



MEASURE G OVERSIGHT COMMITTEE

MINUTES
December 5, 2018

Members Present:

Barbara Chiodo
Carlos Cojulun
Greg Meneshian
Charlotte Meyer
Kristen Pifko
Lisa Simpson

Members Absent:

Steve Schulz

Staff:

Lesli Stein – Board Member
Dr. Dan Stepenosky - Superintendent
Karen Kimmel - Assistant Superintendent of Business

Guest Present:

Kevin Brinjak - Auditor from Nigro & Nigro

The meeting was called to order at 6:02 PM at the Las Virgenes Unified School District, 4111 Las Virgenes Road, Calabasas, CA 91302

Review of Minutes from September 5, 2018 meeting

The committee reviewed the minutes from the meeting held September 5, 2018. On motion of Ms. Pifko, seconded by Ms. Meyer the committee unanimously approved the minutes of September 5, 2018.

Review of Measure G Audit Report

The auditor from Nigro & Nigro, Kevin Brinjak, reviewed the Independent Auditor's report for the Measure "G" General Obligation Bond Building Fund for the Las Virgenes Unified School District for the fiscal year ending June 30, 2018. Mr. Brinjak reviewed the audit report and stated that Proposition 39 requires an oversight committee to monitor the Measure "G" funds and for an audit to be conducted with finding reported to the LVUSD Board of Education. Mr. Brinjak reported that the audit finding for LVUSD's Measure G Bond is that of a Modified "Clean" Report. On motion of Ms. Meyer, seconded by Ms. Pifko the committee unanimously approved the June 30, 2018 Audit Report.

Measure G District Summary Report through October 31, 2018

Mr. Cojulun reviewed the Summary Report through October 31, 2018 and said that the balance as of the first quarter is \$6,112,542. Mr. Cojulun reviewed the expenditure of expenses for Agoura High School, Lupin Hill Elementary School and the District Office, as presented and stated that the expenses are within the scope of the Measure G Bond.

Mr. Meneshian requested clarification of the Smith-Emery Laboratories invoice for geological testing at Lupin Hill Elementary. Ms. Kimmel said she will forward a sample of their billing contract for review by the committee.

Ms. Meyer asked if the District has received any state funding for the Lupin Hill Project. Ms. Kimmel replied that the District has not received any state funding.

Mr. Meneshian asked whether the mobile modular unit listed on the Lupin Hill Elementary expense sheet is rented or a purchase. Ms. Kimmel replied that in order to qualify for funding the District needed to add a classroom. She said the original plans included 4 new classrooms however due to budgetary cuts and in the interest of staying in compliance with the agreement, the modular unit was purchased and will be utilized as a new permanent classroom.

On motion of Ms. Meyer, seconded by Ms. Pifko the committee unanimously approved the Summary Report through October 31, 2018.

Measure G Project Update

Ms. Kimmel reported that as of last week, 99% of the first building has been completed and 29% of the multi-purpose room has been completed.

Ms. Meyer asked what consideration has been given for the surrounding neighbors. Ms. Kimmel replied that the District and Lupin Hill Elementary School Principal, Scott Foli, have been in regular communication with the neighbors and attempt to keep the noise level and limit the transportation of materials on weekends. She said the period of winter break will be utilized to complete the grading of a slope.

Ms. Meyer said if space is needed for Lupin Hill Elementary school events, the Agoura Hills Recreational Center has space available. Ms. Kimmel replied that the District has coordinated with A.E. Wright Middle School and has calendared dates to utilize their facilities to accommodate larger Lupin Hill Elementary School events.

Ms. Kimmel said she is hopeful that by February enough progress will have been made for the committee to take a tour of the Lupin Hill Project. Ms. Kimmel said last week there was delay due to incorrect measurements of steel beams, however the contractor is working on quickly remedying the matter in order to stay on schedule.

Ms. Kimmel said that the phone system was upgraded throughout the District this past quarter. Ms. Meyer asked what system would be used to communicate with families in an emergency. Ms. Kimmel replied that with the new phone system, each school site has its own emergency protocol to communicate with families and that the District Office has the capability to send a universal message to all families. She said the universal subscription (Blackboard) is \$12,000 per year subscription.

Review Annual Report to the Board

Mr. Cojulun reviewed the draft of the Annual Report with the committee and said the report is presented to the Board in January of each year. Ms. Kimmel added that a portion of the report includes the minutes from the 2017-2018 time period.

Ms. Meyer asked about the frequency of committee meetings. Ms. Kimmel replied that the committee is required to meet once per year but meets in September to review the close of the June 30 fiscal year end, at the end of November to review the audit report and again in the Spring.

Mr. Cojulun said this item will be left open and requested the committee members to review the annual report and submit their comments by December 14.

Next Meeting

The next meeting will be held on April 3, 2019 at 6:00 PM.

The meeting adjourned at 7:17 PM.