

**MENIFEE UNION SCHOOL DISTRICT MINUTES
MEETING OF THE MEASURE Q BOND CITIZENS' OVERSIGHT COMMITTEE**

October 12, 2017
District Education Center Training Room

Menifee Union School District
29775 Haun Road
Menifee, California 92586

Present:

Stu Blaze
John Corlett
Jeremie Curtis
Ken Fregin
Dennis Silva

Absent:

Tina Kearney
Gloria Sanchez

1. Call to Order

Minutes:

The meeting was called to order by Chairperson Dennis Silva at 4:31 pm.

2. Roll Call and Establishment of Quorum

Minutes:

Roll Call showed that all Committee members were present, except for Tina Kearney and Gloria Sanchez. Also in attendance for all of the meeting was Assistant Superintendent, Business Services, Ambur Borth; Director of Facilities, Bruce Shaw; and Assistant Superintendent Secretary, Kristin Simpson.

Dennis Silva announced that the Committee received a resignation letter from member Tina Kearney on October 10, 2017 via email. Therefore, there is vacancy on the Committee in the representation area of "Parent or Guardian of a child enrolled in the District and active in a parent-teacher organization." The vacancy will try to be filled within 90 days by the Committee.

A quorum was established.

3. Public Comment

Minutes:

Susan Rood, resident of Menifee and teacher at Ridgemoor Elementary School asked how a parent would go about applying for the vacant position on the Committee. She also wanted to know if there was a document out that shows line items of what Measure Q

money has been spent on or is slated to be spent on and what facilities are slated for work.

Bruce Shaw indicated that vacancy to be filled must be by a person who qualified for the representation category that is vacant which is “Parent or Guardian of a child enrolled in the District and active in a parent-teacher organization” and Committee members cannot be employees of the District.

Ambur Borth explained the application process for the Committee selection. The Committee application will be posted on the COC website and the District will post the vacancy on its social media accounts.

4. **Approve Minutes from September 14, 2017 Meeting**

Motion Passed: Dennis Silva motioned to approve the minutes of September 14, 2017 meeting as presented. Motion was seconded by John Corlett.

YES	Stu Blaze
YES	John Corlett
YES	Jeremie Curtis
YES	Ken Fregin
VACANCY	
ABSENT	Gloria Sanchez
YES	Dennis Silva

5. **Review SACS Form 21 2016-17 Unaudited Actuals**

Minutes:

Ambur Borth reviewed and explained how to read the SACS Form 21 2016-17 Unaudited Actuals report for Fund 21 (building fund) that bond money is deposited into and expenditures are taken out of. She indicated to the Committee that their task is to review the 2016-17 expenditures on the form and give a report to the Board indicating that the District was in compliance with spending Measure Q money for fiscal year 2016-17. She went on to explain that the District has received \$23 million from the sale of bonds for ES#14 and has spent \$2.7 million in 2016-17 as of June 30th. The Committee will continue to prepare and submit annual reports for each fiscal year that money is spent under Measure Q until all projects under Measure Q are completed.

Bruce Shaw explained to the Committee that the expenditures will show you the progress of the construction for each year. For example, in 2016-17 because one of the first things to be done in building construction is having the foundation poured, you will see an expenditure for the concrete contractor.

Dennis Silva said that receiving a report that showed the amount of expenditures paid to the individual contractor as a portion of progress would help the Committee better

understand the expenditures. Ambur Borth agreed to provide this report to the Committee.

6. Review Sample Annual COC Report

Minutes:

Ambur Borth presented the Committee with two additional separate samples of COC annual reports from other school districts. The District also previously provided a sample report to the Committee at its first meeting. She explained what the Committee is reporting on its annual report is that the District is in compliance with spending Measure Q bond money the way it is intended to be spent and that the Committee can choose what format they would like use for the report. She indicated that after the Committee submits the report to the Board, and the Board has accepted it, it will be made public on the Measure Q COC website.

Kristin Simpson volunteered to format a draft framework for the report for the Committee and send it to each member for review in order to create the annual report at the Committee's next meeting.

Motion Passed: Dennis Silva motioned to use the Perris Union High School District COC Annual Report format. Motion was seconded by Jeremie Curtis.

Motion Passed:

NO	Stu Blaze
YES	John Corlett
YES	Jeremie Curtis
YES	Ken Fregin
VACANCY	
ABSENT	Gloria Sanchez
YES	Dennis Silva

Ken Fregin indicated that the project list for Measure Q indicates some areas that are very broad and asked if there were leeway in those areas to fix things at other schools. Bruce Shaw indicated that there may be small amounts of bond money left over and/or set aside to perform some modernizations, like air conditioning replacement/upgrade, of the District's older school sites; but the major portion of Measure Q money will be spent to build two elementary schools, one middle school, and complete the renovation of Menifee Valley Middle School. Mr. Fregin asked if there was a certain amount of money set aside for each of these projects. Ambur Borth answered no due to fluctuation in construction and labor costs over time. The District obtained estimates for each project in order to determine the amount of money needed for Measure Q.

Ambur Borth gave a brief overview of what occurred at the Facilities Special Study Session of the Governing Board that took place on September 27, 2017.

7. Review District 2016-17 Measure Q Expenditures

Minutes:

Ambur Borth explained that the 2016-17 Measure Q Expenditures form is the detail of the expenditures listed on the SACS Form 21 2016-17 Unaudited Actuals report for Fund 21 and the Committee should only be looking at Fund 21 on this report.

8. Determination of Next Meeting Date

Motion Passed: Dennis Silva motioned to hold the next Committee meeting on November 7, 2017 at 4:30 pm at the Menifee Union School District Education Center and a tentative meeting date of December 4, 2017 at 4:30 at the Menifee Union School District Education Center if the Committee needed extra time to complete the COC annual report. Motion was seconded by John Corlett.

YES	Stu Blaze
YES	John Corlett
YES	Jeremie Curtis
YES	Ken Fregin
VACANCY	
ABSENT	Gloria Sanchez
YES	Dennis Silva

9. Adjourn

Motion Passed: Dennis Silva motioned to adjourn the meeting at 5:25 pm. Motion was seconded by Ken Fregin.

YES	Stu Blaze
YES	John Corlett
YES	Jeremie Curtis
YES	Ken Fregin
VACANCY	
ABSENT	Gloria Sanchez
YES	Dennis Silva