



WESTMINSTER SCHOOL DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEASURE T GENERAL OBLIGATION BONDS

Meeting of June 26, 2025, to be held at 5:00p.m.

District Office: Mendez Board Room

AGENDA - **APPROVED MINUTES**

1. **Welcome** – Manuel Cardoso, Assistant Superintendent of Business Services
2. **Call to Order & Flag Salute** *Meeting called to order by Mr. Don Anderson at 5:02pm.*
3. **Roll Call and Establishment of Quorum**

Name	Representation	Present	Absent
Don Anderson	Active Senior Citizens Group	X	
Diana Carey	Taxpayer Organization	X	
Vacant	Business Representative		
Christine Hernandez	Active PTA/Parent Representative	X	
Hung Nguyen	Parent Representative	X	
Joey Van Camp	At-Large Community	X	
Ellen Riley	At-Large Community	X	

4. **Public Comment** – Any member of the public attending this meeting may directly address the Committee on any item of interest to the public with respect to the expenditure of Measure T GO Bond Proceeds.

*The Chairperson will ask if any members of the public wish to address the Committee, and if so, the members of the public shall raise his/her hand and when called upon, give their name, and then make their statement. Members of the public will be given up to three minutes to address the Committee. **No public comments at this time.***

5. **ADOPT** - AGENDA for Regular Meeting of the Citizens' Oversight Committee Meeting held on June 26, 2025. *Moved by Ms. Diana Carey; seconded by Ms. Christine Hernandez. All members voted, AYE-PASSED.*
6. **APPROVE** - Official Minutes of the Citizens' Oversight Committee meeting held on [April 3, 2025](#), as submitted or with the necessary corrections.
 - *Mr. Hung Nguyen and Ms. Ellen Riley requested that WSD Staff be listed as a part of attendees.*

WSD Staff	Title	Present	Absent
Manuel Cardoso	Asst, Superintendent, Business Svcs.	X	
Dr. Gunn Marie Hansen	Superintendent	X	
Scott Harvey	Ex Director, Facilities MOT	X	
Brett Heinbuch	Ex. Director, Business Svcs.	X	
Anne Pham	Administrative Secretary, Business Svcs.	X	



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- *Moved by Ms. Diana Carey; seconded by Ms. Joey Van Camp with the addition of WSD Staff included to the attendance moving forward.*
 - *All members voted, AYE-PASSED.*
7. **RECEIVE** – Correspondence and refer it to the proper Order of Business or to the Assistant Superintendent of Business Services for handling. *No correspondence at this time.*
 8. **HEAR** - Oral Communication from Members of the Citizens' Bond Oversight Committee and District Staff. *Oral communications consisted of group discussion of summer school programming at Anderson, Clegg, Hayden, Sequoia, Stacey MS and Webber. Extended School Program (ESP) is at DeMille, Johnson MS, and Schmitt while Special Ed. Extended School Year is at Finley, Johnson MS, and Land.*
 9. **REVIEW** – Measure T Presentation Update
 - Current modernization projects
 - Group 1 - Finley ES, Webber ES, Schmitt ES
 - Group 2 - Sequoia ES, Eastwood ES, and Warner MS
 - Measure T Fiscal Data & Project Summary

The following information/items were discussed.

- *HVAC project provided an opportunity to address sites' insufficient electrical situation. Additional outlets and data ports needed to be added, which is reflected in the sites' change orders/amended amounts, especially with Warner as it was the largest. Projects remained within the contingency budget. Sites' input was incorporated, while meeting standards and considering benefits to students' and staffs' needs.*
- *Most classrooms have carpet. LVT flooring would be seen in the specialty education classes, health offices, or areas that need to be able to handle higher moisture or water.*
- *In summary, 120 AC units were added to six properties within a year and a half. The offices in all the six locations were also upgraded within a two-and-a-half-point period, which the Team is proud of.*
- *Members and staff acknowledged the achievement of completing this massive project on time while the Nutrition Services Kitchen project was taking place. The support and guidance from Leadership and COC Members to boldly take on 6 projects versus 2 at a time and then Mr. Scott Harvey taking over the reins and aligning it to the Strategic Plan is a great accomplishment.*
- *Ms. Christine Hernandez reiterated the point that the construction that started in 2016 and walking through the upgrades/changes, do directly align with the Strategic Plan, in terms of what the vision is and what it looks like for the students and for the staff. It is amazing.*
- *An email invitation will be sent to COC members for participation in the Facilities Master*



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- *Plan process and the slides outlined from the 4/3/25 meeting can be reshared. September 11th is the anticipated meeting date and will involve creating a future plan for specialty driven projects, such as a performing arts center, indoor/outdoor learning spaces, athletic clubs, STEM/Music rooms, or multipurpose/cafeterias based on data/surveys collected. Projects considered would have to align to the Strategic Plan.*

Financials Recap

- *Measure T Summary slide was “modernized” for more detailed Measure T, ESSER III, and COP balances. It shows how those additional funding sources helped wrap up these projects.*
- *The totals amount in blue to slide 44 are as of 6/23/2025.*
- *ESSER III funds were received in 2020, CDE approved that funds could be used towards these projects, and met the recent FPM audit that took place. This allowed for modernization of 2 additional school sites.*
- *COP is the additional funding opportunity with Dr. Hansen’s guidance and working with our financial advisors. This essentially allowed for the modernization of 4 school sites.*
- *Design planning phase is taking place to provide updated information for Board on possible funding for Willmore and Schroeder modernization, although Measure T would be officially fully spent with these completed projects.*

O&A

1. *Ms. Joey VanCamp asked (a) if there were upgrades to the health offices and (b) what school sites are left.*
 - a. *Updates to health offices included new sinks, hot water, and locking cabinets. These were change orders involving District Nurse Bobbie Cox to ensure that new standards were met.*
 - b. *It would be Willmore Schroeder, Stacey, Johnson, and Clegg, although all classrooms have AC/mini-splits. Clegg, Johnson, and Stacey main offices have or are receiving an upgraded, permanent AC system, and Land had an existing system.*
2. *Mr. Don Anderson questioned (a) what was the contingency rate, (b) how are the repayment on the bonds going, (c) what is the role of the committee with the upcoming completion of the project, (d) and what was the reason for the removal of Willmore’s sign and the green wrap around the chain linked fence on the Hazard and Chestnut side.*
 - a. *The final amended rate was 9.89% from Slide 3.*
 - b. *Payments are being made to the bonds. Interest rates are high right now, and refinancing will take place once rates are lower, so that money will be posted back to taxpayers. The District received a low rate of about 3.12%,.*
 - c. *Measure T is not fully completed. There are future meetings scheduled. One on September 18 to wrap up the fiscal year. The fiscal year closes June 30th with August 15th as the year end close deadline date, to pay bills. The 2024-25 Audit should be received in January, which will be the last meeting to accept and approve the final audit. COC Members will be invited to participate in the FMP Committee process.*

3.5

Develop and implement a long-range Facilities Master Plan to ensure effective use of all district facilities including, but not limited to, modernization of classrooms, upgrading of technology infrastructure, and enhanced safety on all campuses.



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- d. The Wilmore Thunderbirds logo provides privacy, security, and curb appeal. The green wrapping to the fencing for the entire area along the street was a more cost-effective option for privacy and security. There are more requests from sites, principals, PTAs and families for the privacy screen, especially sites with parks since they are experiencing issues with the homeless in the area.*
- 3. Ms. Ellen Riley inquired on (a) what type, where is, and what rate is the other investment account held, (b) is an enrollment decline anticipated, and how will teacher numbers be affected because of possible enrollment decline.*
 - a. It is a liquid, interest-bearing money market account at US Bank, held in trust and used to pay monthly bills by submitting a claim for reimbursement. It started at a 1% interest rate and now at 2.25%.*
 - b. A slight enrollment decline of 1.3% is projected for next year, although the decline is improving, since there was an increase of twenty students this year. Expanding sites' specialty programs will continue with the efforts of attracting more students/families.*
 - c. California is projected to decline for the next 10 years. The high cost of living and low birth rates mean less students. Adjustments to staffing and budget would be made when that occurs.*
- 4. Mr. Hung Nguyen asked (a) what were the past DSA projects mentioned that needed to be closed out, (b) what will take the place of the Interim Housing in pink to Slide 36 and were they rentals, (c) were all the old clocks removed from the 16 classes, based on the before/after picture to Slide 19, (d) other parents asked why there are no lockers at the middle schools, (e) did tariffs affect the projects, (f) are safety plans updated with the campus changes, (g) were there any injuries during the projects, (h) and are there plans for Warner kitchen to specifically be able to make food, would the FMP be the best way to address that.*
 - a. The DSA close outs were past/completed projects where specific paperwork just needed to be filed to record that they are officially closed. The list can be provided.*
 - b. Interim Housing was recently removed, and the asphalt will be restored, slurried and striped. Yes, portables used for temporary housing were all rentals.*
 - c. Digital clocks were integrated into the Speakers as seen on Slide 38 or currently what we see here in the Boardroom. It is a comprehensive audio/visual announcement system that includes the bell systems and alerts.*
 - d. Sites had lockers at one time and were removed in the past due to safety issues that included hiding items, blind spots created since they are placed in hallways, and damages occurred.*
 - e. Measure T projects were not impacted by tariffs since all supplies were sourced before they took effect.*
 - f. Comprehensive School Safety Plans are required to be updated every year, regardless of any site construction.*
 - g. Safety plans were in place for each project and very minor injuries were reported, no majors such as slip & falls, broken bones or OSHA type of complaints.*



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- h. No current plans to Warner at this time since the kitchen was updated in 2013 and recently had an AC maintenance repair due to bad/failed components. These kitchens were not meant to heat and serve, although KIT funds would be the fresh/scratch food option. This does fall in the “specialty project” for the FMP, although thirteen elementary kitchens were renovated through Nutrition Services Project. The PTA recently toured the Central Kitchen in May.*
5. *Ms. Christne Hernandez was curious on (a) if high foot traffic grass areas that were affected would be addressed, (b) will another mailer be sent in the summer to help with enrollment, and (c) will/can a feedback summary of sites’ upgrades be shared from their first week back in September.*
- ❖ *She also mentioned there were 3 car accidents recently due to a visibility issue at DeMille’s corner of Van Buren and Hazard.*
 - *The District will make arrangements to assess the area.*
 - a. *Yes, landscape areas affected during the project would be restored, as part of the contractors’ scope of work which is returning the site back to its original form, including grass areas where traffic was routed.*
 - b. *The main mass mailer is sent in January/February when inter-district transfers and open enrollment takes place. Land just sent their mailer, and a new District mailer is in the works.*
 - c. *Feedback summary of sites’ upgrades from their first week back can be shared at the next meeting.*
10. **DISCUSS** - Proposed Future Agenda Items
None discussed, but items or information can be emailed to Mr. Manuel Cardoso if needed.
11. **REVIEW & DISCUSS** – 2025/26 Meeting Schedule
- *Thursday, September 18, 2025 - 5:00 p.m.
 - *Thursday, January 29, 2026 - 5:00 p.m.
- *Subject to change based on Board of Trustee meetings*
The dates have been accepted and subject to change if necessary and invitations will be sent to the Committee Members.
12. **ADJOURNMENT 6:04pm**
[Note: As required pursuant to Education Code Section 15280, the minutes of this meeting will be posted on the District’s website]