



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 Karen Bunkell on March 26, 2014 at 2:10 p.m. at Cajon Valley Union School District.

Members Present: Karen Bunkell, George Hawkins, Les Henderson, Dick Nasif, and Tim Zelt. Apologies: Linda Webb and Craig Wollitz.

District Support Staff: Charles Allen, James Beard, Scott Buxbaum, Sharon Dobbins, John Forrest, Leslie Greene, and Vickie Hayman.

WELCOME AND ROLL CALL

Audience member, Kelly Michajlenko from the architectural firm Harley Ellis Devereaux, introduced herself and shared information about an agricultural building project her firm recently completed at El Capitan High School for the Grossmont Union High School District.

APPROVAL OF MINUTES

The minutes from the December 11, 2013 meeting were approved on a motion made by Les Henderson and seconded by Dick Nasif and carried 5-0.

MEMBER TERMS

Sharon shared that four members' terms are expiring on May 31, 2014: Karen, Dick, Linda, and Tim. She proceeded to review the COC guidelines regarding member terms via a Power Point presentation and asked if each member is willing to serve an additional term. Each of the four members generously agreed.

STATUS OF PROJECTS

Sharon reviewed the status of current projects along with plans for Lexington Elementary and Montgomery Middle School projects. She explained that the District issued a Request for Qualifications from Design-Build teams for the Emerald Middle School Gymnasium/Multipurpose & Administration Building project. The District is working with an Architect to develop design criteria and a request for proposals, with the goal of hiring a design-build team by July 2014, and achieving project completion and occupancy in August 2016. Additional Technology Infrastructure Upgrades are to be completed over the summer, along with new fencing at Naranja, Rancho San Diego, and Vista Grande.

BUDGETS AND EXPENDITURES

Sharon reviewed the Budget and Expenditure Report, noting that several projects will be closed out soon.

QUESTIONS/COMMENTS

George suggested implementing a training program for new COC members to help ensure that each member has a good understanding of his or her role and is asking relevant questions. There was further discussion regarding checks and balances and the various required approvals, certifications, inspections, and audits.

ADJOURNMENT

The meeting was adjourned at 2:52 p.m.

NEXT MEETING

The next COC meeting is scheduled for Wednesday, **June 25, 2014** at 11:00 a.m. in the Professional Development Conference Room 1.