

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

**Lemon Grove Academy (Middle)**  
**Administration Office – Training Room**  
**7866 Lincoln Street**  
**Lemon Grove, California 91945**

**September 25, 2019**

**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 from the meetings of March 20, 2019 and April 24, 2019 (pp. 2-4)

**Action**  
**Action**

**2. HEARING OF CITIZENS FOR ITEMS NOT ON THE AGENDA**

Citizens wishing to address the Independent Citizens' Oversight Committee (ICOC) on an agenda item are asked to fill out a speaker card and submit the card to the ICOC Chair.

**3. ELECT CHAIR**

**Action**

**4. PROPOSITION W AND MEASURE R GENERAL OBLIGATION BOND EXPENDITURE REPORT WITH PROJECTS UPDATE (Stopper) (pp. 5-16)**

**Action**

**5. ADJOURNMENT**

**Action**

Lemon Grove School District  
Official Minutes of the Independent Citizens' Oversight Committee Meeting – March 20, 2019  
Lemon Grove School District – District Office  
8025 Lincoln Street, Lemon Grove, CA 91945

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**CALL TO ORDER** – The Chair called the regular meeting of the Independent Citizens' Oversight Committee of the Lemon Grove School District to order at 5:00 p.m.

Committee Members Present: Brown, Leon, Pettis, Shaw, Traylor

Committee Members Absent: Miller

Official Board Representative: Larry Loschen

Staff Members Present: Balakian, Flores, Stopper

Guests: Board Member Mr. Jay Bass, Liana Lebaron

Auditor: Heather Daud Rubio and Patricia Ayala (Christy White Associates)

**PLEDGE OF ALLEGIANCE** – Pettis led the Pledge of Allegiance.

**AGENDA** – It was moved by Leon and seconded by Shaw to accept the agenda as presented. The motion was called for with the following results: Ayes – Brown, Leon, Pettis, Shaw, Traylor; Nays – none; Absent – Miller. The motion carried.

**MINUTES** – It was moved by Shaw and seconded by Leon to approve the minutes of the September 19, 2019 meeting as presented adding the word "Ayes" to the motions. The motion was called for with the following results: Ayes – Brown, Leon, Pettis, Shaw, Traylor; Nays – none; Absent – Miller. The motion carried.

**HEARING OF CITIZENS FOR ITEMS NOT ON THE AGENDA** – Mr. Pettis (Chair) shared with guests the presence of an interpreter for interpretation during this meeting if needed. Guests were asked to submit a speaker slip to speak. The Chair explained, "Years ago it was difficult for California to pass propositions/bond measures due to requirement of a super majority". Propositions/Measures could pass if districts did certain things. Districts were required to establish a bond oversight committee and was essential to exist and function so the bond measures are legal. The entire purpose of the Bond Oversight Committee (BOC) is to make sure bond funds are legally spent. Bond funds can only be used for certain things; cannot be used for teacher salaries or administrator salaries. Only staff facilitating bond work can be paid by the bond funds. Also, cannot use bond funds for supplies and teacher salaries. The Chair reminded anyone that submits a speaker slip of the speaking limit is three minutes by rule and only applicable to what this committee's responsibilities of oversight.

Due to presenter from Christy White Associates needing to leave at a specific time; it was moved by Brown and seconded by Shaw to move agenda item 3 to 2 and 2 to 3. The motion was called for with the following results: Ayes – Brown, Leon, Pettis, Shaw, Traylor; Nays – none; Absent – Miller. The motion carried.

**BOND AUDIT BY CHRISTY WHITE ASSOCIATES (separate document)** - Heather Daud Rubio and Patty Ayala from Christy White Associates presented the audit through June 30, 2018. The auditors have over (12) years auditing school bonds and the volume of bond audited is over (100) bond audits. It was the auditor's opinion, "The financial statements present fairly, in all material respects, the financial position of the building fund of Lemon Grove School District as of June 30, 2018, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America." Through examination of the bond issue settlement statement and accounting records, the auditor verified that the net proceeds from the sale of the General Obligation (GO) bonds were recorded in the separate fund of the District. 85% Prop W and 37% Measure R of the total expenditures were selected for the year that included (invoices, purchase orders, receiving documentation, contracts, etc.) and verified that the funds expended complied with the purpose that was specified to the registered voters of the District. The District's normal purchasing (including quotations and bid requirements) and accounts payable policies and procedures were complied with. Member Pettis asked how the auditor selects the percentage of expenditures tested. Auditors try for at least 85-95% of expenditures for good coverage and ended with 85% Prop W and 37% Measure R.

It was moved by Leon and seconded by Traylor to approve the bond audit. The motion was called for with the following results: Ayes – Brown, Leon, Pettis, Shaw, Traylor; Nays – none; Absent – Miller. The motion carried.

**HEARING OF CITIZENS FOR ITEMS NOT ON THE AGENDA** – Miss Lebaron commented to members on the understanding with regards to the current climate of the District. There was continued discussion about conflicts of interest and that the community would like to have an opportunity for a seat on the ICOC committee. Pettis (Chair) shared how the ICOC is often looking for people and have been at risk of not having enough members per bylaws. In the past, the ICOC and the district, had challenges filling ICOC vacancies. The word is put out to the public on the district’s website, at Board meetings, and newspaper when there are ICOC vacancies.

**PROJECTS UPDATE** – Ms. Balakian provided updates of Districtwide – paving during spring break, San Miguel Preschool - window replacement, Lemon Grove Academy (Elementary) Extended Day Program - total ramp replacement at relocatable in parking lot. Pettis (Chair) asked about clocks and speakers. Districtwide - Digital clocks function as PA system for school wide announcements, 1:1 communication from administration to main office and classrooms, with several safety features (scrolling messages without announcing verbally, strobe light if needed to evacuate, and 2-way talk). Districtwide - The bell systems are now all digital; in the past changes in bell schedule had to go through work orders. Districtwide - Clocks are installed and still working on exterior speakers; about 80% done on entire project. Finishing up cabling to switch to outdoor speakers; slated to be done by the end of Spring Break if no issues.

**PROPOSITION W AND MEASURE R GENERAL OBLIGATION BOND EXPENDITURE REPORT** – It was moved by Brown and seconded by Shaw to approve the expenditure report as presented. The motion was called for with the following results: Ayes - Brown, Leon, Pettis, Shaw, Traylor; Nays – none; Absent – Miller. The motion carried.

**ANNUAL REPORT** – Pettis volunteered with April Leon, Delrick Traylor, and Monica Brown. It was moved by Shaw and seconded by Brown for Pettis, Leon, Traylor, and Brown to work on the annual report. Ayes - Brown, Leon, Pettis, Shaw, Traylor; Nays – none; Absent – Miller. The motion carried.

Meeting was adjourned 5:39 p.m.

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Chair

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Account Technician

**Lemon Grove School District  
Official Minutes of the Independent Citizens' Oversight Committee Meeting – April 24, 2019  
Lemon Grove School District – District Office  
8025 Lincoln Street, Lemon Grove, CA 91945**

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**CALL TO ORDER** – The Chair called the regular meeting of the Independent Citizens' Oversight Committee of the Lemon Grove School District to order at 5:00 p.m.

Committee Members Present: Brown, Leon, Pettis, Shaw, Traylor

Committee Members Absent: Miller

Official Board Representative: Larry Loschen

Staff Members Present: Stopper

**PLEDGE OF ALLEGIANCE** – Pettis led the Pledge of Allegiance.

**AGENDA** – It was moved by Traylor seconded by Leon to approve agenda as presented. The motion was called for with the following results: Ayes – Brown, Leon, Pettis, Shaw, Traylor; Nays – none; Absent – Miller. The motion carried.

**HEARING OF CITIZENS FOR ITEMS NOT ON THE AGENDA** – None

**APPROVAL OF ANNUAL REPORT TO BE PRESENTED TO THE LEMON GROVE SCHOOL DISTRICT'S GOVERNING BOARD MAY 14, 2019** - It was moved by Shaw and seconded by Traylor for Pettis to present the annual report to the Governing Board May 14, 2019 at 6 p.m. at the Lemon Grove Library – Community Room, 3001 School Lane, Lemon Grove. The motion was called for with the following results: Ayes – Brown, Leon, Pettis, Shaw, Traylor; Nays – none; Absent – Miller. The motion carried.

**FUTURE MEETING:**

- **Wednesday, September 25, 2019 at 5 p.m.**
- **Wednesday, March 25, 2020 at 5 p.m.**
- **Wednesday, April 29, 2020 at 5 p.m.**

**ELECT VICE CHAIR** – It was moved by Traylor and seconded by Brown to elect April Leon as Vice Chair and Mrs. Leon accepted the position of Vice Chair of the ICOC. The motion was called for with the following results: Ayes – Brown, Leon, Pettis, Shaw, Traylor; Nays – none; Absent – Miller. The motion carried.

Meeting was adjourned at 5:08 p.m.

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Chair

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Account Technician



**Consolidated Budget Status Report**  
 Budgets versus Commitments and Expenditures for multiple Projects

**Budget vs. Commitments and Expenditures**

Project Name	Budget	Commitments			Expenditures	
	Total Budget	Total Commitments	% Budget Committed	Remaining Against Budget	Total Expenditures	% Budget Spent
502 (2R) Districtwide - Plumbing Infrastructure	629,847	629,847	100.0%	0	629,847	100.0%
506 (6R) Districtwide - Asphalt/Safety	274,442	274,442	100.0%	0	274,442	100.0%
507 (7R) Districtwide - Safety & Security/ADA	250,000	0	0.0%	250,000	0	0.0%
511 (11R) Districtwide - Playground Equipment	50,000	48,869	97.7%	1,131	48,869	97.7%
513 (6W/13R) Districtwide - Existing Solar Energy Photovoltaic Systems	1,279,244	1,279,244	100.0%	0	1,279,244	100.0%
601 (1-ET) Districtwide - Devices & Technology Systems	1,263,737	1,191,151	94.3%	72,586	1,191,151	94.3%
602 (2-ET) Districtwide - Software	50,000	42,282	84.6%	7,718	42,282	84.6%
603 (3-ET) Districtwide - Fiber/Cabling, Networking	250,000	225,718	90.3%	24,282	225,718	90.3%
605 (1-ET) Districtwide - Phone System Replacement	287,734	287,734	100.0%	0	287,734	100.0%
908 (13W) Districtwide - Safety/Security Communications	629,866	629,866	100.0%	0	621,168	98.6%
910 (10W) Districtwide - Promethean Boards	69,000	55,355	80.2%	13,644	55,355	80.2%
912 (13W) Districtwide - Safety/Security Phone System Upgrade	83,885	82,158	97.9%	1,727	82,158	97.9%
917 (10W) LGMS - Network Electronics	47,890	38,648	80.7%	9,242	38,648	80.7%
918 (10W) LGMS - Dental Clinic	35,000	34,410	98.3%	590	34,410	98.3%
919 (10W) Central Kitchen - Central Kitchen	1,179,372	1,179,372	100.0%	0	1,179,372	100.0%
922 (13W) Districtwide - Safety & Security (Gates,Fences,School Offices)	522,265	520,311	99.6%	1,954	520,311	99.6%
923 (10W) Districtwide - Wireless Infrastructure	1,439,000	1,435,113	99.7%	3,887	1,435,113	99.7%
924 (1W) VLMA - Domestic Water System	389,000	380,374	97.8%	8,626	380,374	97.8%
925 (6W) Districtwide - Window Systems	86,142	86,142	100.0%	0	86,142	100.0%
928 (4W) Districtwide - HVAC Systems	1,023,495	23,495	2.3%	1,000,000	23,495	2.3%
Measure R - Bond Management R	4,920,441	2,192	0.0%	4,918,249	2,192	0.0%
Measure R - Bond Management R EdTech	113,766	1,513	1.3%	112,254	1,513	1.3%
Prop W - Bond Management W	787,492	735,026	93.3%	52,467	684,600	86.9%
<b>Totals</b>	<b>15,661,618</b>	<b>9,183,262</b>	<b>58.6%</b>	<b>6,478,356</b>	<b>9,124,138</b>	<b>58.3%</b>

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

School District: <b>Lemon Grove School District</b>			County: <b>San Diego</b>		Project Number: <b>502 (2R) DW Plumbing - Plumbing Infrastructure</b>				Report Period: <b>3/1/2019 - 8/31/2019</b>		
Project Warrant Report (SAB 184a)											
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Fum' & Equip' (F)	Description / Purpose
06/30/19	San Diego County Superintendent of Schools	Refund FY1819	21-33	6200-050		(120,153.00)					Unused Funds SDCOE FACJPA FY1819
Totals					-	(120,153.00)	-	-	-	-	Total Project Costs: (120,153.00)

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

School District: <b>Lemon Grove School District</b>			County: <b>San Diego</b>		Project Number: <b>506 (6R) Ashpalt - Asphalt/Safety</b>				Report Period: <b>3/1/2019 - 8/31/2019</b>		
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
05/17/19	Alcantara General Engineering	14547208	21-33	6200-076			24,442.28				ASPHALT OVERLAY AT MV PARKING
Totals					-	-	24,442.28	-	-	-	Total Project Costs: <b>24,442.28</b>

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

School District: <b>Lemon Grove School District</b>		County: <b>San Diego</b>		Project Number: <b>513 (6W/13R) Existing Solar - Existing Solar Energy Photovoltaic Systems</b>				Report Period: 3/1/2019 - 8/31/2019			
<b>Project Warrant Report (SAB 184a)</b>											
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
06/30/19	San Diego County Superintendent of Schools	Refund FY1819	21-33	6200-050		(45,756.00)					Unused Funds SDCOE FACJPA FY1819
					Totals	-	(45,756.00)	-	-	-	Total Project Costs: (45,756.00)



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

School District: <b>Lemon Grove School District</b>			County: <b>San Diego</b>		Project Number: <b>605 (1-ET) Phone System Replacement - Phone System Replacement</b>			Report Period: 3/1/2019 - 8/31/2019			
<b>Project Warrant Report (SAB 184a)</b>											
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
06/30/19	San Diego County Superintendent of Schools	Refund FY1819	21-33	6200-050		(112,266.00)					Unused funds from SDCOE FAC/JPA PA#6
<b>Totals</b>					-	(112,266.00)	-	-	-	-	<b>Total Project Costs:</b> (112,266.00)

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

School District: <b>Lemon Grove School District</b>	County: <b>San Diego</b>	Project Number: <b>908 (13W) Communications - Safety/Security Communications Districtwide</b>	Report Period: 3/1/2019 - 8/31/2019
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**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			
04/15/19	Development Group, Inc.	14533679	21-39	6200-076			50,269.59				Professional Services			
04/19/19	Development Group, Inc.	14535723	21-39	6200-076			22,584.64				Label Cabling Infrastructure			
05/10/19	Development Group, Inc.	14544181	21-39	6200-076			50,065.11				Professional Services			
06/05/19	Development Group, Inc.	14554289	21-39	6200-076			33,841.14				Professional Services			
06/05/19	Development Group, Inc.	14554289	21-39	6200-076			24,443.42				Label Cabling Infrastructure			
06/05/19	Development Group, Inc.	14554289	21-39	6200-076			4,610.46				Professional Services			
06/30/19	Signs Plus New Ideas New Technology	14574787AC	21-39	6400-000						59,320.48	Peripherals - Marquees			
<b>Totals</b>							-	-	185,814.36	-	-	59,320.48	<b>Total Project Costs:</b>	<b>245,134.84</b>

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

School District: <b>Lemon Grove School District</b>			County: <b>San Diego</b>		Project Number: Project Name: <b>919 (10W) Central Kitchen - Central Kitchen</b>				Report Period: 3/1/2019 - 8/31/2019		
<b>Project Warrant Report (SAB 184a)</b>											
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Fum' & Equip' (F)	Description / Purpose
06/30/19	Lemon Grove School District	707183AT	21-39	6200-076			15,241.10				1819 Maintenance Technicians
06/30/19	Home Depot	707183AT	21-39	6200-076			3,268.00				Central Kitchen Remodel
Totals					-	-	18,509.10	-	-	-	Total Project Costs: <span style="float: right;">18,509.10</span>

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**EXPENDITURE WORKSHEET**

Detailed Listing of Project Expenditures (SAB 184a)

School District: <b>Lemon Grove School District</b>			County: <b>San Diego</b>			Project Number:			Report Period: 3/1/2019 - 8/31/2019		
						Project Name: <b>922 (13W) DW Security - Safety &amp; Security (Gates,Fences,School Offices)</b>					
<b>Project Warrant Report (SAB 184a)</b>											
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
05/01/19	Legend Fence Corp.	14539908	21-39	6200-076			26,591.00				LGAE - Extend chain link and iron fencing
05/29/19	Legend Fence Corp.	14551304	21-39	6200-076			16,485.00				VLMA - New gates with panic bar and lever trim
Totals					-	-	43,076.00	-	-	-	Total Project Costs: <b>43,076.00</b>

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

School District: <b>Lemon Grove School District</b>			County: <b>San Diego</b>		Project Number: <b>925 (6W) DW Windows - Window Systems</b>				Report Period: <b>3/1/2019 - 8/31/2019</b>		
<b>Project Warrant Report (SAB 184a)</b>											
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
05/17/19	Glass & Screens Etc.	14547207	21-39	6200-076			6,141.57				SM - Windows and glass replacement
					Totals	-	-	6,141.57	-	-	Total Project Costs: <b>6,141.57</b>

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

School District: <b>Lemon Grove School District</b>	County: <b>San Diego</b>	Project Number: <b>Measure R Bond Man R - Bond Management R</b>	Report Period: 3/1/2019 - 8/31/2019
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**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
06/30/19	Dale Scott & Company	14569963AC	21-33	6200-050		762.50					Financial Advisor SB1029 Annual Debt Transparency Report (Series C)
Totals					-	762.50	-	-	-	-	Total Project Costs: <span style="float: right;">762.50</span>

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

School District: <b>Lemon Grove School District</b>		County: <b>San Diego</b>		Project Number: <b>Measure R Bond Man R ET - Bond Management R EdTech</b>				Report Period: <b>3/1/2019 - 8/31/2019</b>			
<b>Project Warrant Report (SAB 184a)</b>											
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
06/30/19	Dale Scott & Company	14569963AC	21-33	6200-050		762.50					Financial Advisor SB1029 Annual Debt Transparency Report (Series D)
Totals					-	762.50	-	-	-	-	Total Project Costs: <b>762.50</b>

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

School District: <b>Lemon Grove School District</b>	County: <b>San Diego</b>	Project Number: <b>Prop W Bond Man W - Bond Management W</b>	Report Period: 3/1/2019 - 8/31/2019
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**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	
03/29/19	Lemon Grove School District	Mar 2019 W	21-39	6200-050		5,842.66					March 2019 Account/Clerks	
04/30/19	Lemon Grove School District	Apr 2019 W	21-39	6200-050		4,927.38					April 2019 Account/Clerks	
05/31/19	Lemon Grove School District	May 2019 W	21-39	6200-050		4,925.80					May 2019 Account/Clerks	
06/30/19	Lemon Grove School District	OPEB1819AC	21-39	6200-050		1,634.94					FY1819 OPEB Account/Clerks	
06/30/19	Dale Scott & Company	14569963AC	21-39	6200-050		4,600.00					Financial Advisor Continueing Disclosure	
06/30/19	Dale Scott & Company	14572186AC	21-39	6200-050		800.00					Financial Advisor Continueing Disclosure	
06/30/19	Christy White Associates	14569419	21-39	6200-050		3,500.00					Bond Audit 2019	
06/30/19	Lemon Grove School District	June 2019 W	21-39	6200-050		6,674.64					June 2019 Account/Clerks	
07/31/19	Lemon Grove School District	July 2019	21-39	6200-050		4,731.69					July 2019 Account/Clerks	
08/31/19	Lemon Grove School District	August 2019	21-39	6200-050		4,842.86					August 2019 Account/Clerks	
Totals						-	42,479.97	-	-	-	-	Total Project Costs: 42,479.97