



Meeting of the Citizens' Bond Oversight Committee

December 18, 2025 5:00 p.m.
Virtual Meeting

MEMBERS

Vacant

Senior Citizens' Organization
Accepting applications

Osvaldo Avila, Community-At-Large
2nd term expires 11/2027

Steve Davis, Business Representative
2nd term expires 11/2027

Raul Nario, Parent / PTO
2nd term expires 6/2026

Richard Turrentine,
Community-At-Large
1st term expires 09/2026

Magda Armistead, Parent/PTO
1st term expires 09/2027

Vacant, Taxpayers' Association
Accepting applications

EXECUTIVE STAFF

David Miranda, Assistant Superintendent,
Facilities & Operations Department

Tracy Nishihira, Executive Director,
Facilities Development & Planning Brach

Sara Slater, Assistant Director, Fiscal
Services

Shantel Brodhead, Assistant Director, Public
Information

Kim Nguyen, Director, Purchasing &
Contracts

Dana Grudem, Senior Program Manager

Ferdows Fazeli, Senior Program Manager

Dan Barr, Admin Coordinator, Construction

Guillermo Jimenez, Building Program
Liaison

MEETING MINUTES

Call to Order

The regular meeting of the Long Beach Unified School District's Citizens' Oversight Committee was called to order at approximately 5:09 p.m. by the PIO.

CITIZENS OVERSIGHT COMMITTEE MEMBERS PRESENT

Steve Davis
Raul Nario
Osvaldo Avila
Richard Turrentine
Magda Armistead (arrived after roll call)

CITIZENS OVERSIGHT COMMITTEE MEMBERS ABSENT

STAFF PRESENT

Dana Grudem
Tracy Nishihira
Shantel Brodhead
Gema Ptasinsk| CliftonLarsonAllen LLP (External Auditor)

Approval Minutes

It was moved by Steve Davis and seconded by Richard Turrentine to approve the minutes of the September 23, 2025, meeting.

Ayes:4
Noes:0
Abstained:0
Absent:1

Motion carried

Public Comment

No public comments were made during this meeting.

Communications and Announcements

1. New Staff Introductions:

- **Tracy Nishihira** reiterated her role as the district's new Executive Director of Facilities. Noted that she and Dana Grudem would be reaching out individually to committee members for more formal introductions.

2. New Committee Member Introduction

- Formally welcomed Magda Armistead as the newest member of the Citizens' Oversight Committee.

3. Committee Vacancies and Chairperson Election

- With Mr. Bishop's term concluding, the committee will elect a new **Chairperson** at the next meeting in **December (virtual)**.
- Vacancies remain for representatives of a **Senior Citizens Organization** (must be affiliated with a recognized senior citizens organization) and a **Taxpayers Association** (must be affiliated with a bona fide taxpayers association and cannot be an employee of

the district). Members were encouraged to share the online application link with potential candidates.

Staff Reports

1. Audit Report – Fiscal Year Ended June 30, 2025

Gema presented the results of the annual financial and performance audits for Measures K, E, and Q.

- **Financial Audit:**
 - An unmodified (clean) opinion was issued, indicating the financial statements are fairly presented in all material respects.
 - The audit covered bond funds only and did not represent the district's full financial statements.
 - No material weaknesses or significant deficiencies in internal controls were identified.
 - No findings were reported for the current or prior fiscal year.
 - This marked the district's 13th consecutive year of clean audit results
- **Performance Audit:**
 - No instances of non-compliance were identified.
 - Sample testing of expenditures confirmed alignment with voter-approved project lists.
 - Payroll expenditures charged to bond funds were reviewed and appropriately supported, including time documentation for split-funded positions.
 - No indirect costs were charged to bond funds beyond allowable program support costs.

Committee members asked clarifying questions regarding audit recommendations, payroll allocations, and interim housing expenditures.

Gemma concluded her presentation and announced her upcoming retirement. Committee members and staff expressed appreciation for her years of service to the district.

New Business

1. Draft Citizens' Oversight Committee Annual Report

Shantel presented an overview of the draft COC Annual Report, which will be presented to the Board of Education in February.

Key highlights include:

- Updated districtwide HVAC progress, with 74 of 83 schools completed following the closure of Hudson School.
- Focus on recently completed and ongoing athletic facility projects, including:
 - Jordan High School gymnasium and pool
 - Hamilton Middle School gymnasium
 - Avalon ball field
 - Lakewood Aquatic Center
 - Wilson High School aquatic facility
- Summary of total bond expenditures, number of students served, project status charts, and audit results.

Staff clarified questions regarding interim housing, HVAC system variations by site, and prioritization of facilities serving students with medical needs.

Committee members were invited to provide feedback prior to finalization. The report will return

for approval at a future meeting before submission to the Board.

Approval Process: Committee members were invited to provide feedback prior to finalization. The report will return for approval at a future meeting before submission to the Board.

2. Selection of New Committee Chair

- The committee selected Richard Turrentine to serve as Chairperson of the Citizens' Oversight Committee.

Old Business

None.

Meeting Adjournment

The meeting was adjourned at 5:45 p.m.

Motion to adjourn by Steve Davis and seconded by Richard Turrentine.

Next Meeting

The next Citizens' Oversight Committee meeting is scheduled for **December 18, 2025 (virtual format)**. Members will be notified via email once the exact date and time are confirmed.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY: Any individual with a disability who requires reasonable accommodation to participate in a COC meeting may request assistance by contacting the office of the Facilities Development & Planning Branch, 2425 Webster Avenue, Long Beach, California 90810; Phone: (562) 997-7550

PUBLIC COMMENT DURING VIRTUAL MEETINGS: Members of the public who would like to comment on items on or off the Agenda can submit their statement via email to lbschoolbonds@lbschools.net by February 10 @ 2:00 p.m. and it will be read aloud and become part of the meeting record.