



Meeting Minutes

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

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 4)

Meeting Date: Tuesday, August 9, 2011, 7:00 pm

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

Notice: The meeting was audio-recorded
Armando Ortiz from Atlas Interpreters provided Spanish interpretation services for the CBOC members.

1. Preliminary

1.1 CALL TO ORDER – 7:15 pm

1.2 ROLL CALL

1.2.1 PRESENT: Dana Abarca
Rich Blank (Clerk)
David Gallagher
America Gutierrez
Richard Holt
Veronica Mendoza
Rick Ochsenhirt (Chair)
Martin Romero
John Sanna (Vice Chair)

1.2.2 ABSENT: Lana Anderson
Julia Lopez
Patricia Turpo Ames

1.2.3 OTHER: Jonathan Barth, SSFUSD (District)
Eugene Sim, Interim Bond Liaison (IBL)
Iku Joki, Interim Bond Liaison (IBL)
Gary Rubino
Sharon Albera
Sandra Tidwell
Cindy Alger
Elaine Vasquez
Anna Nastari

- 1.2.4 IBL, E. Sim, performed a roll call and confirmed an establishment of a quorum.
2. Approval of Meeting Minutes No. 3
 - 2.1 Chair Ochsenhirt asked members to confirm receipt and review of meeting minutes and asked if any members have corrections or comments. There were no objections and the minutes to Meeting No. 3 of CBOC were approved.
3. Welcome & Introduction of new CBOC member: Julia Lopez
 - 3.1 J. Lopez was not present for an introduction.
4. Update on Financial Disclosure Form 700 by CBOC members
 - 4.1 J. Barth confirmed receipt of D. Gallagher's form. J. Lopez, the new member will need to submit her form.
5. Current Bond Measure Financial Information
 - 5.1 Follow-up to inquiry regarding bond election expenditures.
 - 5.1.1 J. Barth distributed requested documentation on financial expenses toward bond election for review by CBOC members.
 - 5.1.2 Chair Ochsenhirt inquired whether these expenditures are normal compared to other cities and district. J. Barth confirmed that they are standard fees imposed by municipality. The costs are incurred by the County of San Mateo, not the City of South San Francisco in assessing the flat fee or cost per registered voter. To the District's knowledge there is no cost incurred by the City of South San Francisco.
 - 5.1.3 M. Romero asked the District to make available, a monthly report of all expenditures relating to the bond fund. J. Barth has already prepared a binder of invoices and reports which was brought to the meeting and is available for review at Business Services office.
6. Prior Bond Information for Information & Reference
 - 6.1 Follow-up to inquiry regarding scope of work summary by site from prior bond.
 - 6.1.1 J. Barth provided an extensive amount of information on the prior bond in financial packets at the last meeting. He stated that the scope of work documents are most likely hard-copies in storage, however is not readily or easily accessible. **J. Barth offered looking back at the County records for the actual bond measure language.**
 - 6.1.2 CBOC members offered some alternative solutions to obtaining the requested information including, asking consultants previously engaged with the District on the last bond project (M. Romero); and looking back at meetings minutes from BOT meetings 10 years ago (Chair Ochsenhirt). **District to follow-up on suggestions.**
7. General Fund Budget Information
 - 7.1 Follow-up to inquiry regarding Article 13A – written response by Bond Counsel.
 - 7.1.1 J. Barth stated that bond counsel could not be present however has issued a statement on the inquiry. The CBOC members received the written statement for review.
 - 7.1.2 M. Romero inquired what the legal basis is for the statement made by bond counsel and stated that he is still not satisfied by the explanation

that there is no obligation for the District to return the savings to the bond fund.

- 7.1.3 In order to resolve this item, bond counsel has been requested at the next meeting. **J. Barth confirmed that he will request bond counsel to be present at the next meeting to discuss this issue further.**
- 7.2 M. Romero discussed an article in *The Examiner* which falsely states facts about the District and the Chevron projects. He stated that CBOC members have a responsibility to inform the public correctly. All were in agreement.
 - 7.2.1 Members suggested starting a press release or publication to better communicate to the public about the truth.
 - 7.2.2 D. Gallagher suggested more involved use of the website as a way to communicate to the public. The website can be a legitimate source of information approved by CBOC and BOT for the public to gather the correct, updated numbers, etc. In essence, the committee's oversight work will fill the website as the bond program progresses.
- 7.3 Vice Chair J. Sanna requested an update on the current topic of hiring a bond manager/director internally within the District, as well as the proposed IBL contract extension.
 - 7.3.1 J. Barth explained that the District is currently structuring the bond personnel to transition from IBL to designated staff. The IBL contract is proposed for extension of up to 6 month.
 - 7.3.2 J. Sanna stated that he has concerns on whether there is too much management or that the bond will be billed against management tasks. J. Barth responded that the District has conducted comparative analysis of other school districts on the bond organizational chart, structure of a bond team and accountability. He also stated that according to the County training session, District staff can be paid from bond fund so long as there is proper documentation evidencing work related to bond projects (i.e. bond accounting). In order to establish transparency and clarity, bringing in an outside consultant is favorable.
 - 7.3.3 M. Romero stated the District should pay for administrative staff if they are an employee of the District.
 - 7.3.4 A. Gutierrez stated that there should be a clear separation between the general fund and the bond fund.
 - 7.3.5 In order to resolve this item, bond counsel has been requested at the next meeting. **J. Barth confirmed that he will request bond counsel to be present at the next meeting to discuss this issue further.**
- 7.4 Questions regarding El Camino High School were brought up by CBOC members, in connection with Chevron's solar panel project at the parking lot. There were concerns about the parking lot use as the students return to session in ten days. J. Barth clarified that Chevron has a parking modification plan which will address the parking affected by the installation of solar panels at the school site.
 - 7.4.1 Clerk R. Blank commented on the disappointment of trees taken out at El Camino High School as a result of the Chevron project. J. Barth stated that the bond team did consult the City of South San Francisco prior to the removal of the trees. D. Gallagher and R. Holt shared their knowledge on the topic of tree permits and stated that any tree that is removed on city property requires a permit. D. Gallagher offered to research this tree permit issue with the city.
 - 7.4.2 IBL, E. Sim stated that the bond team will follow-up on this tree removal item brought up by Clerk R. Blank and D. Gallagher at the next CBOC

meeting. Although the school construction projects are regulated by the State and are out of the jurisdiction of the Local City Regulations; we must still reach out to the neighborhood and the City on items such as the one mentioned by Clerk R. Blank as it will impact the character of the neighborhood. **Bond team will report back to the CBOC at the next meeting on what the community outreach effort was on this particular matter and how the decision was made with respect to the CBOC members' concerns.**

8. Other - Informational

- 8.1 CBOC Website can be accessed via the District's Home Page. J. Barth stated that the website currently has meeting minutes and agendas. It will be updated with master plan refinement information and other various documents for CBOC members and the public.

9. Public Comments from the floor

- 9.1 Gary Rubino of the Winston Manor Community Association stated that the last bond fund was misused. He suggested the District provide a breakdown of the CES projects' solar panels versus actual roof repair required. He also stated that the savings on the operation of solar panels needs to go back to the bond fund. He also stated in regards to comparing the costs from other school districts, we should try to do better than other districts and let our money go further.
- 9.2 Sharon Albero of the Winston Manor Community Association suggested CBOC provide information in press such as in the form of a newsletter. The Superintendent's newsletter is distributed to the community twice a year and would be a good place to have an update by CBOC on the bond program. She stated that she would like to solicit CBOC members for the Winston Manor Community Association newsletter which reaches 500 homes in the community. She inquired which company is the Program Manager. IBL confirmed Swinerton is the Program Manager.
- 9.3 Anna Nastari of the Winston Manor Community Association also echoed the idea to use newsletter to inform the public correctly and the poor journalism should not be used as an excuse. She also inquired whether the audit committee from the previous bond has records available.
- 9.4 Cindy Alger of the Winston Manor Community Association stated deep concerns regarding the previous bond and stated that she would like to make sure that the community views this bond as a success. She also stressed the importance of establishing priority items for the current bond projects.
- 9.5 As a general response to the public comments, A. Gutierrez stated that she questioned the CES projects and has requested information from Chevron on the roofing projects. She reiterated that the CBOC members will continue to question the District and bond team regarding expenditures and projects. Chair Ochsenhirt added a comment that CBOC members should take on the responsibility to inform the public and to ensure that the bond team stays on track with the projects.

10. ADJOURNMENT – 8:40 pm

- 10.1 Next CBOC meeting no. 5 will be held on September 13, 2011, 7:00pm at SSFUSD Office, Board Room.

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.