

Minutes of the Measure I Citizens' Bond Oversight Committee
January 6, 2016– 6:00 pm – 8:08 pm
Alameda Unified School District
2060 Challenger Drive, Alameda, CA 94501
Ballena Bay Conference Room

PRESENT:

Committee members:

Don Sherratt
Juelle-Ann Boyer
Michelle Pero
John C. Baum
Doug Waite
Kim Ondreck Carim

Staff members:

Shariq Khan, Chief Business Officer
Robbie Lyng, Director - MOF
Brenda Parella, Bond Construction Project Mgr. - MOF
Jen Burns, Budget Analyst
Bernadette Gard, Staff Secretary II - MOF

A. CALL TO ORDER

The meeting was called to order at 6:04 pm by Don Sherratt, Committee Chair.

A-1 Introductions

- Introductions of the committee members and district office staff were made around the room.

A-2 Adoption of Agenda

- The Agenda for the meeting was approved.

Kim Carim arrives at 6:05 pm.

A-3 Approval of Minutes

- There was a question regarding the committee receiving copies of Board Agendas. It was clarified that if there was an item related to Measure I projects on the Agenda, the Bond Oversight Committee would receive a copy of the Agenda via email.
- Kim Ondreck Carim corrected, for the minutes, that her last name is not hyphenated.
- There was a question for clarification of a sentence in Section B-2 of the minutes from the October 28 meeting, regarding the committee informing the public through website or newsletters. It was decided that the sentence would come out and replaced. The sentence will be added: Only the committee chair may inform the public.
- Clarification was requested for Section B-4-2 bullet point regarding the meaning for the acronym used for Historic Alameda High School. It was clarified that the acronym

normally used is HAHS. It was further confirmed that the reference was to an outdated copy of the minutes.

- The minutes were approved.

A-4 Oral Communications

- No community members were present to address the committee.

B. GENERAL BUSINESS

B-1 Ground Rules for Bond Oversight Committee Meetings

The committee discussed the following:

- Don discussed the background for the ground rules and proposed some ideas. The committee was asked to review a proposed list and comment on any additions or changes.
- Don suggested adding a section to future Agendas called Good of the Order. This would open up an opportunity for questions or suggestions. There was a discussion and it was decided that it would be added to the end of future Agendas as Good of the Order with a notation that no action will be taken on these items.
- The committee discussed the ground rules and agreed to leave them proposed as is. The rules will be used for committee use only.
- The ground rules for the Bond Oversight Committee meetings were adopted.

B-2 Bond Oversight Committee School Site Assignments

The committee discussed the following:

- Don discussed the reason for adding the agenda item. He explains that school bonds are highly scrutinized. We want transparency, we want people to know what we are doing. He suggests to identify one or two members of the committee to be lead persons and become experts of their school sites regarding projects being done.
- There was concern about adding confusion to existing staff and community members.
- John Baum noted that he thought having an assigned committee member was a great idea.
- Robbie suggests using the schedule to decide how schools assignments are made and to see when projects are starting.
- The committee discussed what their responsibilities would be and how information would be communicated. It was decided by the committee to table the item at this time and re-visit if there is a need in the future.

B-3 Discussion on Dissemination of Board Approved Items

The committee discussed the following:

- Shariq discussed different ways to provide information to the committee by use of a binder or a more green option by using the website. There was discussion about the different methods and it was decided that the committee would use both methods. Committee members will be provided a binder and the information will also be accessible electronically on the AUSD website.

B-4 Discussion on Format of Bond Oversight Committee's Board Report

The committee discussed the following:

- Shariq discussed how this year the District is slightly behind in our schedule for the annual audit report. The audit will occur the 3rd week in January and ready in February.
- The different samples were reviewed and discussed and committee members gave their preferences and opinions on the types of reports they prefer.
- Shariq discussed that the committee's report will be presented after the audit report is done and that there will be comments about the auditor's report in the committee's report. He also explained that the auditor was not able to come to meeting at this time.
- The consensus is that the committee likes AUSD's power point presentation and the report will include pictures. They would like a separate power point presentation to accompany the report.
- Don would like the staff to begin the preparation of the report.

B-5 Construction Projects

The committee discussed the following:

- Robbie discussed schedule updates and implementation plan B. Robbie went through the list of projects and provided status on current projects.
- Robbie discussed the plans for the new technology prototype classroom and how it will be used by teachers. There was discussion about how and why to let the community know about the classroom. The committee suggested using district resources to get the information out to the community about the prototype classroom.
- Shariq explained that the technology prototype classroom is being built with non-bond funds. The goal is to come up with a district standard for technology equipment.
- Robbie discussed the Alameda High School seismic project and how it is moving forward. The district's application for receiving state matching funds looks promising for approval.
- Robbie discussed the format for schematic designs and how they are presented to the Board for approval.

B-6 Project Expenditures

The committee discussed the following:

- Jen discussed the budget report and using Accountability software to create reports. Jen explained how the budgets are shown and how expenditures are tracked. She also explained and showed how we can provide drill down reports. There was a question about being able to drill down the report to provide vendor information.
- The committee agreed that the reports provided the information they wanted to see.

B-7 Next Meeting

The committee discussed the following:

- The next committee meeting date is tentatively scheduled for May.
- Shariq reminded the committee that the auditor's report will be ready in mid-February. There was discussion about when to go to the Board to submit the annual report for 14-15.
- The committee discussed and agreed their first report would be a letter from the Board chair done as a regular agenda item. There was discussion about presenting the letter to the Board at the March 22 board meeting. The letter would be drafted, emailed individually and approved by committee members.
- The committee then discussed that another meeting in March could not be possible due to the fact that the committee could only meet 4 times a year and not more than once per quarter. It was then agreed the committee meetings would take place in January, April, July and October.
- The next committee meeting was set for April 13th at 6 pm.
- The letter will be presented to the Board at the April 26 Board Meeting.

ADJOURNMENT

The meeting was adjourned at 8:08 PM.