



Meeting Minutes

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

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 6)

Meeting Date: Tuesday, November 15, 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 – 7:05 pm

1.2 ROLL CALL

1.2.1 PRESENT: Dana Abarca
David Gallagher
Richard Holt
Rick Ochsenhirt (Chair)
Martin Romero
John Sanna (Vice Chair)
Patricia Turpo Ames

1.2.2 ABSENT: Lana Anderson
Rich Blank (Clerk)
America Gutierrez
Julia Lopez
Veronica Mendoza

1.2.3 OTHER: Alejandro Hogan, SSFUSD (District)
Sandra Lepley, SSFUSD (District)
Eugene Sim, Interim Bond Liaison (IBL)
Iku Joki, Interim Bond Liaison (IBL)
Ned Phillips, Program Manager (PM)
Nannette Cole

1.2.4 IBL performed a roll call and confirmed an establishment of a quorum.

1.2.5 Superintendent Hogan introduced Sandra Lepley, the Interim Assistant Superintendent of Business Services.

- 1.2.6 Chair Ochsenhirt stated that he would like committee members to be cautious of the language used on email correspondences. He emphasized the importance of communicating accurate information.

2. Approval of Meeting Minutes No. 5

- 2.1 Chair Ochsenhirt asked members to confirm receipt and review of meeting minutes and asked if any members have corrections or comments.
 - 2.1.1 M. Romero requested additions to his statement under sections 4.1.2 and 6.1.4.2 of the minutes.
 - 2.1.2 IBL confirmed the requests and the minutes to Meeting No. 5 of CBOC were approved with amendments.

3. Review of Measure J Bond Financial Report

- 3.1 Chair Ochsenhirt inquired whether the fiscal year is from July to June. S. Lepley confirmed this to be correct.
- 3.2 S. Lepley explained that the format of the financial report is simplified for the purpose of this meeting and that any member may request further detail on any line item in the financial report.

4. Update on Swinerton Contract & Deliverables

- 4.1 M. Romero inquired why his request to have the Program Manager contract forwarded to the committee was not met. S. Lepley stated that the agreement contract is very lengthy and too large of a file to be easily emailed. Instead, the hard copy version is available for review at the District office. M. Romero stated that it is difficult for him to go to the District office and that it is also difficult to have a discussion on the topic without prior review of the requested information.
- 4.2 Ned Phillips, Project Manager, of Swinerton Management and Consulting presented on the topic of deliverables. He stated that the deliverables were submitted to the District on September 30th, with the exception of a few items due to missing information and direction from the Board of Trustees (BOT). Revised deliverables and the remaining deliverables that were not completed were submitted on November 14th. N. Phillips also stated that an update on the Master Plan Refinement and Implementation Plan will be presented during the November 17th BOT meeting. The presentation will include recommendations on the project scopes, budgets and schedules.
 - 4.2.1 Chair Ochsenhirt referenced the Program Manager's September monthly report and inquired on the basis of phase I and II projects described under section 2, Program Summary. N. Phillips stated that there is currently more scope of work than what can be covered in the bond funds. He stated that Phase I will address priorities at Buri Buri Elementary School and Martin Elementary School, while Phase II will address other campuses. He also stated that the finalized enrollment data will be available for Phase II.
 - 4.2.2 M. Romero stated that he was expecting a presentation on the updated Master Plan Refinement, including potential work on joint-use projects. N. Phillips responded that the presentation will be held during the November 17th BOT meeting. He described various proposed work at

Buri Buri, Martin and South San Francisco High School. Superintendent Hogan commented that the proposed scope needs to be approved by the BOT.

- 4.2.3 M. Romero stated he has attended recent BOT meetings and voiced his concern that detail is lacking in the Master Plan Refinement.
- 4.3 M. Romero inquired if the bond team is researching third party funding. N. Phillips stated that private funding is currently difficult to obtain. He also stated that they have researched grants and found funding on play structures.
 - 4.3.1 M. Romero emphasized the importance of applying for grants early and stated that his concern that the bond program is behind schedule. N. Phillips responded with a suggestion that Phase II project may be able to find funding.
 - 4.3.2 S. Lepley suggested that eligibility for state funding should be pursued. She stated that her understanding is that the District has already used most of the available modernization funds but that they may be eligible for new construction funding. N. Phillips agreed that eligibility for state funding needs to be further researched.
 - 4.3.3 Chair Ochsenhirt spoke regarding his experience on the previous bond program and advised the District to take quick action since the application process is long and it is critical for the District to be first on the list.
 - 4.3.4 M. Romero inquired if there are any proposed joint-use projects with the City of South San Francisco (City)? N. Phillips stated they have been in discussions with the City but has nothing to report on the topic. He commented that the District priority does not identify any auditoriums or gymnasiums, and that football field is not on the joint-use list. Library is a possibility, however it appears the City already has a new library project in progress.
- 4.4 M. Romero directed a question to District staff on whether the Program Manager's deliverables have been satisfactorily met.
 - 4.4.1 S. Lepley stated that the deliverables were delivered on November 14th and that the IBL is currently reviewing the submittal package for completeness.
 - 4.4.2 N. Phillips stated that they will answer any additional comments by IBL.

5. Discussion on Proposed Audit

- 5.1 Chair Ochsenhirt stated that the committee is required by law to review audits on an annual or bi-annual basis.
 - 5.1.1 S. Lepley stated that accountancy corporation, Christy White (CW) will be proposed for BOT approval to perform the audit for the bond program. She also stated that they are currently performing the audit on the remaining District funds and CW has prior experience with Prop 39. She suggested that a different auditor may be used for following years on the bond program. For the first year, she suggests using CW since there are not many vendors and no major construction except Chevron projects.
 - 5.1.2 Chair Ochsenhirt inquired whether the auditor needs to be selected through an open bid process. S. Lepley responded that open bid is not required.

- 5.1.3 Chair Ochsenhirt inquired on the protocol of the audit. S. Lepley stated that the District hires the auditor to perform the audit and the information will be presented to CBOC for review and comment.
- 5.1.4 Chair Ochsenhirt stated that the training he attended given by the County and the District suggested the use of an auditor from outside what the District uses. S. Lepley agreed that the suggestion is wise, however reiterated that perhaps the following years can use a different auditor. She also confirmed that it is not required by law to use a different auditor from what the District uses for the general fund audit.
- 5.1.5 S. Lepley stated that the rules of Prop 39 are clearly defined and that the hired auditor will have to strictly follow these rules.
- 5.1.6 M. Romero inquired on the size of the firm. S. Lepley stated CW is a large firm but that she could not speak to the number of employees. M. Romero stated that he agrees with the Chair on the suggestion of selecting a different auditor for the following years of the bond program.

6. Newsletter & Messaging to the Public

- 6.1 Chair Ochsenhirt stated that this topic remains on the agenda for further discussion of ideas on how to report the progress of the bond program to the public.
 - 6.1.1 Chair Ochsenhirt inquired when the Superintendent's letter is issued. Superintendent Hogan stated that a letter was published as a report on his first 90 days to the students and parents of the District, as well as to City Hall and the District website. He also stated that he will be putting together a public video message in about a month.
 - 6.1.2 Vice Chair J. Sanna emphasized the importance of consistency when messaging to the public. He stated that at his recent Buri Buri PTA meeting, there were questions raised concerning why there are solar projects being performed at school sites which potentially may have new/replacement work. He clarified to the PTA attendees that the solar projects are occurring first in order to establish rebate credits. N. Phillips confirmed that the Program Manager is working in conjunction with Chevron to make sure proposed project scopes do not disturb current solar work.
 - 6.1.3 D. Gallagher inquired on the progress of re-greening efforts at El Camino High School. Superintendent Hogan stated that there is a rendering of the re-greening efforts which was made available to students and the City.

7. Open Topics from Previous Meetings

- 7.1 Prior Bond Information for Reference
 - 7.1.1 Chair Ochsenhirt stated these open topics are on the agenda from previous meetings and asked if anyone has comments.
 - 7.1.2 S. Lepley inquired on the reason for this open topic. M. Romero clarified that detailed information on the prior bond was requested in order to gain knowledge of how prior bond funds were used. S. Lepley stated that it should not be an onerous task to trace back the activity for the years in question. She stated she would look back at the records and try to find the audit which could potentially show the overall activity for those years.

- 7.1.3 D. Gallagher added the intent was also to confirm that there is no overlap of project scopes between the prior bond and the current bond. Chair also echoed the importance of this and gave an example of replacement of restrooms due to ADA codes. IBL stated that building codes change often, including accessibility requirements which may attribute to different upgrade work at the same school restroom.

7.2 General Fund Budget Information

- 7.2.1 S. Lepley inquired on the reason for this open topic. IBL responded that the committee members requested this information in order to confirm that there is no co-mingling of funds between the general fund and the bond fund.

8. Current Calendar & Meeting Schedule

- 8.1 Chair Ochsenhirt proposed the next meeting to be held in the month of January. There were no objections from the committee. S. Lepley stated that staff will return to work on Monday January 9th, 2012 and a suggestion was made to hold the meeting on the third Tuesday in lieu of the second Tuesday. The next meeting was scheduled for the third Tuesday of January to allow for staff's preparation time and sufficient public noticing.

9. Public Comments – No comments.

10. Adjournment – 8:22 pm

- 10.1 Next CBOC meeting no. 7 will be held on January 17th, 2012, 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 Interim Bond Liaison and South San Francisco Unified School District.