



Meeting Minutes

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

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 8)

Meeting Date: Thursday, March 15, 2012, 7:05 pm

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

Notice:

1. Preliminary

1.1 CALL TO ORDER – 7:05 pm

1.2 ROLL CALL

1.2.1 PRESENT: Dana Abarca
Lana Anderson
Rich Blank (Clerk)
David Gallagher
Richard Holt
Rick Ochsenhirt (Chair)
John Sanna (Vice Chair)

1.2.2 ABSENT:
America Gutierrez
Julia Lopez
Veronica Mendoza
Martin Romero
Patricia Turpo Ames

1.2.3 OTHER: Ahmad Sheikholeslami, SSFUSD (AS)
Bob Collins, Program Manager (BC)

1.2.4 AS performed a roll call and confirmed quorum. Seven (7) of twelve (12) members were present.

2. Motion was made and seconded to approve Meeting Min. 6 and 7. The motion was unanimously approved by the committee.

3. Measure J Update – Report/Discussion Item

- 3.1 The new Bond Program Director Ahmad Sheikholeslami introduced himself to the CBOC committee.
- 3.2 AS made a presentation the CBOC. The presentation included initial assessment of the Measure J program and a road map. This presentation was also made to the Board of Trustees at the March 8, 2012 meeting. The main points of the road map are:
 - 3.2.1 Hire Master Architect
 - 3.2.2 Hire Structural Engineers to Evaluate Seismic Safety of Buildings on AB 300 List
 - 3.2.3 Develop Educational Specifications
 - 3.2.4 Right Sizing o Schools and Focus
 - 3.2.5 Refine Guiding Principles and Decision Making Parameters
 - 3.2.6 Develop Holistic View of Each School with Master Architect
 - 3.2.7 Re-Evaluate Implementation Plan
 - 3.2.8 Update Program/Project Budget
 - 3.2.9 Next Steps to implementing the road map items
- 3.3 RO and JS indicated that it would be beneficial for a CBOC member to participate in the Bond Facility Sub Committee meeting to ensure better communication. AS to follow up on this request.

4. Review of Measure J Bond Financial Report – Report/Discussion Item

- 4.1 The Measure J Financial report as of Feb 29, 2011 was reviewed by the CBOC. There were no specific questions. AS also described and handed out a sample financial reporting structure format that he would like to implement in the future. This system is from Accountability which is currently used at MPCSD for managing their Bond program. CBOC members were pleased with the format and looked forward to its use in the future.

5. Program Manager Implementation Plan – Report/Discussion Item

- 5.1 Swinerton Management and Consulting presented options for revisions to the Implementation Plan at a special board meeting in February 2012 that included various options with additional work at Parkway Heights Middle School. Based on the road map presented by AS the Implementation Plan will be revisited.

6. Annual Audit Update and Open Bid Selection for Next Year – Report/Discussion Item

- 6.1 AS reported that there Auditor believed that because no GO Bonds were sold then Prop 39 Audit was not required. However, BANs were sold last June to pay for Measure J work so the District will be asking the Auditor to perform an audit. AS indicated once this issue is clarified more information will be shared with the CBOC.

7. Newsletter and Messaging to the Public – Report/Discussion Item

- 7.1 CBOC members requested better communication is needed to inform the public as to the status of the program and decisions that are being made. AS indicated he would look into improving communication through the website and regular e-mail updates.

8. Open Topics from Previous Meetings

8.1 Prior Bond Information for Reference – **This item is now closed**

8.1.1 AS presented a report from Sandra Lepley that showed that the actual costs and expenditures from Measure C Bond. All monies were accounted for and the program was completed within budget.

8.2 General Fund Budget Information – To be discussed at next meeting

9. Discussion on Attendance Report – Report Discussion Item

9.1 CBOC members discussed how attendance can be increased. It was suggested that e-mails and communications calling for the meeting should be done in Spanish. AS to make sure that is done for the next meeting. The CBOC also asked if it would be possible for Superintendent Hogan to call the Spanish speaking members and encourage them to attend. AS to follow up on that request as well.

10. Meeting Schedule – Informational purposes only.

10.1 Next meeting is scheduled for Tuesday May, 15 2012 at 7PM at SSFUSD Office, Board Room.

11. Public Comments

11.1 Mr. George Stamerjohn commented on Martin School field. He was concerned that with the proposed new construction the community would lose the ball field. It was explained to him that in the proposed project the new school would be built on the field and then a new field would be constructed on the location of the current school.

12. Adjournment – 8:40 pm

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 the Bond Program Director and South San Francisco Unified School District.