

# Citizens' Oversight Committee of the Cajon Valley Union School District

**Wednesday, April 10, 2019  
9:00 AM**

**Cajon Valley Union School District  
750 East Main St., Professional Development Rm 1  
El Cajon, CA 92020**

## **MEETING AGENDA**

- 1. Call to Order**
- 2. Welcome and Roll Call**
- 3. Approval of Minutes**
- 4. Annual Audit Report**
- 5. Annual Report to the Community**
- 6. Project Updates**
- 7. Budget Updates**
- 8. Discussion/Other**

***Project Tour:*** Wednesday, April 17, 2019, (Bus Departs at 9:00 AM, **please arrive at 8:50 AM**)  
Cajon Valley Union School District  
750 E. Main Street (meet in front of main building)  
Bus Departs at 9:00 AM  
Tour: Hillsdale, Anza, Johnson  
Bus returns to District Office at 11:30 AM

***Next meeting:*** Wednesday, July 10, 2019, 9:00 AM  
Cajon Valley Union School District  
750 E. Main Street/Professional Development Room 1



Cajon Valley Union School District  
750 East Main Street  
El Cajon, CA 92020  
(619) 588-3000  
Website: [www.cajonvalley.net](http://www.cajonvalley.net)

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## Citizens' Oversight Committee (COC) of the Cajon Valley Union School District

### Minutes Unadopted

#### CALL TO ORDER

The meeting of the Citizens' Oversight Committee was called to order by Deanne Markle on January 9, 2019 at 9:00 a.m. at the Cajon Valley Union School District.

**Members Present:** Steve Devan, Victor Garcia, Robert Kiesling, Peter Lupo, Deanne Markle, and Sheri Runyen.

**District Staff:** James Beard, Sharon Clay, Sharon Dobbins, Louise Gibson, Jon Guertin, Vickie Hayman, Lisa Krueger, and Mark Mendoza.

#### WELCOME AND ROLL CALL

Deanne welcomed everyone and expressed appreciation for their attendance. Sharon explained that, due to Jon needing to leave for the airport, he will report on Prop EE projects prior to moving on to the approval of the minutes.

#### PROP EE PROJECT UPDATE

Jon Guertin shared that Prop EE funds are being used for student devices and AV projects. With the next GOB (General Obligation Bond), plans are to replace more Chromebooks and teachers' Macbooks. Grades K, 3, and 6 will get new devices, with all students having full take-home privileges. I.T. is piloting a new web filter: parent controls over the summer and breaks; and District controls during the school year.

Chromebooks now come with an 'always on' case, resulting in reduced costs for damage and labor, and I.T. has established a protocol for chronic abusers. I.T. has also laser printed the logo on each device to help deter theft. The District is presently in discussions regarding software costs, such as Imagine Learning in twelve languages.

Jon shared that the Federal E-Rate program helps to pay for the infrastructure (wiring, switches, etc), 85% E-Rate and 15% District. This program will continue for 6-7 more years.

#### APPROVAL OF MINUTES

The minutes from the October 10, 2018 meeting were approved on a motion made by Victor Garcia, seconded by Sheri Runyen, and carried 6-0.

#### DRAFT ANNUAL REPORT TO THE COMMUNITY

Sharon shared that the auditors are still working on the 2017/2018 audit report. They expect to have it completed soon. Sharon will forward the report to COC members when it is received. The auditor will attend the April COC meeting to review the report with the Committee.

The committee reviewed the draft Annual Report to the Community, and made suggested edits, including additional verbiage in the cover letter related to technology bonds aligning with the useful life of the devices. Sharon mentioned that this draft report will be revised based on Committee input. She and other staff will proofread and make any additional corrections needed. The revised report will be emailed to the Committee for final review and input prior to the next meeting.

Deanne stated that the members will further review the draft Annual Report and contact Sharon with any further input or questions.

## **PROJECT UPDATES**

Sharon shared that the District is anticipating Anza Modular Classroom Building plan approval by the Department of the State Architect (DSA) at an “over-the-counter review” scheduled for January 24<sup>th</sup>. Once plans are approved by DSA, the District can begin the bidding process. It is expected that Phase I construction will begin in April 2019 will be finished in early August for the start of the 2019/2020 school year. Phase 1 includes two buildings with a total of: six classrooms, five office/small group spaces, student restrooms, and staff restrooms.

Plans are being developed for new modular classroom buildings at Johnson and Naranca Elementary Schools.

The District is currently finalizing a district-wide security assessment and beginning to work on an updated facilities master plan. Additional exterior security cameras are planned to be installed, and a key-code system is presently being piloted in both the I.T. and Personnel Departments.

## **DISCUSSION / OTHER**

Sharon reviewed the member terms and shared that she is hoping to fill the current COC member vacancy by the next meeting. There was a possible candidate, but he was disqualified because he owns a business from which the District has purchased HVAC supplies. Because the vacancy is for a member affiliated with a senior organization, Bob suggested contacting OASIS.

Sharon indicated that a project tour may be scheduled during the week of Spring Break. She will send out an email with additional information.

## **ADJOURNMENT**

The meeting was adjourned at 10:08 a.m.

## **NEXT MEETING**

The next COC meeting is scheduled for Wednesday, April 10, 2019 at 9:00 a.m. in Professional Development Room #1.

**CAJON VALLEY UNION SCHOOL DISTRICT  
BOND PROGRAM BUDGET  
3/31/2019**

**Estimated Revenue**

Revenue Source	Current Budget	Budget Adjustments	Revised Budget	Budget Adjustment Rationale
Prop D Bond	68,092,992		68,092,992	
Interest-Prop D	1,480,757		1,480,757	
Prop C Bond	88,400,000		88,400,000	
Interest-Prop C	575,140		575,140	
QSCB Proceeds	4,551,940		4,551,940	
State Funding	2,992,789		2,992,789	
E-Rate	727,656		727,656	
Developer Fees	777,265		777,265	
County Grant	228,057		228,057	
Deferred Maintenance	200,000		200,000	
Prop 39-Energy Efficiency	3,927,181		3,927,181	
<b>TOTAL</b>	<b>171,953,777</b>	<b>-</b>	<b>171,953,777</b>	

**Estimated Expenditures**

Project#	Project Name	School Name	Current Budget	Budget Adjustments	Revised Budget	Budget Adjustment Rationale
D-7501	Water Line Replacement	Meridian	54,892		54,892	
D-7502	Security Camera Upgrades	Various	1,118,404	<b>6,233</b>	1,124,637	<i>Adjust budget to reflect final project costs.</i>
D-7503	Clock System Upgrades	Various	76,507		76,507	
D-7504	Playground Upgrades	Various	290,102		290,102	
D-7505	New Gymnasium/MPB	Greenfield	13,035,706		13,035,706	
D-7506	Electrical Upgrades	Various	930,567		930,567	
D-7507	New 2-Story Classroom Bldg	Cajon Valley	14,630,360		14,630,360	
D-7508	HVAC	Various	10,600,802		10,600,802	
D-7509	MPR Remodel	Flying Hills	587,462		587,462	
D-7510	Modernization	Vista Grande	4,616,055		4,616,055	
D-7511	Modernization	Rancho San Diego	4,481,488	<b>(11,756)</b>	4,469,732	<i>Adjust budget to reflect final project costs.</i>
D-7512	Technology Infrastructure	Various	26,725,961		26,725,961	
D-7513	Reconstruction	Lexington	31,117,584		31,117,584	
D-7515	New Gym/MPB, Admin & Kitchen Buildings	Emerald	12,922,592		12,922,592	
D-7516	New Gym/MPB & Renovations	Montgomery	12,199,114		12,199,114	
D-7518	Erosion Control	Crest	65,000		65,000	
D-7519	Fencing	Various	1,311,138		1,311,138	
D-7522	Parking Lot Upgrades	Various	219,869		219,869	
D-7524	Minor Renovations	Various	314,945		314,945	
D-7525	Security Lighting	Various	400,400		400,400	
D-7526	Sidewalk Upgrades	Various	500,000		500,000	
D-7527	Window Replacement	Blossom Valley	200,000	<b>20,320</b>	220,320	<i>Adjust budget to reflect final project costs.</i>
D-7528	Educational Technology	Various	1,800,000		1,800,000	
D-7529	New Classroom Bldgs & Renovations	Magnolia	8,403,786	<b>(64,655)</b>	8,339,131	<i>Adjust budget to reflect final project costs.</i>
D-7530	New Classroom Bldgs & Renovations	Various	-		-	
D-7531	New Classroom Bldgs & Renovations	Anza	4,976,430		4,976,430	
D-7532	New Classroom Bldgs & Renovations	Johnson	10,194,550		10,194,550	
D-7533	New Classroom Bldgs & Renovations	Naranca	4,742,354		4,742,354	
D-7540	Lighting Retrofit	Various	587,709		587,709	
D-7599	Program Management	N/A	4,350,000		4,350,000	
	Contingency	N/A	500,000	<b>49,858</b>	549,858	<i>Move project savings to contingency.</i>
<b>Totals</b>			<b>171,953,777</b>	<b>-</b>	<b>171,953,777</b>	



## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

### Budget vs. Commitments and Expenditures

as of 4/8/2019

Project Name	Budget	Commitments		Expenditures		
	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed	Remaining Against Budget
D-7501 Water Line Replacement	54,892	54,892	-	54,892	-	-
D-7502 Security Cameras Upgrades	1,124,637	1,124,637	-	1,124,637	-	-
D-7503 Clock Systems Upgrades	76,507	76,507	-	76,507	-	-
D-7504 Playgrounds Upgrades	290,102	290,102	-	290,102	-	-
D-7505 GMS Gym/MP Bldg	13,035,706	13,035,706	-	13,035,706	-	-
D-7506 Electrical Upgrades	930,567	930,567	-	930,567	-	-
D-7507 CVMS New 2-Story Classroom Bldg	14,630,360	14,630,360	-	14,630,360	-	-
D-7508 HVAC	10,600,802	10,600,802	-	10,600,802	-	-
D-7509 FH MPR Remodel	587,462	587,462	-	587,462	-	-
D-7510 VG Modernization	4,616,055	4,616,055	-	4,595,216	20,839	20,839
D-7511 RSD Modernization	4,469,732	4,469,732	-	4,469,732	-	-
D-7512 Technology Infrastructure	26,725,961	26,725,961	-	26,725,961	-	-
D-7513 Lexington Reconstruction	31,117,584	31,117,584	-	31,117,584	-	-
D-7515 EMS Gym/MPB, Admin & Kitchen	12,922,592	12,768,820	153,772	12,768,820	-	153,772
D-7516 MMS Gym/MPB & Renovations	12,199,114	12,199,114	-	12,199,114	-	-
D-7518 Erosion Control	65,000	-	65,000	-	-	65,000
D-7519 Fencing	1,311,138	1,311,138	-	1,311,138	-	-
D-7522 Parking Lot Upgrades	219,869	219,869	-	219,869	-	-
D-7524 Minor Renovations	314,945	314,945	-	314,945	-	-
D-7525 Security Lighting	400,400	-	400,400	-	-	400,400
D-7526 Sidewalk Upgrades	500,000	50,592	449,408	8,732	41,860	491,268
D-7527 Window Replacements	220,320	220,320	-	220,320	-	-
D-7528 Educational Technology	1,800,000	1,800,000	-	1,800,000	-	-
D-7529 MG New Classroom/Renovations	8,339,131	8,339,131	-	8,339,131	-	-
D-7531 AN	4,976,430	4,759,760	216,670	303,118	4,456,642	4,673,312
D-7532 JO	10,194,550	663,790	9,530,760	165,834	497,956	10,028,716
D-7533 NA	4,742,354	768,279	3,974,075	153,021	615,257	4,589,333
D-7540 Lighting Retrofit	587,709	587,709	-	587,709	-	-
D-7599 Contingency	549,859	-	549,859	-	-	549,859
D-7599 Program Management	4,350,000	3,363,618	986,382	3,277,449	86,169	1,072,551
<b>Totals</b>	<b>171,953,777</b>	<b>155,627,451</b>	<b>16,326,326</b>	<b>149,908,726</b>	<b>5,718,724</b>	<b>22,045,051</b>

Report Date: 04.03.19

EDUCATIONAL TECHNOLOGY BOND FUND 2110 (PROP EE)

07/01/2016 - to Date

DATE	BONDS AUTHORIZED	BONDS ISSUED	REMAINING AUTHORIZATION
Nov-16	20,000,000		20,000,000
Mar-17		6,000,000	14,000,000
<b>TOTALS</b>	<b>20,000,000</b>	<b>6,000,000</b>	<b>14,000,000</b>

	REVENUE	EXPENSES	FUND BALANCE
PROP EE PROCEEDS	6,000,000.00		6,000,000.00
COST OF ISSUANCE	181,650.00		6,181,650.00
INTEREST EARNED	131,848.96		6,313,498.96
EXPENSES		\$ 5,295,696.85	1,017,802.11
<b>TOTALS</b>	<b>6,313,498.96</b>	<b>5,295,696.85</b>	<b>1,017,802.11</b>

Encumbrances \$ -

**Available Balance (Fund Balance less Encumbrances): \$ 1,017,802.11**

Report Date: 04.03.19 \*

**EDUCATIONAL TECHNOLOGY BOND FUND 2110 (PROP EE) EXPENSES**

PO/Ref #	Vendor Name	Description	Total Authorized Fund 2110 Amount	Check Date	Expenditures				Encumbrances
					16/17	17/18	18/19 to date*	Total Expenses	
JE 3003		Cost of Issuance	\$ 181,650.00	3/30/2017	\$ 181,650.00			\$ 181,650.00	\$ -
1706014	Apple	Teacher Computers	\$ 240,383.10	5/12/2017	\$ 240,383.10			\$ 240,383.10	\$ -
1707275	Unistar	Student Computers	\$ 16,156.69	6/30/2017	\$ 16,156.69			\$ 16,156.69	\$ -
1704993	Apple	Teacher Computers	\$ 15,919.72	5/30/2017	\$ 15,919.72			\$ 15,919.72	\$ -
1704965	Unistar	Student Software	\$ 28,751.98	5/30/2017	\$ 28,751.98			\$ 28,751.98	\$ -
1705093	Unistar	Teacher Software	\$ 8,171.61	5/30/2017	\$ 8,171.61			\$ 8,171.61	\$ -
1704964	CDW	Chromebook Cabinets	\$ 8,617.78	5/30/2017	\$ 8,617.78			\$ 8,617.78	\$ -
1800530	CDW	Student Computers	\$ 99,599.25	9/8/2017		\$ 99,599.25		\$ 99,599.25	\$ -
1800915	Apple	Teacher Computers	\$ 53,722.27	9/12/2017		\$ 53,722.27		\$ 53,722.27	\$ -
1800574	Troxell	Classroom Technology	\$ 286,718.55	9/26/2017		\$ 286,718.55		\$ 286,718.55	\$ -
1800576	Pathway Comm	Classroom Technology	\$ 2,273.21	10/3/2017		\$ 2,273.21		\$ 2,273.21	\$ -
1800575	CDW	Classroom Technology	\$ 19,848.72	10/3/2017		\$ 19,848.72		\$ 19,848.72	\$ -
1801667	CDW	Student Computers	\$ 67,698.50	10/3/2017		\$ 67,698.50		\$ 67,698.50	\$ -
1801864	CDW	Student Computers	\$ 617,825.25	12/8/2017		\$ 617,825.25		\$ 617,825.25	\$ -
1803010	FIREFLY	Student Computers	\$ 29,038.25	12/21/2017		\$ 29,038.25		\$ 29,038.25	\$ -
1805873	FIREFLY	Classroom Technology	\$ 1,060.47	5/8/2018		\$ 1,060.47		\$ 1,060.47	\$ -
1805564	Apple	Student Computers	\$ 318,396.63	5/8/2018		\$ 318,396.63		\$ 318,396.63	\$ -
1805597	Troxell	Classroom Technology	\$ 1,390.32	5/24/2018		\$ 1,390.32		\$ 1,390.32	\$ -
Claims & Returns		Claims & Returns	\$ (6,523.34)			\$ (3,160.88)	\$ (3,362.46)	\$ (6,523.34)	\$ -
1806668	EN-NET SERVICES, LLC	Student Computers	\$ 194,850.00	8/24/2018			\$ 194,850.00	\$ 194,850.00	\$ -
1900092	CDW GOVERNMENT	Student Computers	\$ 1,217,041.88	1/17/2019			\$ 1,217,041.88	\$ 1,217,041.88	\$ -
1900686	APPLE INC.	Teacher Computers	\$ 131,082.40	2/21/19			\$ 131,082.40	\$ 131,082.40	\$ -
1900916	CDW GOVERNMENT	Student Computers	\$ 1,633,320.00	9/7/2018			\$ 1,633,320.00	\$ 1,633,320.00	\$ -
1901422	TROXELL COMMUNICATIONS	Classroom Technology	\$ 21,100.73	1/4/2019			\$ 21,100.73	\$ 21,100.73	\$ -
1902607	CDW GOVERNMENT	Student Computers	\$ 111,892.31	10/12/2018			\$ 111,892.31	\$ 111,892.31	\$ -
1902611	CDW GOVERNMENT	Student Computers	\$ 3,031.00	3/12/2019			\$ 3,031.00	\$ 3,031.00	\$ -
Claims & Returns		Claims & Returns	\$ (3,562.38)	12/20/2018			\$ (3,562.38)	\$ (3,562.38)	\$ -
Claims & Returns		Claims & Returns	\$ (1,991.62)	2/14/2019			\$ (1,991.62)	\$ (1,991.62)	\$ -
Claims & Returns		Claims & Returns	\$ (1,991.62)	2/22/2019			\$ (1,991.62)	\$ (1,991.62)	\$ -
Claims & Returns		Claims & Returns	\$ (1,766.43)	3/22/2019			\$ (1,766.43)	\$ (1,766.43)	\$ -

\$ 5,295,696.85

\$ 499,650.88

\$ 1,494,410.54

\$ 3,301,635.43

\$ 5,295,696.85

\$ -



**CAJON VALLEY UNION SCHOOL DISTRICT  
CITIZENS' OVERSIGHT COMMITTEE  
MEMBER TERMS**

<b>MEMBER</b>	<b>TERM NO</b>	<b>TERM</b>
<b>STEVE DEVAN</b>	<b>1</b>	<b>6/01/2018 – 5/31/2020</b>
<b>VICTOR GARCIA</b>	<b>3</b>	<b>2/01/2019 – 1/31/2021</b>
<b>SUSAN HOLTZ</b>	<b>1</b>	<b>3/01/2019 – 2/28/2021</b>
<b>ROBERT KIESLING</b>	<b>1</b>	<b>6/01/2017 – 5/31/2019</b>
<b>PETER LUPO</b>	<b>2</b>	<b>2/01/2019 – 1/31/2021</b>
<b>DEANNA MARKLE</b>	<b>3</b>	<b>2/01/2019 – 1/31/2021</b>
<b>SHERI RUNYEN</b>	<b>1</b>	<b>1/01/2018 – 12/31/2019</b>