51,684,459
Expenditures:		
Salary and Benefits	\$	141,570
		<i>Facility Coordinator (40%) and Accounting Technician (30%)</i>
Supplies & Equipment	333,067	<i>Pathway patio furniture, surveillance cameras, and other equipment</i>
Repairs	1,342,146	<i>Landscape, windows, and bleachers</i>
Other Services	2,070,560	<i>PM/CM, inspector, architect, abatement, advertisement, and PLA</i>
Site Improvement	9,310,186	<i>Painting, roofing, asphalt, and gym</i>
Lincoln*	12,527,404	
Washington*	15,555,751	
Expenditures as of June 30, 2015	\$	41,280,685

*50% funded by ORG