



MEETING MINUTES

Measure J Citizens' Oversight Committee South San Francisco Unified School District

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 1)

Meeting Date: Tuesday, May 17, 2011, 7:00 pm

Location: SSFUSD Office, Board Room
398 B Street
South San Francisco, CA 94080

Attending CBOC Members:

- Dana Abarca
- Lana Anderson
- Rich Blank (Clerk)
- America Gutierrez
- Richard Holt
- Veronica Mendoza
- Rick Ochsenhirt (Chair)
- John Sanna (Vice Chair)
- Patricia Turpo Ames

Notice: The meeting was audio-recorded

Armando Ortiz from Atlas Interpreters provided Spanish interpretation services for the CBOC members via ALS.

Members A. Gutierrez and P. Turpo Ames received their Orientation Materials binders.

1. PRELIMINARY – Call to Order 7:06pm

- 1.1 IBL, Eugene Sim, welcomed CBOC members and thanked them for attending this meeting. A roll call was performed.
- 1.2 District staff attendees:
 - Jonathan Barth, SSFUSD (District)
 - Eugene Sim, Interim Bond Liaison (IBL)
 - Iku Joki, Interim Bond Liaison (IBL)
- 1.3 Other attendees:
 - Julia Lopez
 - Eldie Gonzales

2. BRIEF INTRODUCTIONS

- 2.1 IBL stated that there are three positions to be elected.
- 2.2 In the previous meeting, a statement of qualifications (SOQ) was requested from any interested individuals. The SOQ's were received by Jonathan Barth, then distributed to all members via email. A hard-copy of the SOQ documents were also brought to the meeting.
- 2.3 A. Gutierrez stated that she did not read the documents and was given a hard-copy to review.

3. STATEMENT BY THE CANDIDATES – 2 MINUTES MAXIMUM PER CANDIDATE

- 3.1 IBL stated that M. Romero could not attend the meeting, therefore will not be giving a statement.
- 3.2 R. Blank gave a statement of his qualifications.
- 3.3 R. Ochsenhirt gave a statement of his qualifications.
- 3.4 J. Sanna gave a statement of his qualifications.

4. DISCUSSIONS AMONG CBOC MEMBERS, QUESTIONS AND ANSWERS BY THE CANDIDATES

- 4.1 IBL asked if members had any questions. None had questions.

5. BLIND VOTING

- 5.1 IBL explained the voting procedure. A designated ballot was given to each member with names of the four candidates. Members were allowed to select up to three candidates.
- 5.2 Jonathan Barth collected the ballots and the votes were read out loud by IBL.
- 5.3 A final result was announced with; 6 votes for R. Blank; 8 votes for R. Ochsenhirt; 3 votes for M. Romero; and 7 votes for J. Sanna.
- 5.4 R. Ochsenhirt was announced the Chair, J. Sanna was announced the Vice Chair, and R. Blank was announced the Clerk of the CBOC.
- 5.5 Chair Ochsenhirt thanked the committee and stated that he is looking forward to serving as Chair without bias motives.
- 5.6 IBL pointed out that item #9 Voting Results, have actually been announced in this section.

6. UPDATE ON FINANCIAL DISCLOSURE form 700 BY CITIZENS' OVERSIGHT COMMITTEE MEMBERS

- 6.1 Chair Ochsenhirt presided over discussing the meeting agenda items.

- 6.2 Chair Ochsenhirt requested an update from district staff on how many forms have been submitted by committee members to date.
 - 6.2.1 Jonathan Barth reported that he has received four forms and in need of six more forms.
 - 6.2.2 Two more forms were submitted at the meeting by D. Abarca and L. Anderson.
- 6.3 Chair Ochsenhirt indicated the importance of these forms and offered assistance to any members in filling out the form.

7. DISCUSSION AND POSSIBLE ACTION RELATIVE TO THE OUTLINE OF PROPOSED MEETING SCHEDULE FOR 201

- 7.1 Committee members discussed desired day and time of meetings. The committee agreed on Tuesdays at 7:00pm (second through fourth Tuesdays of the month except the first Tuesday of the month due to conflict with PTA Council).
- 7.2 A discussion occurred on the schedule for Committee meetings and topics for the next Committee meeting.
 - 7.2.1 It was agreed that the Committee would meet either once a month or twice a month.
 - 7.2.2 Clerk Blank stated that it is important for members to become familiar with bond projects through the Facilities Sub-Committee (FSC) meetings.
 - 7.2.3 The Committee agreed to request a report from the FSC for the next meeting.
 - 7.2.4 It was also agreed to discuss the topic of being unison as a committee for the next meeting.
- 7.3 A date, time and place for the next meeting were discussed. It was agreed to meet on Tuesday, June 14th, at 7:00pm at the conference room at SSFUSD District Offices.

8. DISCUSSION AND POSSIBLE ACTION ON RECOMMENDED MEETING PROCEDURES

- 8.1 The public comments format was discussed. It was agreed that an individual from the public will fill out a speaker card and be allowed to speak for five minutes.
 - 8.1.1 The individual will be required to state their name and address.
 - 8.1.2 Individual requesting to speak on non-agendized topics will do so in the beginning of the meeting after call to order and introductions.
 - 8.1.3 Individual requesting to speak on agendized items will do so during the agenda item. The Clerk will be in charge of such speaker cards.
- 8.2 The agenda format was discussed. The Chair shall be in charge of setting the agenda for meetings.
 - 8.2.1 Chair Ochsenhirt stated that he will work with the IBL to create an agenda for each meeting and will lead the Committee in their efforts.
 - 8.2.2 Vice Chair Sanna stated that his duties would entail substituting for the Chair whenever the Chair is unavailable and offer support in the Chair's leadership efforts.

8.2.3 Clerk Blank stated that his duties are to provide further assistance to the Chair and Vice Chair and monitor the speaker cards during meetings.

8.3 The procedure for documentation presentation was discussed. It was agreed that any presentations should be sent to the Committee in advance such as staff reports, PowerPoint presentations. This will allow for more productive discussion during the actual meeting.

9. VOTING RESULTS (see item #5.6)

10. OTHER ITEMS

10.1 A. Gutierrez asked a question regarding whether the Committee can approve or take action on decision items regarding bond projects.

10.1.1 Chair Ochsenhirt clarified that the Committee does not vote nor approve bond project decisions however provides oversight on behalf of the community. He stated that the Committee's responsibility is to analyze and discuss bond projects and report progress to the Board. He also stated that the Committee also gathers feedback from the community and updates the community on District staff performance and bond projects progress.

10.2 D. Abarca requested a most up to date plan for the bond projects.

10.2.1 IBL stated that they are available for the Committee to provide further information on the bond program. It was stated that an organization chart will be provided to members for clarification on the bond process.

10.2.2 Jonathan Barth provided each member with a CD copy of the Facilities Master Plan.

10.2.3 IBL stated that Committee members and the public can also find information on the bond website which is currently being created by the program manager.

11. COMMENTS FROM THE FLOOR – None

12. ADJOURNMENT – 8:11pm

Please advise the District within 48 hours if there are any errors in the meeting minutes. Provide questions and comments in a written form and address all discrepancies to Jonathan Barth, Assistant Superintendent, and South San Francisco Unified School District.