



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

Minutes Adopted

CALL TO ORDER

The meeting of the Citizens' Oversight Committee was called to order by Sheri Runyen on April 19, 2023 at 03:34 p.m. via Zoom.

Members Present: Violeta Lombera (present after approval of minutes), Steve Devan, Susan Holtz, Robert Keisling, and Sheri Runyen. **Apologies:** Lori Trim and Joe Wade.

District Staff: Chris Ayers, Scott Buxbaum, Sharon Clay, Sharon Dobbins, Miranda Durning, Jon Guertin, Vickie Hayman, John Heredia, and Lisa Krueger.

WELCOME, ROLL CALL

Sheri called the meeting to order and welcomed everyone, thanking them for their attendance. Sharon mentioned that Lori is unable to attend today's meeting, and Joe has resigned. Sharon has posted the vacant position on the website.

APPROVAL OF MINUTES

The minutes from the October 5, 2022 meeting were approved on a motion made by Steve, seconded by Bob and carried 4-0.

ANNUAL REPORT AND BOND AUDIT

Sharon reviewed the cover letter and the draft of the annual report with the COC members, requesting input and any requested changes. Bob suggested adding wording about the District's intention to use its contingency funds/project savings for high-priority projects. Sharon indicated she would add this to the cover letter, and she mentioned that using this money toward facilities related to TK expansion is a top priority, especially at Fuerte Elementary School, which is experiencing overcrowding. Funds are also being used toward the multi-purpose building upgrade at Hillsdale Middle School and the District's updated Facilities Master Plan. Scott added that this information may be included under the section 'Planned for 2023.' Sharon said she would make these changes and send a final draft to the members for review.

BUDGET & PROJECT UPDATES

Prop C Bond Fund:

Sharon reviewed the Bond Program Budget Report dated March 31, 2023, discussing the identified budget adjustments:

- Montgomery Middle School: \$31,774 was moved from contingency to reconfigure the school's basketball courts.

- Johnson Elementary School: \$25,000 originally earmarked for improvements to the outdoor learning environment was moved to contingency. The Principal used grant programs and donations for these improvements.
- Naranca Elementary School: \$7,470 was moved from contingency to cover the final architectural billing. This project was previously closed, and savings was moved to contingency.
- Sevick Renovation Planning: \$150,000 was moved from contingency for planning and design services related to a future remodel of Sevick School.
- Program Management: \$150,000 was moved from contingency to the Program Management budget in order to update the District's Facilities Master Plan.

Scott shared that the District needs to hire an architect and an engineer to establish the scope of work for the Crest Erosion Control project. A more efficient drainage system is needed to prevent flooding.

Sharon shared that the District will use a majority of the remaining contingency funds for the Fuerte Elementary School project, which includes adding three additional modular classrooms and a modular restroom building.

Prop EE Bond Fund:

Sharon reviewed the technology bond fund expense report dated March 31, 2023, and reminded the Committee that expenses are low because federal stimulus funds have been used for student devices and to cover costs of repair and replacements. Technology bond funds were used mainly for classroom projectors.

Sharon further explained that, due to arbitrage rules, some of the interest earned will likely need to be refunded to the IRS.

DISCUSSION / OTHER

Sharon shared that this is Bob's last meeting, as his term is coming to an end effective May 31, 2023. The opening for a representative from the Taxpayer's Association has been posted on the District's website. Sharon and Scott expressed their (and the District's) appreciation to Bob for his service on the Committee for the past six years. Steve thanked Bob for his insight and knowledge.

Sharon reminded the Committee that the District will be updating its Facilities Master Plan, which will involve school facilities assessments and stakeholder input. Universal Transitional Kindergarten will likely be a top priority because the District does not have the capacity to house the additional students that will be generated from this expanded program. She also shared that many of the schools qualify for modernization funding, but that the funding requires a local funding match.

Sharon also mentioned that, due to the recent vacancy left by Joe's resignation, another position for a parent representative will be posted.

Sharon asked about the possibility of transitioning back to in-person meetings. Members seemed to be in general agreement. Sharon will verify with the Committee before setting up the next meeting. Further information will be sent via email closer to the meeting date.

ADJOURNMENT

The meeting was adjourned at 4:13 p.m.

NEXT MEETING

The next COC meeting is Wednesday, October 4, 2023 at 3:30pm.