The Meeting of the Citizens’ Oversight Committee was called to order at 5:03 p.m. by Sharon Nagel, in Room 310 of the Richard S. Kirkendall Education Center, 170 W. San Jose Avenue, Claremont, Los Angeles County, California, on Thursday, November 16, 2017.

Committee Members Present: Ms. Sharon Nagel
Mr. Scott Smith
Mr. Ken Corhan
Ms. Tressa Kentner
Mr. Bill Archer
Mr. Steve Sabicer

Committee Members Absent: Mr. Kris Meyer

Staff Present: Dr. James Elsasser
Ms. Lisa Shoemaker
Mr. Rick Cota
Ms. Barbi Hilt

Visitors Present: None

APPROVAL OF MINUTES
Chairperson Nagel welcomed the members of the Citizens’ Oversight Committee and asked for the approval of the minutes from June 22, 2017. A motion to approve the minutes as presented was made by Scott Smith and seconded by Tressa Kentner, and unanimously approved.

MEASURE G REPORT
Lisa Shoemaker distributed the Measure G Update Report to the Committee. It reflects expenditures to date of $4,171,246.00.

The Committee received a progress report on each Measure G project as follows:
The district-wide roofing project is complete at all sites.
The portable to modular replacement project is occurring at eight schools sites (all seven elementary sites and El Roble). The District is in the preliminary stages of the project, working on final design, geotechnical, and surveying requirements. It is hoped that the project will be out of the Division of State Architect (DSA) review by March, out to bid by April, and construction beginning by the end of the academic year. The project is currently expected to be complete January 2019.

The Committee discussed the decision to pursue modular versus permanent construction, including longevity, cost, and energy effectiveness.

The pools and locker rooms at both El Roble and CHS are in the preliminary drawing stages. A rendition of both the pool and the locker room at El Roble has been shared with staff and feedback received. In addition to serving the needs of the PE program at El Roble, the pool has been designed with the community in mind. It will have a shallow area for beginning swimmers. After extensive investigation into the viability of the existing El Roble locker room, it was determined that given ADA standards and the number of students the locker room needs to serve, the existing facility is not practical to modernize. The revised plan is to construct a standalone modular building on the west side of the gym that will meet the needs of staff and students, as well as meet all ADA requirements. The CHS pool has also been designed with a transitional shallow area. Input has been received from staff and coaches and drawings are coming soon. The most significant change to the CHS locker rooms is the planned addition of a team room to the girls’ locker room. This will be accomplished by eliminating some of the currently unused shower area.

The Committee discussed the desire to get a sense of what original costs were estimated to be, versus what actual costs are coming in at in the current market. The plan is to complete all bond projects, however we may need to accomplish the classroom modernization projects over time and utilizing some District funds if bond funds run short due to escalating costs. Classroom modernization is the least intensive of the projects and lends itself to a phased approach more readily than other projects. In addition, the Board is considering placing the La Puerta property back on the market so that any realized capital proceeds from that property can be used to complete final projects.

It is currently estimated that the CHS student center and nutrition services area will be out of DSA and ready to go to bid in early 2019, with planned occupancy in August of 2020. The new student center will then be used to temporarily house the choir, music, and band students so that the music building can be modernized and refurbished.

The CHS large gym floor has been demolished and new bleachers have been installed. DSA required that the restrooms adjacent to the gym be upgraded to current ADA standards, therefore they have also been gutted, and modernization is in process. HVAC for the gym will be undertaken as soon as we have DSA approval.
Dr. Elsasser shared that communication to the community regarding bond project updates will take place through the Claremont Educational Foundation, the UpFront publication, and periodic progress reports to the Board of Education.

The Committee inquired about how the required annual report is accomplished and in what format it is presented. Auditors are engaged to audit all bond fund expenditures and Lisa has received a preliminary draft of the report for the year ended June 30, 2017. There were a limited amount of expenditures prior to June 30, but an annual report is required as soon as the first dollar of bond funds is expended. The report will be provided to the Board of Education, but Lisa will research the recommended methodology for presenting the report to both the Oversight Committee and the Board. Lisa explained that all Measure G funds and expenditures are kept in a separate cost center (Fund 21) and are not comingle with other funding sources or expenditures.

The next two meetings of the Citizens’ Oversight Committee will be held March 15, 2018 and September 20, 2018, at 5:00 pm.

**ADJOURNMENT**

The meeting of the Citizens’ Oversight Committee was adjourned at 6:08 p.m.