

LEMON GROVE SCHOOL DISTRICT
Regular Meeting of the Independent Citizens' Oversight Committee

Lemon Grove Academy (Middle)
7866 Lincoln Street
Demonstration Room #12
Lemon Grove, California 91945

September 18, 2012

5:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Governing Board, please contact the office of the District Superintendent at (619) 825-5600. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability. Notification 72 hours prior to the meeting for Spanish translation services at the Board meeting may also be requested by contacting (619) 825-5600. (Si requiere servicio de traducción a español para la junta de la mesa directiva, necesita solicitar estos servicios 72 horas antes de la junta. Favor de llamar 619-825-5600.)

1. OPENING FUNCTIONS

- a. Call to Order
- b. Pledge of Allegiance
- c. Approval of Agenda
- d. Approval of the Minutes of the Regular Meeting of June 27, 2012 (pp. 2-4)

Action

2. HEARING OF CITIZENS FOR ITEMS NOT ON THE AGENDA

Citizens wishing to address the Independent Citizens' Oversight Committee on an agenda item are asked to fill out a card and submit it to the Assistant Superintendent of Business Services.

3. TOUR LEMON GROVE ACADEMY OF THE SCIENCES AND HUMANITIES (Fine) (please wear closed toe shoes for safety)

Information

4. DISTRICT OWNER'S REPRESENTATIVE PROJECTS UPDATE (Fine)

Information

- Library (furniture, fixtures, and equipment) – Thren Fund Expenditure
- Vista La Mesa Athletic Field – Aztec Landscaping

5. PROPOSITION W GENERAL OBLIGATION BOND EXPENDITURE REPORT (Flores) (pp. 5-14)

Action

6. SECOND REVISION TO THE INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE BYLAWS FOR PROPOSITION W (Anastos) (pp. 15-23)

Information

7. ITEM(S) FOR SUBSEQUENT MEETING

8. ADJOURNMENT

LEMON GROVE SCHOOL DISTRICT

OFFICIAL MINUTES OF THE
REGULAR MEETING OF THE INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE SPECIAL MEETING — JUNE 27, 2012 – The special meeting of the Independent Citizens' Oversight Committee of the Lemon Grove School District was held at the Education Center, 8025 Lincoln Street, Lemon Grove, California, on Wednesday, June 27, 2012. Mark Gracyk (Chair) called the meeting to order at 5:05 p.m.

Committee Members Present:

William Baber (Taxpayers' Organization)
Scott Caneday (Parent, PTA, At-Large Community Member)
Thomas E. Clabby (Senior)
Cary Demaree (Parent, PTA, At-Large Community Member – Vice Chair)
Mark Gracyk (Business Community & At-Large Community Member - Chair)
Ilse Hanning (At-Large Community Member)
Helen Ofield (At-Large Community Member)
Rosemary Putnam (Senior & At-Large Community Member)
Gerard Selby (Parent, PTA, At-Large Community Member)
Toni Shaw (At-Large Community Member)

Committee Members Absent:

Emma Rios (Parent, PTA, At-Large Community Member)

District Staff Members Present:

Larry Loschen, Official Board Representative
Gina Potter, Assistant Superintendent, Business Services
Ken Fine, Proposition W, District Owner's Representative
Michelle Flores, Account Technician
Denise Crano, California School Employee Association, President
Dave Williar, California School Employee Association, Vice President

Attorney Present:

Sophie Akins, Best Best & Krieger

PLEDGE OF ALLEGIANCE – Mark Gracyk led the Pledge of Allegiance.

AGENDA – It was moved by Hanning, seconded by Ofield, and carried unanimously to approve the agenda as presented.

MINUTES – It was moved by Hanning, seconded by Selby, and carried unanimously to approve the minutes of the regular meeting of March 6, 2012 and special meeting of April 17, 2012 as presented.

HEARING OF CITIZENS FOR ITEMS NOT ON THE AGENDA – None

PROPOSITION W GENERAL OBLIGATION BOND EXPENDITURE REPORT

Dr. Gina Potter shared information pertaining to the Dental Clinic that will be located at Lemon Grove Academy of the Sciences and Humanities (LGASH). Dr. Potter provided information with regards to donated equipment from Dr. Silverstein totaling approximately \$150,000. In addition, Proposition W (Prop W) will fund \$30,000 for small tenant improvements to be completed by district maintenance technicians. This dental clinic will be part of the science academic component of LGASH.

June 27, 2012

**Independent Citizens'
Oversight Committee Minutes**

Committee members asked about the process of back-up for the lump sum wire transfers for San Diego County Superintendent of Schools – FAC JPA. Dr. Potter replied that she signs off to approve actual bills that the FAC JPA pays.

Dr. Potter discussed possible expansion of the central kitchen due to growing programs and the discussion continued with many suggestions from committee members.

Discussion was held about Liberty Charter High School which has entered into a license agreement with Lemon Grove School District to utilize Palm Middle School Campus for the 2012-13 school year.

A committee member shared good news about the City of Lemon Grove matching funds to Friends of the Library for new books.

Michelle Flores presented the expenditure report through May 31, 2012. It was moved by Hanning, seconded by Selby, and carried unanimously to approve the expenditure report as presented.

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE'S ANNUAL REPORT PRESENTED TO THE LEMON GROVE SCHOOL DISTRICT'S GOVERNING BOARD MAY 8, 2012

Mark Gracyk thanked committee members that attended the Governing Board meeting. Those committee members that were not able to attend the meeting were recognized at this meeting and all members were thanked for their commitment and dedication.

PROFESSIONAL SERVICES AGREEMENT WITH DAVY ARCHITECTURE FOR VISTA LA MESA ATHLETIC FIELD PROPOSAL FOR PREPARATION OF REQUEST FOR PROPOSAL (RFP) ACQUISITION

Dr. Potter updated the committee on the Governing Board's authorization for Davy Architecture to begin the proposal to move forward executing bid documents. Dr. Potter continued that there were only two bidders (Zasueta Construction and Aztec Landscaping). Ken Fine added that the bid close is June 29, 2012 and will update the committee at the next meeting.

Committee members asked questions about what exactly will be available to students. Mr. Fine stated that there will be basketball courts, a decomposed granite running track, and a par athletic course which is aligned with the middle school physical education standards.

PROFESSIONAL SERVICES AGREEMENT WITH DAVY ARCHITECTURE TO DEVELOP DESIGN SPECIFICATIONS FOR THE DENTAL CLINIC

Dr. Potter explained to the committee that the districts maintenance staff will perform the labor portion of the tenant improvement work saving approximately \$80,000 of Prop W funds. Committee members asked who qualifies to use the dental clinic. Dr. Potter responded that currently Golden Avenue students and families and anticipates the expansion to be broader and possibly even district wide once LGASH opens.

A committee member asked about the additional fee pertaining to an expert witness within the architect's fee schedule. Sophie Akins (legal counsel) explained that this extra fee is typically charged when an expert witness is needed to appear for litigation.

June 27, 2012

**Independent Citizens'
Oversight Committee Minutes**

PROPOSITION W JOINT-USE LIBRARY AND STEM ACADEMY PROJECT UPDATE REGARDING LOCAL WORK OPPORTUNITIES

Mr. Fine shared with the committee that there has been much interest from local companies and individuals. Legacy along with the district has reached out to the community by posting in local businesses, creating a link on the district's website, and having work interest forms available at the district. Dr. Potter stated that at this time only two or three contractors have submitted a work interest form. A committee member communicated the importance of reaching to community for work opportunities and also shared the difficulty that exists in finding skilled workers that qualify to do construction work for a public school district. Another committee member expressed appreciation to the district for the concerted efforts to reach out to the community.

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE MEMBERS REVIEW OF TERMS AND BYLAWS

Dr. Potter communicated concern that most of the current committee members' terms will end prior to the completion of the joint use library project. Dr. Potter asked that the ICOC take action to make a recommendation to the Governing Board amending the bylaws Section 5.5 language to allow members to serve three consecutive terms rather than two and Section 8 to also reflect officers to serve for three consecutive terms rather than two. It was moved by Clabby, seconded by Ofield, and carried unanimously recommending that the Governing Board amend the bylaws.

SCHEDULE FUTURE MEETINGS

It was moved by Hanning, seconded by Ofield, and carried unanimously to approve the following future meetings:

- Tuesday, September 18, 2012 at 5 p.m.
- Tuesday, March 5, 2013 at 5 p.m.
- Tuesday, April 16, 2013 at 5 p.m. (Annual Report)
- Wednesday, June 26, 2013 at 5 p.m.

ADJOURNMENT – Meeting was adjourned at 6:50 p.m.

Chair

Account Technician

The Lemon Grove School District does not discriminate with regard to gender, sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or any other unlawful consideration. LGSD Board Policy #0410

Colbi Technologies
Account-Ability

Consolidated Budget Status Report
Budget versus Commitments and Expenditures for Multiple Projects (thru 08/31/2012)

Budget vs. Commitments and Expenditures

Project Name	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
(1) Districtwide - Plumbing Infrastructure	8,747	8,747	100.0%	0	8,747	100.0%
(10) CK - CNS Central Kitchen	500,000	3,781	0.8%	496,219	1,830	0.4%
(10) Districtwide - Promethean Boards	150,000	59,369	39.6%	90,630	44,456	29.6%
(10) Districtwide - Districtwide Reconfiguration	7,534	7,534	100.0%	0	7,534	100.0%
(10) LGA - LGA DG Track	300,000	0	0.0%	300,000	0	0.0%
(10) LGMS - Network Electronics	47,890	47,890	100.0%	0	0	0.0%
(10) LGMS - Dental Clinic	30,000	17,000	56.7%	13,000	14,338	47.8%
(10) VLMA - Locker Rooms/Front Office	63,383	63,383	100.0%	0	63,383	100.0%
(10) VLMA - Athletic Field	320,000	313,459	98.0%	6,541	313,801	98.1%
(12) Districtwide - Playground Equipment	484,168	284,169	58.7%	199,999	284,169	58.7%
(13) Districtwide - Safety/Security Communications	6,991	6,991	100.0%	0	6,991	100.0%
(13) Districtwide - Safety/Security Phone System Upgrade	98,885	98,885	100.0%	0	17,379	17.6%
(13) GA - Safety/Security Fence	13,000	13,000	100.0%	0	13,000	100.0%
(13) MV - Safety/Security Fence	14,979	14,979	100.0%	0	14,979	100.0%
(13) SA - Safety/Security Playground	21,433	21,433	100.0%	0	21,433	100.0%
(13) VLMA - Safety/Security Fence	4,074	4,074	100.0%	0	4,074	100.0%
(14) COPs/Solar - Debt Repayment	4,263,259	4,263,259	100.0%	0	4,263,259	100.0%
(5) Palm MS - Locker Rooms	40,311	40,311	100.0%	0	40,311	100.0%
(6) GA - Fire Hydrant	42,397	42,397	100.0%	0	42,397	100.0%
(6) VLMA - Playground Paving	6,915	6,915	100.0%	0	6,915	100.0%
(7) Districtwide - ADA Upgrades	50,000	8,875	17.8%	41,125	1,225	2.5%
(8-9) LGMS - STEM Conversion/Joint Use Library	10,877,387	10,760,621	98.9%	116,766	8,018,561	73.7%
Districtwide - Long Range Fac Mstr Plan	31,000	30,910	99.7%	90	22,520	72.6%
Prop W - Bond Issuance Expenses	739,624	739,624	100.0%	0	739,624	100.0%
Prop W - Bond Management	759,283	300,858	39.6%	458,426	223,242	29.4%
Thren - (Virginia Spencer) Library Funds	860,843	0	0.0%	860,843	0	0.0%
Totals	19,742,102	17,158,463	86.9%	2,583,639	14,174,166	71.8%



EXPENDITURE WORKSHEET
 Detailed Listing of Project Expenditures (SAB 184a)

School District:		County:		Project Number:		Report Date:					
Lemon Grove School District		San Diego		919		06/01/12 - 08/31/12					
Project Warrant Report (SAB 184a)				(10) CK - CNS Central Kitchen							
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furni & Equip (F)	Description / Purpose
06/30/12	San Diego County Superintendent of Schools	12-078454 A	21-39	6200-050		660.00					Architect scoping & contracting services for relocation of food services
Totals					-	660.00	-	-	-	-	Total Project Costs: 660.00

EXPENDITURE WORKSHEET
Detailed Listing of Project Expenditures (SAB 184a)

School District:		Lemon Grove School District		County:		San Diego		Project Number: 918				Project Name: (10) LGMS - Dental Clinic		Report Date: 06/01/12 - 08/31/12	
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip (F)	Description / Purpose				
06/18/12	Davy Architecture	12-061839	21-39	6200-015		3,369.91					Contract Docs 80% Complete				
07/25/12	Davy Architecture	12-074482 Ac	21-39	6200-015		2,192.38					Contract Docs 100% Complete + Reimbursables				
08/23/12	Davy Architecture	12-082833	21-39	6200-015		180.00					Constr Admin 10% + Reimbursables				
08/27/12	Ferguson Enterprises, Inc	12-083908	21-39	6200-076			152.41				Plumbing supplies				
08/27/12	Ferguson Enterprises, Inc	12-083908	21-39	6200-076			982.20				Plumbing Supplies				
08/27/12	Home Depot	12-083909	21-39	6200-076			1,796.70				Supplies for construction of Dental Clinic front office/bathroom				
08/31/12	Ferguson Enterprises, Inc	12-086096	21-39	6200-076			583.41				Plumbing supplies for bathroom in dental clinic office				
Totals						5,742.29	3,514.72	-	-	-		Total Project Costs:			9,257.01

EXPENDITURE WORKSHEET
Detailed Listing of Project Expenditures (SAB 184a)

School District:		Lemon Grove School District		County:		San Diego		Project Number:		913		Report Date: 06/01/12 - 08/31/12	
Project Warrant Report (SAB 184a)		(10) VLMA - Athletic Field											
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose		
06/01/12	Wallace Laboratories	21361 RC	21-39	6200-040		100.00					Soil test for landscape design		
06/18/12	Davy Architecture	12-061839	21-39	6200-015		6,103.78					Task 1 100% complete, Task 2 80% complete		
06/28/12	Mayer Reprographics	12-067246	21-39	6200-050		142.39					6 sets of plans copied for project bidders		
06/28/12	Best, Best & Krieger LLP	12-067245	21-39	6200-050		1,147.80					Legal Services Rendered through May 31, 2012		
06/30/12	Davy Architecture	12-074482	21-39	6200-015		3,158.88					Task 1 & 2 100% Complete, Task 3 10% Complete		
06/30/12	Postal Annex	21362 RC	21-39	6200-040		25.42					UPS shipping to send field soil for testing		
06/30/12	Best, Best & Krieger LLP	Accrual	21-39	6200-050		922.90					Legal Services Rendered through June 30, 2012		
06/30/12	San Diego Neighborhood Newspapers	12-074486 AC	21-39	6200-050		616.00					VLMA Athletic Field Bid #11-12-002W Ad (2 days) (
06/30/12	Most Dependable Fountains	12-074485 AC	21-39	6400-000						3,182.70	3-tier accessible drinking fountain		
08/09/12	Aztec Landscaping, Inc.	12-078452	21-39	6200-076			71,155.00				27% Complete VLMA Athletic Field Project		
08/10/12	Aztec Landscaping, Inc.	12-079093	21-39	6200-076			70,775.00				57% Complete VLMA Athletic Field		
08/23/12	Aztec Landscaping, Inc.	12-082831	21-39	6200-076			43,073.00				70% Complete VLMA Athletic Field		
08/27/12	Davy Architecture	12-083907	21-39	6200-015		2,000.00					Task 3 50% Complete		
08/27/12	Aztec Landscaping, Inc.	12-083905	21-39	6200-076			32,452.00				87% Complete VLMA Athletic Field		
08/27/12	Dave Bang Associates, Inc.	12-083906	21-39	6400-000						13,272.23	6 piece Par course and 1 basketball hoop equipment		
Totals						14,217.17	217,455.00	-	-	16,454.93	Total Project Costs:	248,127.10	

EXPENDITURE WORKSHEET
Detailed Listing of Project Expenditures (SAB 184a)

School District:		County:		Project Number:		Report Date:					
Lemon Grove School District		San Diego		904		06/01/12 - 08/31/12					
Project Warrant Report (SAB 184a)											
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
06/30/12	RCP Block & Brick Co.	12-973288	21-39	6200-076			66.20				MH Drainage for new playground structure
06/30/12	RCP Block & Brick Co.	12-985788	21-39	6200-076			94.71				MH Drainage for new playground structure
06/30/12	San Diego County Recorder	Refund	21-39	6200-076			(15.00)				Refund for Notice of Completion Fee (exempt)
06/30/12	Hydro-scape	12-983195	21-39	6200-080				1,109.61			MH Drainage for new playground structure
06/30/12	State Board of Equalization	12-068365	21-39	6400-000						329.76	Sales Tax on ADA Playground Equipment (Playgrounds.net, Inc.)
Totals					-	-	145.91	1,109.61	-	329.76	Total Project Costs:
											1 585 28

EXPENDITURE WORKSHEET
Detailed Listing of Project Expenditures (SAB 184a)

School District:		County:		Project Number:		Report Date:					
Lemon Grove School District		San Diego		908		06/01/12 - 08/31/12					
Project Warrant Report (SAB 184a)				Project Name:							
				(13) SA - Safety/Security Playground							
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip (F)	Description / Purpose
06/30/12	San Diego County Recorder	Refund	21-39	6200-076			(15.00)				Refund on Notice of Completion Filing Fee (exempt)
Totals						-	(15.00)	-	-	-	(15.00)

EXPENDITURE WORKSHEET
Detailed Listing of Project Expenditures (SAB 184a)

School District:		County:		Project Number:		Report Date:					
Lemon Grove School District		San Diego		905		06/01/12 - 08/31/12					
Project: Warrant Report (SAB 184a)				(8-9) Lemon Grove MS - STEM Conversion/Joint Use Library							
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
06/01/12	Home Depot	12-037601	21-39	6200-076			643.50				Painting/Prep supplies for painting outside of Auditorium
06/01/12	Lemon Grove School District	Apr 2012 W 1	21-39	6200-076			4,749.12				Apr 2012 Extra Hrs Maint Tech/Maint Tech Asst
06/01/12	Lemon Grove School District	Apr 2012 W 2	21-39	6200-076			2,723.62				Apr 2012 Painters Payroll (Maint Assts)
06/01/12	Lemon Grove School District	May 2012 W	21-39	6200-076			3,306.93				May 2012 Payroll Maint Tech Asst
06/14/12	Fraze Paint	12-060427	21-39	6200-076			84.82				Supplies for prepping for painting of school
06/18/12	Roesling Nakamura Terada Architects	12-061836	21-39	6200-015		2,740.00					100% Complete Architect Classroom Interior Design
06/18/12	Ruhnau Ruhnau Clarke & Associates	12-061841	21-39	6200-050		326.16					Blueprints CD for SM DSA Closeout (project related to LGA)
06/18/12	Air America Testing	12-061837	21-39	6200-076			975.00				Asbestos testing and abatement
06/25/12	Thompson Building Materials	12-065373	21-39	6200-076			91.26				Painting/prep supplies
06/25/12	Janus Corporation	12-065372	21-39	6200-076			2,744.00				Asbestos Removal
06/25/12	Best Buy for Business	12-065371	21-39	6400-000						6,724.91	8 LCD 55" TVs for Science and Demonstration Rooms
06/27/12	Home Depot	12-066416	21-39	6200-076			73.49				Painting/Prep supplies for painting outside of Auditorium
06/28/12	Best, Best & Krieger LLP	12-067245	21-39	6200-050		1,989.29					Legal services rendered through May 31, 2012
06/30/12	Alliance Engineering of CA, Inc	12-073876 Ad	21-39	6200-015		920.00					25% Complete SM DSA Closeout (project related to LGA)
06/30/12	Best, Best & Krieger LLP	Accrual	21-39	6200-050		2,279.06					Legal services rendered through June 30, 2012
06/30/12	Lemon Grove School District	June 2012 W	21-39	6200-076			3,154.28				June 2012 Payroll Maint Tech Asst
06/30/12	Lemon Grove School District	May 2012 W	21-39	6200-076			5,329.63				May 2012 Extra Hrs Maint Tech/Maint Tech Asst
06/30/12	Lemon Grove Glass & Supply, Inc.	12-074484 Ad	21-39	6200-076			648.66				Locker Room window replacements
06/30/12	Fraze Paint	12-074483 Ad	21-39	6200-076			2,181.43				Painting/prep Supplies
06/30/12	Fraze Paint	12-074483 Ad	21-39	6200-076			262.36				Prep/Paint school

EXPENDITURE WORKSHEET
Detailed Listing of Project Expenditures (SAB 184a)

School District:		County:		Project Number:		Report Date:					
Lemon Grove School District		San Diego		905		06/01/12 - 08/31/12					
Project Warrant Report (SAB 184a)				(8-9) Lemon Grove MS - STEM Conversion/Joint Use Library							
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
06/30/12	Lemon Grove School District	June 2012 W	21-39	6200-076			6,969.94				June 2012 Extra Hrs Maint Tech/Maint Tech Asst
06/30/12	Thompson Building Materials	12-074764 Ac	21-39	6200-076			51.78				Painting/prep supplies
06/30/12	Home Depot	12-073877 Ac	21-39	6200-076			163.70				Supplies for prepping, painting, upgrading school
06/30/12	Logical Choice Technologies	12-061840	21-39	6400-000						5,014.93	Promethean Board for Demonstration Room
07/25/12	AAA Solar	12073877	21-39	6200-076			94,280.24				Application for Payment #1 Structured Cabling
07/31/12	Lemon Grove School District	July 2012 W	21-39	6200-076			3,469.68				July 2012 Payroll Maint Tech Asst
08/07/12	San Diego County Superintendent of Schools	J 0376	21-39	6200-076			2,222,188.00				Wire Transfer #4 FACJPA (Escrow Account)
08/09/12	Frazee Paint	12-078453	21-39	6200-076			1,115.28				Painting/Prepping Supplies
08/13/12	Ultimate Carpet Cleaning	12-079468	21-39	6200-076			1,040.00				100% Complete Final Carpet Cleaning Treatment 13 Classrooms
08/23/12	Legend Fence Corp.	12-082836	21-39	6200-076			737.23				10 Bags of brown fence slats 6'
08/23/12	FastSigns	12-082834	21-39	6200-076			821.54				Vinyl lettering/numbering for doors at LGA
08/23/12	Frazee Paint	12-082835	21-39	6200-076			89.43				Painting/Prepping Supplies
08/23/12	Best Buy for Business	12-082832	21-39	6400-000						1,726.23	2 55" LCD TVs for added Science Room 13
08/27/12	Home Depot	12-083909	21-39	6200-076			125.15				Supplies for painting and upgrades
08/27/12	Home Depot	12-083909	21-39	6200-076			537.95				Supplies for upgrades
08/27/12	Home Depot	12-083909	21-39	6200-076			277.25				Supplies for painting and upgrades
08/27/12	Arej Jones Educational Solutions	12-083904	21-39	6400-000						169,385.64	355 ThinkPad Laptops
08/31/12	Best, Best & Krieger LLP	12-086094	21-39	6200-050		7,221.23					Legal services rendered through July 31, 2012
08/31/12	Lemon Grove School District	Aug 2012 W	21-39	6200-076			3,469.80				Aug 2012 Payroll Maint Tech Asst
08/31/12	Lemon Grove School District	Aug 2012 W	21-39	6200-076			10,110.73				July 2012 Extra Hrs Maint Techs/Maint Tech Asst

EXPENDITURE WORKSHEET
Detailed Listing of Project Expenditures (SAB 184a)

School District:		County:		Project Number:		Report Date:					
Lemon Grove School District		San Diego		905		06/01/12 - 08/31/12					
Project Warrant Report (SAB 184a)				(8-9) Lemon Grove MS - STEM Conversion/Joint Use Library							
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
08/31/12	FastSigns	12-086095	21-39	6200-076			817.72				Installation and furnishing of vinyl lettering/numbering for doors
08/31/12	Frazee Paint	12-086097	21-39	6200-076			1,147.04				Painting/prep supplies to finish painting auditorium
08/31/12	Frazee Paint	12-086097	21-39	6200-076			98.73				Painting/Prepping Supplies
08/31/12	School Outfitters	12-086098	21-39	6400-000						24,180.60	12 Storage Carts for ThinkPad laptop (each holds 30 laptops)
Totals						15,475.74	2,374,479.29	-	-	207,032.31	Total Project Costs: 2,596,987.34

EXPENDITURE WORKSHEET
Detailed Listing of Project Expenditures (SAB 184a)

School District:		Lemon Grove School District		County:		San Diego		Project Number:							Report Date: 06/01/12 - 08/31/12
Project Warrant Report (SAB 184a)		Project Name: Prop W - Bond Management													
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn & Equip (F)	Description / Purpose				
06/01/12	Lemon Grove School District	May 2012 W	21-39	6200-050		4,029.58					Apr 2012 Payroll Owner's Rep				
06/01/12	Lemon Grove School District	May 2012 W	21-39	6200-050		2,706.01					May 2012 Payroll Account & Bond Clerks				
06/01/12	Lemon Grove School District	42328 Wrhs	21-39	6200-050		119.54					Toner cartridges/Office Supplies				
06/18/12	Dale Scott & Company	12-061838	21-39	6200-050		4,312.18					Financial Advisor Fee (GO Bond Reports)				
06/30/12	Lemon Grove School District	June 2012 W	21-39	6200-050		4,029.57					May 2012 Payroll Owner's Rep				
06/30/12	Lemon Grove School District	June 2012 W	21-39	6200-050		2,617.73					June 2012 Payroll Account & Bond Clerks				
06/30/12	Lemon Grove School District	June 2012 Acc W	21-39	6200-050		2,310.41					2012 Payroll Accrued Owner's Rep				
06/30/12	Lemon Grove School District	June 2012 Acc W	21-39	6200-050		1,526.59					2012 Payroll Accrual Account & Bond Clerks				
06/30/12	Lemon Grove School District	June 2012 W Accr	21-39	6200-050		3,233.72					June 2012 Payroll Owner's Rep				
06/30/12	Wilkinson Hadley King & Co. LLP	Credit	21-39	6200-050		(400.00)					Refund 2011 Prop 39 Bond Audit				
06/30/12	Best, Best & Krieger LLP	Accrual	21-39	6200-050		1,340.28					Legal services rendered through June 30, 2012				
07/31/12	Lemon Grove School District	July 2012 W	21-39	6200-050		2,307.59					July 2012 Payroll Account/Bond Clerks				
08/31/12	Lemon Grove School District	Aug 2012 W	21-39	6200-050		2,231.56					Aug 2012 Payroll Account/Bond Clerks				
Totals						30,364.76						30,364.76			

Lemon Grove School District
INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE BYLAWS
Proposition W

Section 1. COMMITTEE ESTABLISHED

The Board of Education (the "Board") of the Lemon Grove School District (the "District") hereby establishes the Independent Citizens' Oversight Committee (the "Committee") which shall have the purposes and duties set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

Section 2. PURPOSE

The purpose of the Committee is to inform the public at least three times per year concerning the expenditure of bond proceeds (the "Bond Proceeds") (a) relating to the \$28,000,000 aggregate principal amount of bonds approved by the voters on November 4, 2008, to provide financing for critical core facility improvements, and (b) relating to the \$28,000,000 aggregate principal amount of bonds approved by the voters on November 4, 2008, to provide financing for selected additional facility improvements, as more fully specified in the respective bond measures (collectively, the "Bond Measures").

Section 3. DUTIES

The Committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following duties:

3.1 Review Expenditures. The Committee shall review expenditure reports produced by the District to (a) ensure that bond revenues are expended only for the purposes described in Article 13A, Section a(b)(3) of the California Constitution including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for schools; and (b) ensure that, as prohibited by Article 13A, Section a(b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses.

3.2 Annual Report. The Committee shall present to the Board an annual written report (the "Annual Report") for each Bond Measure which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article 13A, Section 1(b)(3) of the California Constitution with respect to such Bond Measure; and

(b) A summary of the Committee's proceedings and activities for the preceding year with respect to such Bond Measure.

Section 4. AUTHORIZED ACTIVITIES

4.1 In order to perform the duties set forth in Section 3 hereof, the Committee may engage in the following authorized activities:

(a) Receiving and review copies of the District's annual, independent performance audit required by Article 13A of the California Constitution for each Bond Measure.

(b) Receiving and reviewing copies of the annual, independent financial audit required by Article 13A, Section a(b)(3)(D) of the California Constitution.

(c) Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13(a), Section 1(b)(3) of the California Constitution, in accordance with any access procedure established by the Superintendent or designee.

(d) Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the District, including any reports required by Section 17584.1 of the California Education Code (the "Education Code").

(e) Reviewing efforts by the District to maximize Bond Proceeds of a Bond Measure by implementing cost-saving measures, including, but not limited to, all of the following: (1) mechanisms designed to reduce the costs of professional fees; (2) mechanisms designed to reduce the costs of site preparation; (3) recommendations regarding the joint use of core facilities; (4) mechanisms designed to reduce costs by incorporating efficiencies in school site design; or (5) recommendations regarding the use of cost-effective and efficient reusable facility plans.

4.2 Any Committee requests for copies or inspection of District records shall be made in writing to the Superintendent or designee.

Section 5. MEMBERSHIP

5.1 Number. The Committee shall consist of at least seven (7) members.

(a) After interviewing potential members, the Board shall appoint members of the Committee.

(b) The Committee may include, but not be limited to:

- (1) one member who is active in a business organization representing the business community located within the District;
- (2) one member who is active in a senior citizens' organization;
- (3) one member active in a bona fide taxpayers' organization
- (4) one member who is the parent or guardian of a child enrolled in the District;
- (5) one member who is both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the Parent Teacher Association or school site council;
- (6) At-Large Community Member

5.2 Qualification Standard.

(a) To be a qualified member of the Committee, a person must:

(1) be at least 18 years of age and a citizen of the State of California in accordance with Section 1020 of the California Government Code (the "Government Code");

(2) not be an employee or official of the District; and

(3) not be a vendor, contractor or consultant of the District.

(b) If a member fails to meet the qualification standards set forth above at any time during the term of service, such member shall be disqualified and the position shall be declared vacant. The Board shall appoint a new person to serve the remainder of the term, in accordance with the appointment process set forth in Section 5.3 below.

5.3 Appointment. The Board shall appoint members to the Committee. Prior to appointment, the District Superintendent shall conduct a nomination process to ensure that each person nominated meets the qualification standards set forth in Sections 5.1 and 5.2. The Superintendent shall establish a process that provides reasonable notice to Board members and specified nominating organizations. When an appointment is necessary to fill a vacancy, the Superintendent shall ensure that a nomination is received from a like organization or category as the Committee member whose position is vacant.

5.4 Ethics; Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Article 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Government Code §§ 81000 et seq.), and to complete the Form 700 as required by certain designated employees of the District. Additionally, each member shall comply with the Committee Ethics Policy attached as Attachment A to these Bylaws.

5.5 Term. Each member of the Committee shall serve for a term of two years without compensation and for no more than three consecutive terms.

5.6 Removal; Vacancy. The Board may remove any Committee member for cause, including failure to attend three consecutive committee meetings. Upon the removal of a member, his or her seat shall be declared vacant. The Board shall fill any vacancies on the Committee in accordance with the appointment process set forth in Section 5.3 hereof.

5.7 Compensation. The Committee members shall not be compensated for their services.

Section 6. MEETINGS OF THE COMMITTEE

6.1 Regular Meetings. The Committee shall establish a schedule for the date and time of regular meetings to be held at least three times per year to include an annual organizational meeting to be held in June.

6.2 Location. All meetings shall be held at the administrative offices of the District located at 8025 Lincoln Street, Lemon Grove, California, or other District facilities.

6.3 Procedures. All meetings shall be open and public in accordance with the Ralph M. Brown Act, Government Code Sections 54950 et seq. (the "Brown Act"). Meetings shall be conducted according to such procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Section 7. DISTRICT SUPPORT

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the Brown Act ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records and provide public access to such records, including the posting of Committee records on the Internet website maintained by the District.

7.2 District staff shall maintain all Committee records and provide public access to such records.

7.3 The District shall not use any Bond Proceeds to provide the support set forth in this Section 7.

Section 8. OFFICERS

The Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent; such positions shall continue for one year terms. No person shall serve as Chair for more than three consecutive terms.

Section 9. AMENDMENT OF BYLAWS

Any amendment to these Bylaws shall be approved by the Board prior to becoming effective.

Section 10. TERMINATION

The Committee shall automatically terminate and disband at the earlier of the date when (a) all Bond Proceeds of each Bond Measure are spent, or (b) all projects funded by Bond Proceeds of each Bond Measure are completed.

Section 11. APPLICABILITY OF THE CALIFORNIA LAW

The Committee was established by the District in order to comply with Sections 15278 et seq. of the Education Code. Nothing in these Bylaws shall be interpreted in a manner that is inconsistent with such provisions of the Education Code.

Revised: 7/14/2009 (Board Approval)

Revised: 7/10/2012 (Board Approval)

LEMON GROVE SCHOOL DISTRICT

BYLAWS OF THE BOARD

BB 9271

Member Duties/Code of Ethics

Obligations of Members

Members of the Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items that come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons.

The Board member should be prepared and willing to devote the amount of time needed to fulfill all duties of a Board member.

Limits of Board Members' Authority

The Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting.

The Board is the unit of authority. Apart from the normal function as part of the unit, a Board member has no individual authority. Individually, a Board member may not commit the District to any policy, act, or expenditure. A Board member does not represent any factional segment of the community but is rather a part of a body that represents and acts for the community as a whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools nor, as an individual, command the services of any school employee.

No members of the Board shall be asked to perform any routine or clerical duties that may be assigned to an employee, nor shall any Board member become an employee of the district while serving on the Board.

Code of Ethics

Ethics is concerned with the discernment of and commitment to principles that establish standards of conduct imposed by moral obligation. Ethics is not based upon the prevalent behavior of the group. Neither is ethics a legalistic acceptance of *permissibility* as a standard; an ethical person may do more than is required or less than is allowed by law.

Moral obligation includes the principles of integrity, fairness, compassion, and respect. Justice, temperance, courage, and intellectual and moral honesty characterize *integrity*.

This policy on ethical conduct for Board members transcends conflict of interest policies or behavior that is law-directed. It establishes an understanding that each member will be honest, fair, compassionate, and respectful with every other member, with staff members, and with the community.

The authority of a Board member is restricted to the Board meeting (unless extended to a member by a public vote of a majority of members); however, the requirements for ethical behavior extend to the entire term of office.

Understanding and acting upon the foregoing premises, each Board member shall:

1. Consider a position on the Board as a public trust and not use it for private advantage or personal gain
2. Devote sufficient time, thought, and study to proposed actions so as to be able to base decisions upon all available information and vote in accordance with impartial convictions
3. Make use of opportunities for personal growth as a Board member through participation in educational conferences, workshops, and training sessions
4. Encourage ideas and opinions from the patrons of the District and endeavor to incorporate those views into the deliberations and decisions of the Board
5. Present concerns and concepts through the process of Board debate. If in the minority of any decision, the member shall abide by and support the major decision. When in the majority, the member respects divergent opinions.

Adopted 12/13/94

Reviewed: 2/14/06

PROCEDURAL RULES AND RULES OF CONDUCT
FOR THE
LEMON GROVE SCHOOL DISTRICT
PROPOSITION W
INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

1. **Attendance.** Regular meeting attendance by Committee members is essential to effective operation of the Committee. If a Committee member is unable to attend regularly scheduled meetings, the Board of Education may remove and appoint a replacement for that member in accordance with the Committee Bylaws.
2. **Meetings.** Regular meeting dates, time, and place shall be established by the Committee and published/posted in accordance with the Ralph M. Brown Act. All Committee proceedings shall be open to the public and shall be subject to the provisions of the Brown Act. All documents received by the Committee and reports issued by the Committee shall be a matter of public record. Minutes of the Committee meetings, and reports issued by the Committee are public records.
3. **Quorum Requirement.** The Committee Chair shall not call a Committee Meeting to order unless there is a quorum. A majority of the number of seated Committee members shall constitute a quorum for the transaction of any business except adjournment. Vacant seats shall not be counted when determining whether a quorum exists. The presence of every Committee member at each meeting shall be ascertained using a sign-in sheet, which shall be then reflected in the meeting minutes.
4. **Agenda and Minutes.** At each Committee meeting, a Committee member shall make a motion to approve that meeting agenda. Another Committee Member shall second that motion and Committee members shall vote as to whether or not to approve the meeting agenda. At every Committee meeting, a Committee member shall make a motion to approve the previous meeting's minutes. Another Committee Member shall second that motion and Committee members shall vote as to whether or not to approve the last meeting's minutes.
5. **Public Input.** Members of the public may provide input to the Committee as indicated on the Agenda. Such comments shall be limited to three minutes per speaker. All speakers from the public shall be required to submit speaker slips for items both on the agenda and for issues not on the agenda.
6. **Discussion by Motion.** A motion cannot be made while another motion is being discussed and considered. However, a subsidiary motion may be made to amend the main motion. Once a motion is made, another Committee member must second that motion before discussion on the motion can begin. A motion is still under consideration if the Committee has not voted to either approve or deny the motion. A majority vote of the Committee members present is needed to approve or deny a motion. Committee members will not be permitted to interrupt each other, staff, or member of public while speaking.
7. **Vote Requirements.** Committee actions and decisions shall be made by voice vote, with only the minority votes and abstentions noted in the minutes by name, unless a Committee member requests a role call vote on a particular item, in which case the decision shall be recorded as individual votes, noting each Committee member's name and response. Except as specified in these Rules, Committee decisions shall be by majority vote of the members of the Committee present, provided that there is a quorum.

**LAW OFFICES OF
BEST BEST & KRIEGER LLP**

8. **Agenda Items.** At the end of each meeting, Committee members will be provided an opportunity to place items on the agenda for the following meeting under the agenda item entitled "Items For Subsequent Meetings." Items may be placed on the agenda by individual members without a vote of the Committee as "Items for Subsequent Meetings."
9. **Reports.** Oral or written reports by the Committee shall be presented at Board meetings by District staff or the Committee Chair or his/her designee.
10. **Distribution of Materials.** A Committee member may distribute materials to other members at the meetings for general information purposes. Such materials may not be discussed by the Committee unless they have been properly placed on the agenda.
11. **Requests of District Staff.** The Committee may, by majority vote, request that District staff research issues, prepare materials, or report back to the Committee on particular subjects in order to carry out the purposes and functions of the Committee.
12. **Review of Projects.** The Committee as a whole may review District records, documents, plans and facilities projects in order to carry out the purposes and functions of the Committee, or may delegate such tasks by majority vote. An individual Committee member, acting on his or her own initiative, may review District records, documents, plans, and facilities projects only in his or her individual capacity as a member of the public. A member will not use his or her position on the Committee in an attempt to gain access to documents or projects in a manner that is not available to members of the public at large.
13. **Representation of Committee.** A Committee member may not represent himself or herself to be speaking, writing, researching, observing or otherwise acting on behalf of the Committee unless so authorized by the Committee. Only findings or conclusions approved by the Committee may be represented by a member to be the Committee's findings or conclusions.
14. **Violations.** The Committee may, by majority vote, reprimand individual Committee members for significant violations of these Rules. Such reprimand could, at the discretion of the Board, constitute cause for removal from the Committee.
15. **Removal for Cause.** The Committee may, by a two-thirds vote of the Committee members present at a regularly scheduled meeting, request that the Committee's designee recommend to the Board of Education that a Committee member be removed for cause, including but not limited to: (a) failure to attend three consecutive Committee meetings, (b) failure to comply with the Committee Ethics Policy or (c) other significant violations of Committee Bylaws or these Rules.

Revised August 26, 2003
Revised September 20, 2006
Revised October 16, 2007
Revised February 17, 2009