

Measure "J" Bond Program
Citizens' Bond Oversight Committee
JUNE 30, 2012 ANNUAL REPORT



Submitted to the
South San Francisco Unified School District Board of Trustees
July 26, 2012

Citizens' Bond Oversight Committee

Dana Abarca
Member

John Sanna
Vice Chairperson

Lana Anderson
Member

Patricia Turpo Ames
Member

Rich Blank
Clerk

David Gallagher
Member

Veronica Mendoza
Member

America Guterrez
Member

Rick Ochsenhirt
Chairperson

Richard Holt
Member

Martin Romero
Member

Julia Lopez
Member

Statement of Compliance

This Annual Report is submitted to the Board of Trustees by South San Francisco Unified School District Measure "J" Citizens' Bond Oversight Committee.

The Committee advises that, to the best of its knowledge, the South San Francisco Unified School District is in compliance with the requirements of Article XIII A, Section 1(b) (3) of the California Constitution. Furthermore, the Committee has reviewed expenditure reports produced by the District to ensure that (a) bond proceeds have been expended only for the purposes set forth in the ballot measure; (b) and not for any other purposes, including teacher and administrative salaries and other school operating expenses; (c) and that bond proceeds have been maximized. A summary of the Committee's proceedings and activities for the year ended June 30, 2012 is provided below.

Respectfully Submitted: 

Rick Ochsenhirt , Chair

Measure "J" Citizens' Bond Oversight Committee

Date: 7/19/12

Summary of the Committee's Proceedings and Activities for 2012

The South San Francisco Unified School District was successful at the election conducted on November 2, 2010, in obtaining authorization from the District's voters to issue up to \$162,000 million aggregate principal amount of the District's general obligation bonds, pursuant to a greater than 55% vote. The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District established the Citizens' Bond Oversight Committee (the "Committee") and By-laws at a regular meeting of the Board of Education held on January 27, 2011 in order to satisfy the accountability requirements of Prop 39.

To satisfy Prop 39 requirements, the Committee has met and reviewed expenditure reports, been updated on the Bond Program's progress (planning, design, and construction) and visited project sites to verify work progress.

Meetings of the Proposition 39 Citizens' Bond Oversight Committee

The Committee conducts its meetings in accordance with provisions of the Ralph M. Brown Public Meetings Act, contained in Section 54950 et seq. of the Government Code. Meeting notices and agendas are sent to members of the Committee, local newspapers, and posted on the front window of the District Office, front window of the pupil personnel building and on the SSFUSD website for the required period of time. Meeting notices, agendas, minutes and all documents and reports received by the committee members are a matter of public record and are available at the South San Francisco Unified School District Office. Also, information is available on the Measure J Bond website located at http://ssfusd.bond.swinerton.com/job/ssfusd/bond_oversight_committee

July 12, 2011 (Regular Meeting #3) – District Office Board Room

- Call to Order
- Approval of Prior Meeting Minutes
- Welcome of Two New Members
- Update on Financial Disclosure Form 700
- Review of CES Projects
- Review of Bond Measure Financial Information
- Review of Prior Bond Information
- Review of General Fund Information
- DSA Closeout Progress

Documents Received During Meeting:

- Orientation Binders Given to New members

August 9, 2011 (Regular Meeting #4)- District Office Board Room

- Call to Order
- Approval of Prior Meeting Minutes
- Update of Financial Disclosure Form 700
- Review of Bond Measure Financial Information
- Review of Prior Bond Information
- General Fund Budget Information on Article 13A
- Public Comments

Documents Received During Meeting:

- Financial Expenses Information
- Written Statement from Bond Counsel

September 13, 2011 (Regular Meeting #5)- District Office Board Room

- Call to Order
- Approval of Prior Meeting Minutes
- Review of Prior Bond Information
- General Fund Budget Information on Article 13A
- Community Outreach
- Discussion of Calendar and Meeting Schedule
- Public Comments

Documents Received During Meeting:

- Handout from Bond Counsel Attorney General Opinion No. 04-110

November 15, 2011 (Regular Meeting #6)- District Office Board Room

- Call to Order
- Approval of Prior Meeting Minutes
- Review of Measure j Bond Financial Report
- Update on Swinerton Contract & Deliverables
- Discussion of Proposed Audit
- Discussion of Newsletter & Messaging to the Public
- Open Topics from Previous Meetings
- Current Calendar and Meeting Schedule
- Public Comments

Documents Received During Meeting:

- Swinerton Monthly report

January 17, 2012 (Regular Meeting #7)- District Office Board Room

- Call to Order – No Quorum, Deferred All Actions Items, Present Discussion Items Only
- Program Manager Implementation Plan – Discussion Only
- Review of CBOC Member Attendance Report – Discussion Only
- Public Comments

Documents Received During Meeting:

- Implementation Plan
- Bond Fund Financial Report of Expenses for 09/10, 10/11, & 7/1-12/31/11
- Attendance Report

March 15, 2012 (Regular Meeting #8)- District Office Board Room

- Call to Order
- Approval of Prior Meetings Minutes
- Report / Discussion Measure J Update
- Review of Measure J Bond Financial Report
- Discussion of Program Manager Implementation Plan
- Annual Audit Update
- Discussion of Newsletter & Messaging to the Public

- Open Topics from Previous Meetings
- Discussion of CBOC Member Attendance Report
- Meeting Schedule
- Public Comments

Documents Received During Meeting:

- Measure J Update Presentation
- Bond Fund Financial Report of Expenses as of 02/29/12
- Prior Bond Report

May 22, 2012 (Regular Meeting #9)- District Office Board Room

- Call to Order, Quorum Established after 20 minutes
- Approval of Prior Meeting Minutes
- Measure J Update
- Bond Fund Financial Report of Expenses as of May 15, 2012
- Review of 2010-2011 Annual Bond Fund Audit Report
- Discuss Preparation for CBOC 2010-2011 Annual Report to the Board of Trustees
- Discussion of Newsletter & Messaging to the Public
- Meeting Schedule
- Public Comments

Documents Received During Meeting:

- Bond Financial Report of Expenses as of May 15, 2012
- Sample Format of Annual Report to Board