



Cajon Valley Union School District  
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## **Citizens' Oversight Committee (COC) of the Cajon Valley Union School District**

### **Minutes Adopted**

#### **CALL TO ORDER**

The meeting of the Citizens' Oversight Committee was called to order by Committee Chair Victor Garcia on September 28, 2011 at 10:00 a.m. at Cajon Valley Union School District.

**Members Present:** Jane Alfano, Karen Bunkell, Victor Garcia, and Les Henderson, John McTighe, and Craig Wollitz. Apologies: Kirk Gentry.

**District Support Staff:** Scott Buxbaum, Sharon Dobbins, James Beard, John Forrest, Charles Allen, Sharon Clay, Christina Haggar, Rebecca Williams and Beatriz Tirado.

#### **WELCOME AND ROLL CALL**

Victor welcomed members, and staff. Sharon introduced the new Assistant Superintendent of Business Services, Scott Buxbaum.

#### **APPROVAL OF MINUTES**

The minutes from the June 22, 2011 meeting were approved on a motion made by Jane Alfano seconded by Les Henderson and carried 6-0.

#### **PROJECT STATUS REPORT**

Sharon presented a PowerPoint with highlights of the Proposition D Capital Facilities Program. James Beard and John Forrest elaborated on specific projects.

- The Cajon Valley Middle School Rebuilding Project is completed and occupied (this project has been nominated for the San Diego Architectural Foundation's Orchid award and the Coalition for Adequate School Housing's Leroy Greene Design Award).
- HVAC: Project savings of approximately \$1 million will be used to expand the HVAC replacement project to additional schools, where old units will be replaced with new, energy efficient models.
- The Greenfield Middle School Renovation project is scheduled to be completed in September 2012.
- The Rancho San Diego and Vista Grande Elementary School modernization projects will begin in summer 2012. These projects qualify for State Modernization Grant Funds.
- The District-wide Technology Upgrade project is being completed in phases. Upgrades have been completed at Madison Elementary,

Cajon Valley Middle School, and Emerald Middle School. Additional upgrades will be completed over the summer of 2012 & 2013.

### **BUDGET UPDATE**

Sharon presented the Consolidated Expenditure Reports dated 6/30/11 and 9/20/11 and reviewed the project budgets and expenditures, as well as the overall program budget and contingencies.

### **ANNUAL AUDIT & ANNUAL REPORT TO THE COMMUNITY**

Sharon informed the Committee that preparations are underway for the annual Audit. The final audit report will be presented to the Committee at the December Meeting.

### **CVMS PROJECT OPEN HOUSE**

Sharon informed members that the Dedication/Open House ceremony for the Cajon Valley Middle School project will take place on October 20, 2011 at 4:30 p.m. Members were invited and encouraged to attend and see the final completed project.

### **COC FAIRFIELD UNIFIED SCHOOL DISTRICT LETTER**

Sharon shared a letter from Fairfield Unified School District's Citizens' Oversight Committee to the Cajon Valley Union School District's COC regarding the Fairfield COC's legislative proposal to reduce the voter approval threshold for a local school facility maintenance/construction tax.

### **QUESTIONS/ANSWERS**

There was a question regarding how the community is kept informed of the bond progress. Sharon mentioned that project status information is kept up to date on the District's website; the Superintendent periodically provides updates in her Community Connection Newsletter; and the Citizens' Oversight Committee's Annual Report is distributed to all schools, the Taxpayers' Association; City Officials, the Chamber of Commerce; and community groups.

### **ADJOURNMENT**

The meeting was adjourned at 11:05 a.m.

### **Next Meeting**

The next meeting is scheduled for Wednesday, December 7, 2011 at 10:00 a.m. in the Staff Development Conference.