

**JEFFERSON UNION HIGH SCHOOL DISTRICT  
BOND CITIZEN OVERSIGHT COMMITTEE MEETING  
SERRAMONTE DEL REY - 699 SERRAMONTE BLVD. ROOM 223, DALY CITY, CA 94015  
MONDAY, APRIL 11, 2021 – 6:00 PM**

**Meeting Access**

The meeting of the JUHSD Citizen Oversight Committee will be conducted **in-person** at Serramonte del Rey, 699 Serramonte Blvd, Room 223, Daly City, CA 94015.

All are welcome to observe the meeting in person.

As with all JUHSD Special Meetings, the meeting will be conducted at our physical location only, and will not be recorded or streamed.

**Public Comment Procedures**

**In Person - Special Meeting:**

- **In order to address the Committee during Public Comment (Agenda Item or Non-Agenda Item), please submit a Blue Card upon arrival, and give to Tina Van Raaphorst.**
- Ms. Van Raaphorst will call on members of the public to speak.
- Public comment is only available in-person, as special meetings are not live streamed

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the Deputy Superintendent (650) 550-7954 as soon as possible.

**A G E N D A**

**1. CALL TO ORDER AND ROLL CALL**

**2. NON-AGENDA PUBLIC COMMENT**

The public may address the Committee on any matter within the subject matter jurisdiction of the Committee that is not on the agenda. Unless otherwise determined by the Committee, each person is limited to three (3) minutes. If a large number wish to speak on a specific topic, the Committee may limit total input on any topic. The Brown Act prohibits the Committee from discussing or taking action on an item not on the agenda.

**3. REVIEW AND APPROVAL OF ORDER OF AGENDA**

The JUHSD Bond Citizen Oversight Committee reserves the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action by the Committee, the agenda for this meeting is to be approved as presented. Items may be added to this agenda for discussion or action only as permitted by the Brown Act.

**4. CITIZENS' OVERSIGHT COMMITTEE AND BROWN ACT TRAINING REFRESHER**

District legal counsel will explain the role of the Citizens' Oversight Committee and outline the basics of following the Brown Act.

## **5. UPDATE ON DISTRICT BOND PROJECTS**

The Director of Construction and Bond Projects, Stefanie Phillips, will provide an update on the current district bond projects:

- Westmoor High School Construction & Remodel
- Oceana High School Science Room, Parking, and Gym Backboards
- Faculty & Staff Housing
- Adult Education & District Office Buildings

## **6. FINANCIAL REVIEW**

The Deputy Superintendent of Business Services, Tina Van Raaphorst, will provide an update on expenditures during the 20-21 school year and this school year to date. Additionally, the committee will have an opportunity to review and discuss the 2019-2020 Bond Audit Reports.

## **7. ADJOURNMENT**



DANNIS WOLIVER KELLEY

Attorneys at Law

# **Citizens' Bond Oversight Committee Brown Act Refresher**

**Jefferson Union High School District  
April 11, 2022**

***Presented by:***

**Lauren M. Charneski**

This training is provided for educational, compliance and loss-prevention purposes only, and absent the express prior agreement of DWK, does not create or establish an attorney-client relationship.  
The training is not itself intended to convey or constitute legal advice for particular issues or circumstances. Contact a DWK attorney for answers to specific questions.

# Why a Training/Refresher?

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- Citizens' Bond Oversight Committee (CBOC) is subject to the **Ralph M. Brown Act**: Government Code, §54950 *et seq.*
- District's Board/Staff to provide technical and administrative assistance to CBOC, such as:
  - Website information posting.
  - Assist with preparation/posting of agendas; create minutes; provide **Brown Act guidance**.

# Intent of the Brown Act

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- To keep the public informed of the actions, debates and views of locally elected representatives.
- To provide the procedural framework for local legislators to meet, debate, act and listen collectively to their constituents.



# The Brown Act: “Meetings”

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- **Definition of Meeting:**

“Any congregation of a **majority** of members of a legislative body at the **same time and place**, including teleconference locations, **to hear, discuss, or deliberate** upon any item within the subject matter jurisdiction of the legislative body.”

Government Code, § 54952.2, subd. (a).



# Prohibited Communications

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- A majority of the members of a . . . body shall not, outside a noticed meeting, use a **series of communications** of any kind, directly or through **intermediaries** or **technological devices**, to discuss, deliberate, or take action on any item of business that is within the [CBOC's] jurisdiction.
  - Government Code § 54952.2, subd. (b).
- Serial communication, direct communication, personal intermediaries, or technological devices include:
  - Telephone, e-mail, internet, instant messaging, texts.
  - Social media – new rules as of January 1, 2021.
  - Communication through an intermediary.

# New(ish) Social Media Rules

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- **CBOC members:**

- May use social media unrelated to CBOC business.
- May use social media to provide/solicit information to/from members of the public or answer questions.
- May not directly respond to any communication from another member regarding CBOC business (even if less than a majority).
- Must avoid otherwise permissible use of social media which results in a discussion between majority of CBOC members regarding business of a specific nature.





# Communication Recommendations

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- Carefully evaluate any communication with CBOC members outside a noticed meeting via any means.
  - Emails received on CBOC business should not be shared or discussed with the group – no use of “Reply All”.
  - If using social media, only elicit information or share information with the public but do not use as a discussion forum involving other CBOC members.



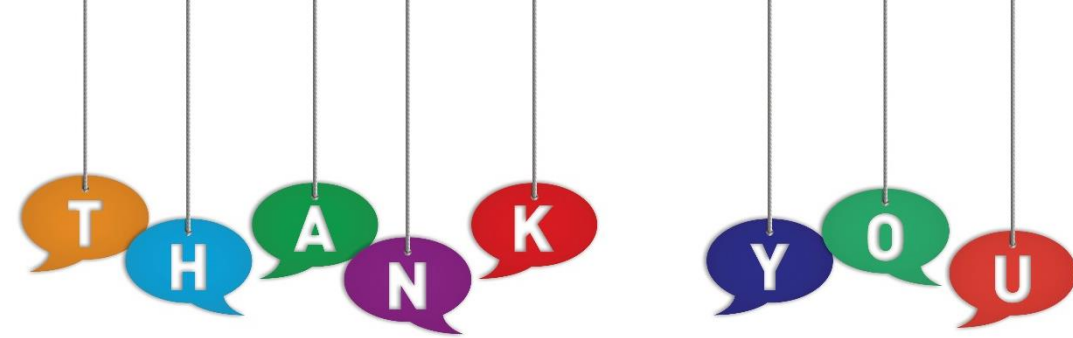
# CBOC Meeting Logistics

- Meetings occur at least once a year.
  - Bylaw § 6.1
- Meetings are open to the public with a posted agenda and minutes.
  - 72 hours' notice for all “regular” meetings.
- Meetings must take place within JUHSD.
  - Bylaw § 6.2
- CBOC requires a quorum to do business: Majority of the CBOC Members.
  - Bylaw § 6.3
- Public comment during meetings:
  - On agenda items before or during consideration of the item.
  - General comment on any other matters *under CBOC jurisdiction*.
  - CBOC may place reasonable time limitations on particular topics or speakers.



# Questions?





SAN FRANCISCO

LONG BEACH

SAN DIEGO

CHICO

SACRAMENTO

BERKELEY

FRESNO

[www.DWKesq.com](http://www.DWKesq.com)



Lauren M. Charneski  
Shareholder  
East Bay Office  
[lcharneski@DWKesq.com](mailto:lcharneski@DWKesq.com)

# JUHSD Construction Update

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APRIL 2022

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# Projects Completed

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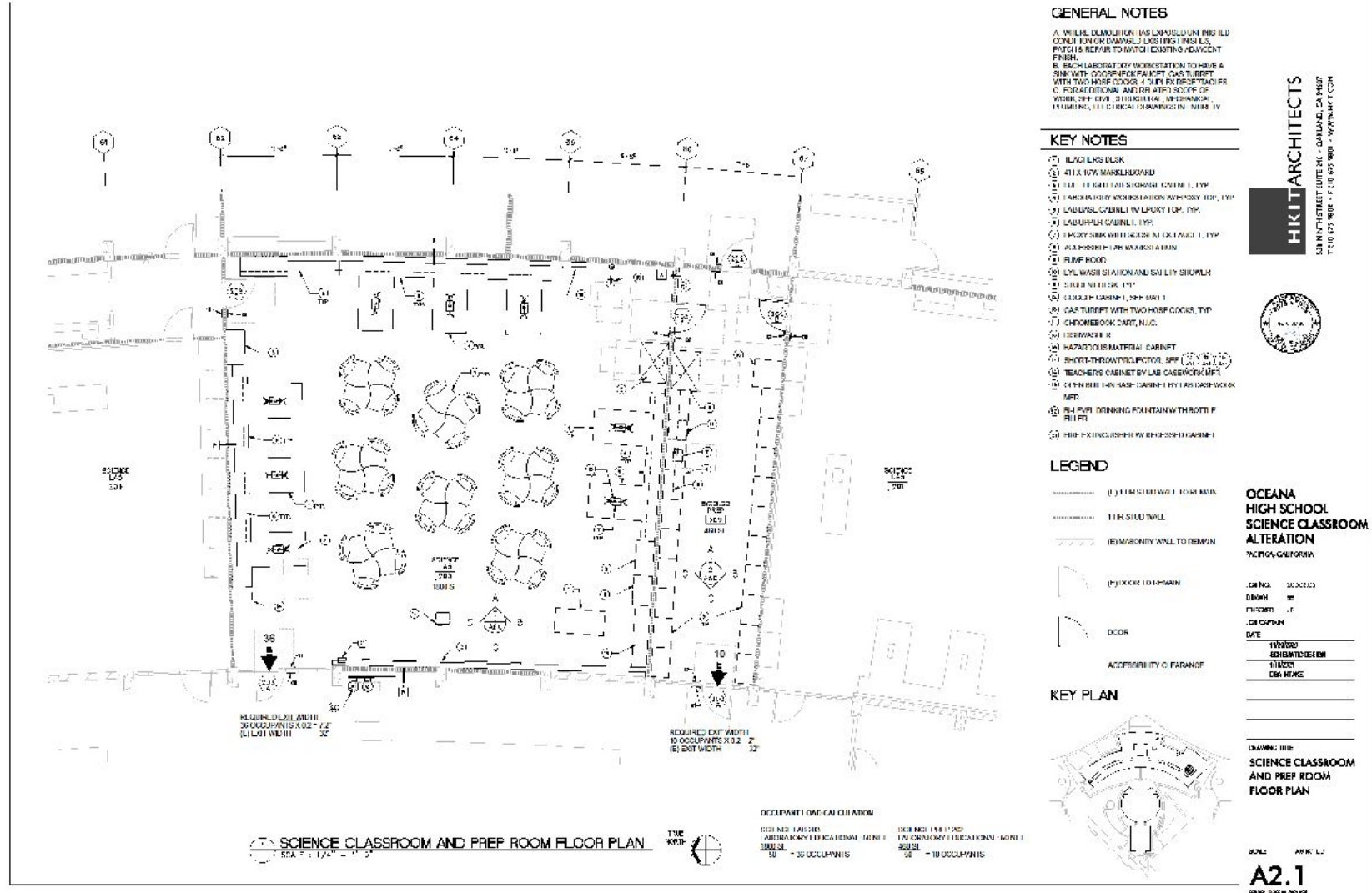
- OCEANA HIGH SCHOOL SCIENCE CLASSROOM FALL 2021
- WESTMOOR HIGH SCHOOL NEW THEATER, CLASSROOMS AND MODERNIZATION WINTER 2021
- STAFF AND FACULTY HOUSING SPRING 2022



Oceana High School Science Classroom Remodel and ADA upgrades to bathrooms and site



# OHS Science Classroom Floor Plan





# Westmoor High School New Theater, Classrooms and Modernization

- New Theater, 19 New Classrooms including Woodshop, Tech and Fabrication lab.
- Modernization includes remodel of the Administration and Counselling Areas, New Science Department Lab and Storage Area, New Fabric Arts, Ceramics, Photo and Auto Shop Classrooms. Science Department Classrooms received new fume hoods and safety upgrades (eye washes / showers). Band Room received new acoustic panels in practice rooms and paint. Gym received an acoustic treatment to ceiling, Installed New Storefront (doors/ wall) enclosure of the courtyard and exterior paint



# Westmoor High School New Theater, Classrooms and Modernization



New Classroom

# Faculty and Staff Housing

- 122 Units for Staff and Faculty Housing located at Serramonte Del Rey.
- Amenities include Gym, Laundry Facilities, BBQ and Outdoor Play Area for Kids, Community Room.
- Move ins begin May 2022





# Current Projects

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- DISTRICT WIDE NEEDS ANALYSIS
- DISTRICT OFFICE AND ADULT EDUCATION FACILITY – COMPLETION WINTER 2023/2024

# District Office and Adult Education Facility

- Programming complete
- CEQA complete
- Submitted and in review to DSA
- RFQ/P for General Contractors Spring 2022
- Construction starts Mid to Late Summer 2022
- Construction complete Winter of 2023/2024







# Adult Education Facility

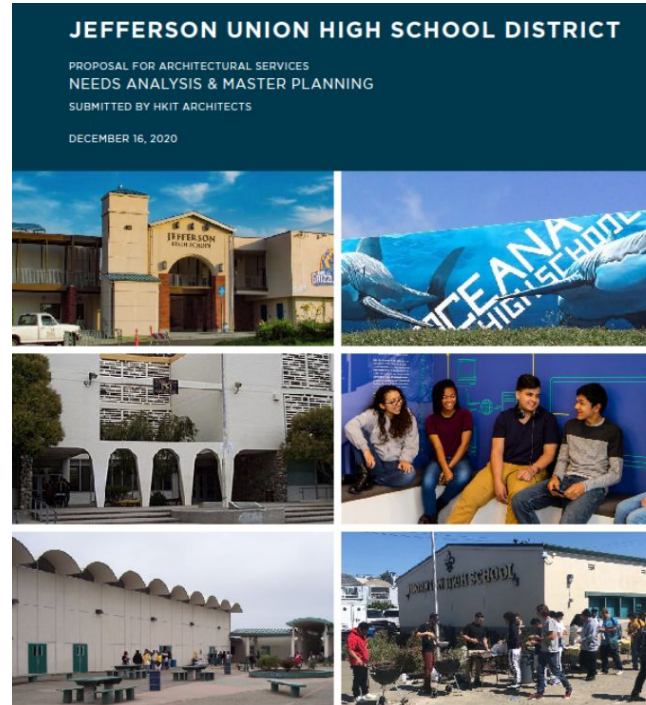


# New District Office



# District Wide Needs Analysis Master Plan

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HKIT Architects  
538 Ninth Street, Suite 240, Oakland, CA 94607  
Jeff Evans, AIA, Principal  
jevans@hkit.com  
www.hkit.com | 510.625.9800

# District wide needs analysis and master plan.

- Met with District Personal( Education and Business Services, Construction, Maintenance, Food Services, Information and Technology).
- Met with the Stakeholders at each school site including the Principal/VPs, Office Staff, Counseling, Custodial, and will include all Teacher & Staff Department meetings (Math, English, History, Science, Language, Special Education, PE, Electives, other).
- Visited sites to observe and collect detailed data of buildings and their systems including Path of Travel and ADA Needs.
- All information is in process of being compiled to be presented to the Board of Trustees for a Study Session to work on prioritization of the projects.

# Questions?

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# **JUHSD Citizens' Oversight Committee**

Financial Information

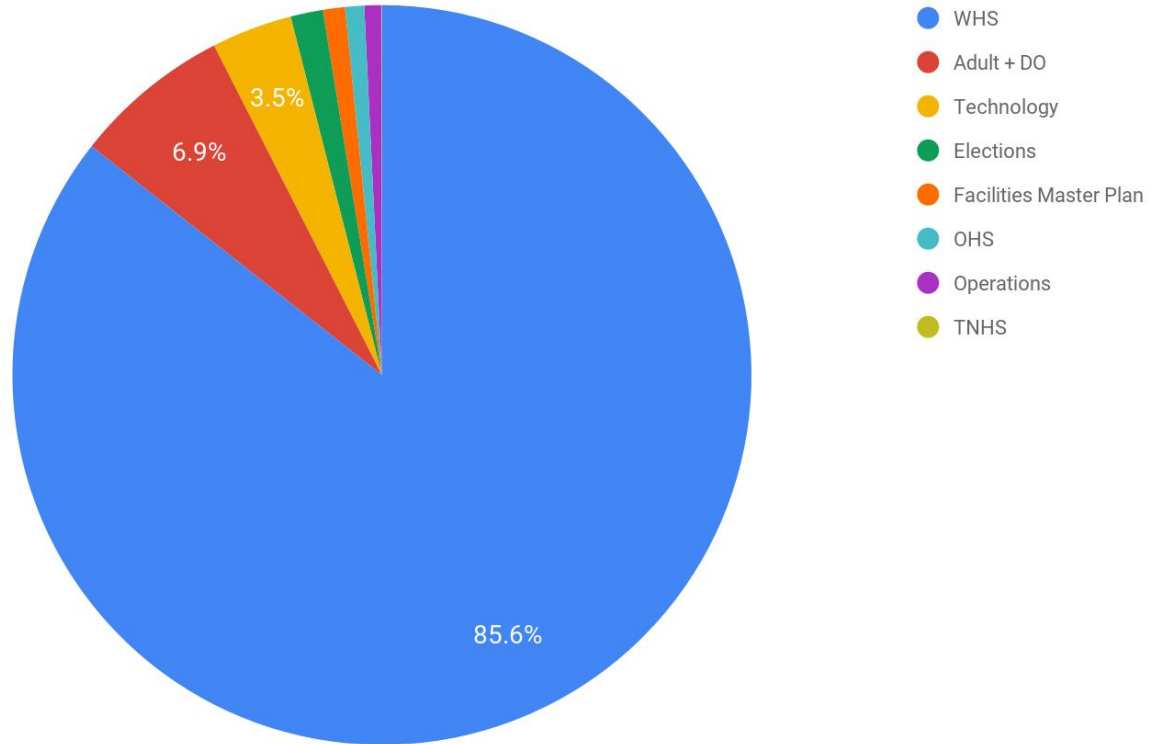
April 11, 2022

# **Spending in 2020–2021**

## Measure J 2014 & 2020 School Facilities and Technology 20-21

WHS\* - \$25,634,307  
Adult Ed/DO\* - \$2,059,912  
Technology\* - \$1,057,661  
Bond Election - \$424,178  
Facilities Master Plan - \$288,176  
OHS - \$249,507  
TNHS - \$9,525  
Operations - \$219,301

**Total \$29,942,567**





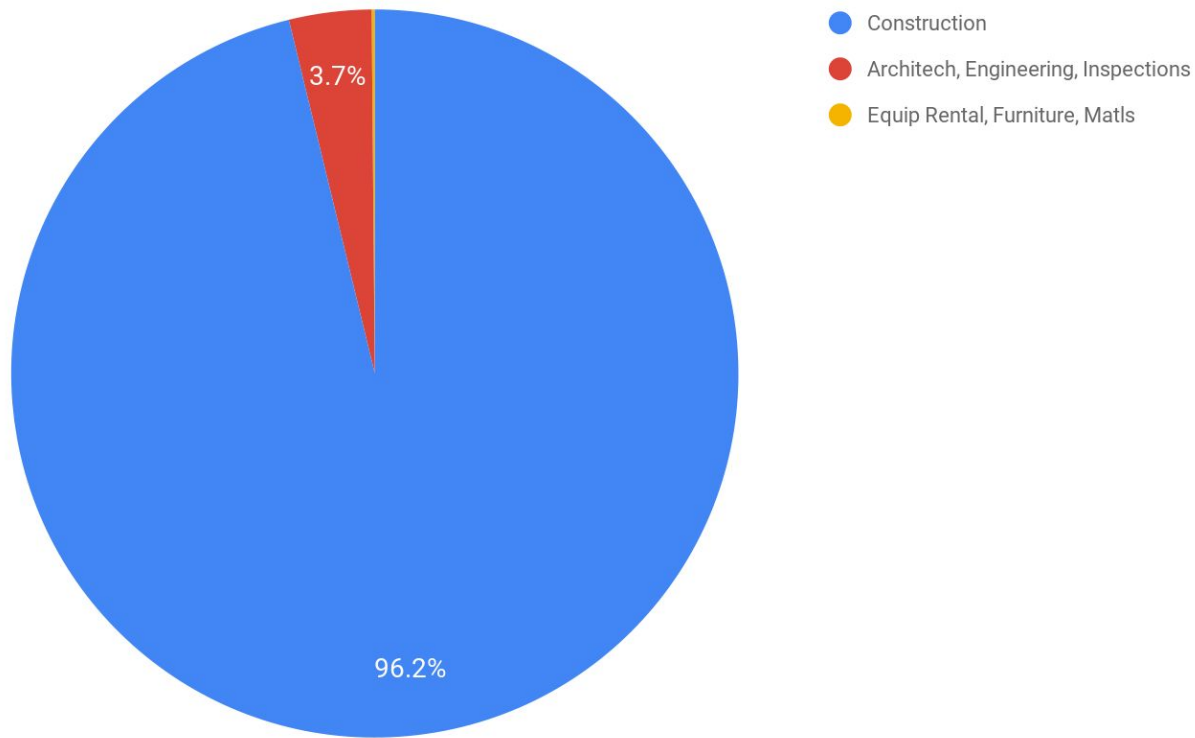
## Measure J 2014 & 2020 Westmoor High School 20-21

Construction - \$24,659,735

Architech, Engineering, Inspections -  
\$938,443

Equip Rental, Furniture, Matls -  
\$36,129

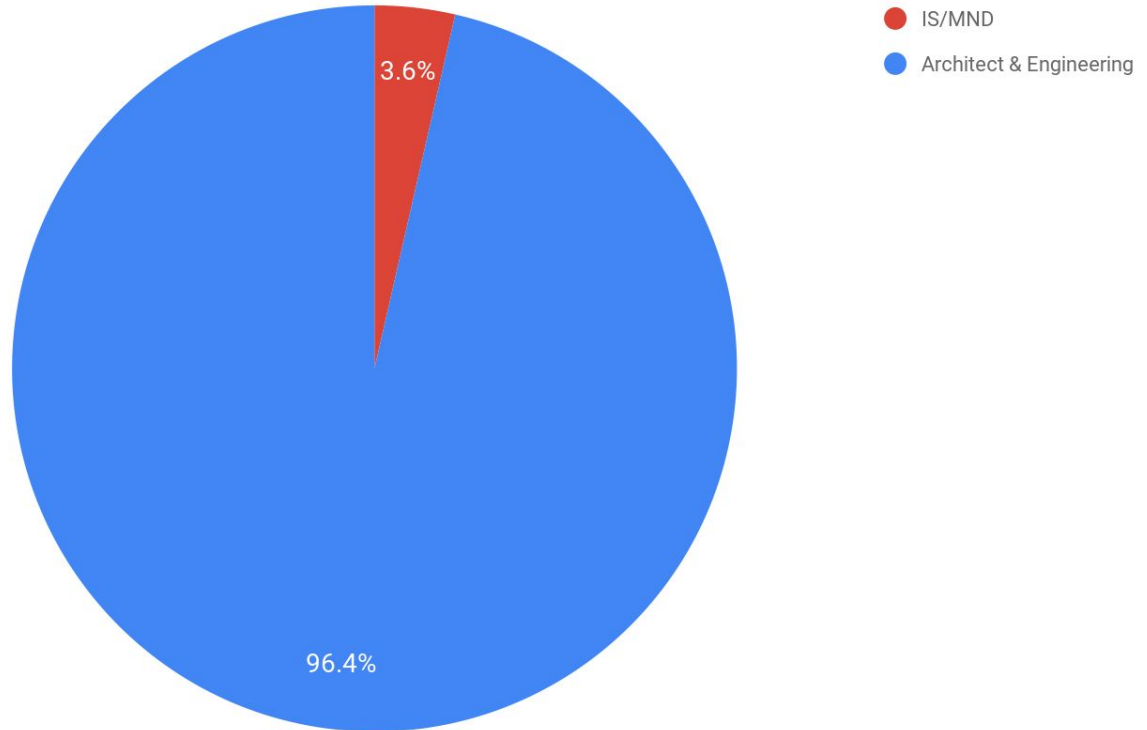
**Total \$25,634,307**



## Measure J 2014 & 2020 Adult Education & District Office 20-21

Architect & Engineering -  
\$1,986,203  
Initial Study/Mitigated Negative  
Declaration (CEQA) -  
\$73,709

**Total \$2,059,912**



## Measure J 2014 & 2020 Technology 20-21

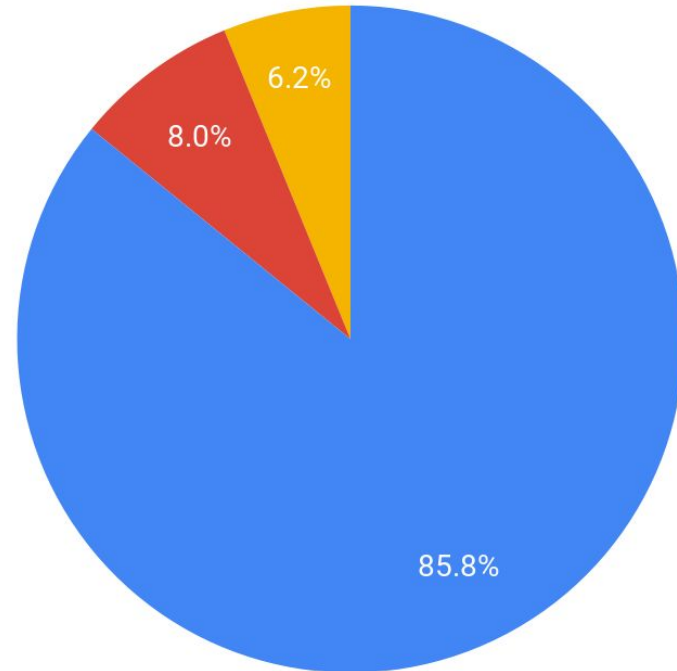
Devices & Carts - \$907,941

Security & Infrastructure - \$84,374

Software & Agreements - \$65,346

**Total \$1,057,661**

● Devices & Carts ● Security & Infrastructure ● Software & Agreements



## Measure J 2018 Faculty & Staff Housing 20-21

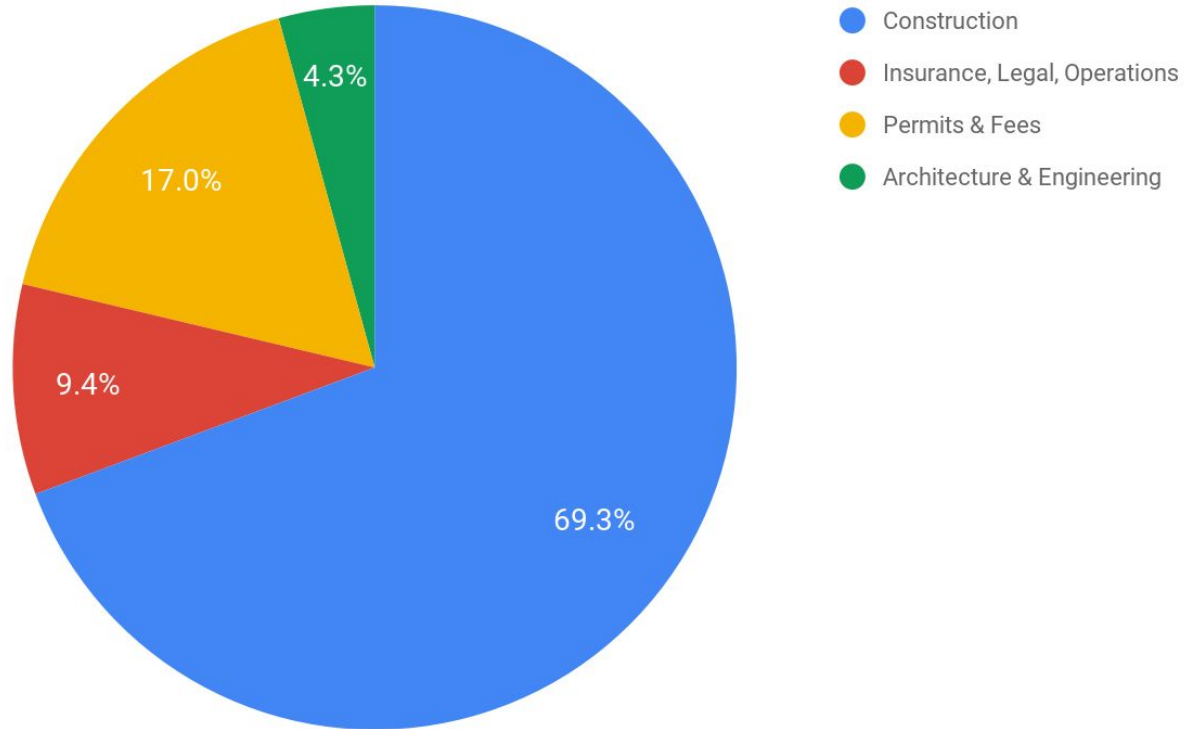
Construction - \$2,328,186

Insurance, Legal, Operations-  
\$315,222

Permits & Fees - \$571,529

Architecture & Engineering -  
\$143,712

**Total \$3,358,649**



## Project Totals to Date

BOND EXPENDITURES	as of June 2020	20-21	21-22 to date	Total
School Facilities and Technology				
WHS	54,267,374	25,634,307	5,316,761	85,218,442
OHS	-	249,507	1,825,377	2,074,884
AE/DO	24,550	2,059,912	1,244,045	3,328,507
Housing	6,513,538	3,358,649	16,690,576	26,562,763

# **Audits**

2019–2020 Reports

## **2019–2020 Audit Reports**

### Measure J 2014/2020 Audit - **School Facilities & Technology**

p. 4 shows \$20M in new Bonds issued and \$25,132,658 spent

p. 13 shows the distribution of how funds were spent

p. 16 shows no findings or recommendations

## **2019-2020 Audit Reports**

### Measure J 2018 Audit - **Faculty & Staff Housing**

p. 4 shows \$28M issued and \$5,304,892 spent

p. 15 shows no findings or recommendations