



Meeting Minutes

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

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 9)

Meeting Date: Thursday, May 22, 2012, 7:40 pm

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

Notice:

1. Preliminary

1.1 CALL TO ORDER – 7:40pm

1.2 ROLL CALL

1.2.1 PRESENT: Dana Abarca
America Gutierrez
Rich Blank (Clerk)
Richard Holt (~~arrived 8:10~~)
Rick Ochsenhirt (Chair)
John Sanna (Vice Chair)
Martin Romero
Patricia Turpo Ames
Julia Lopez

1.2.2 ABSENT:
David Gallagher
Lana Anderson
Veronica Mendoza

1.2.3 OTHER: Ahmad Sheikholeslami, SSFUSD (AS)
Patricia Ernsberger, SSFUSD (PE)

1.2.4 AS performed by roll call. Three members were late but quorum was confirmed with their arrival. Nine (9) of twelve (12) members were present.

2. Motion was made and seconded to approve Meeting Min. 8. The motion was approved by the committee. John Sanna abstained.

3. Measure J Update – Report/Discussion Item
 - 3.1 AS shared information from Board meeting presentation regarding Measure J road map and right sizing of schools; updated members on status of Master Architect – scope of work to be determined and Architect to begin work in developing the Education Specifications with the District Committee.
 - 3.2 Structural Engineering has been hired and working on the AB 300 list with potential seismic issues.
 - 3.3 AS discussed cash flow issues and how that will impact project process.
 - 3.4 AS share information about the financial software and hiring of accountant position
4. Review of Measure J Bond Financial Report – Report/Discussion Item
 - 4.1 PE shared the updated financial report expenditures as of May 17, 2012; total amount spent 7/1/11 to date was \$13,544,757.06; talked again about the need for Account-Ability software to standardize reports for both CBOC and Board.
5. Review of 2010-11 Annual Audit – Report/Discussion Item
 - 5.1 Representatives from Christy White Accountancy Corp. were not in attendance. PE shared the information from the audit that was shared with the Board. The auditors reviewed both financial compliance and performance compliance. For financial compliance, the auditors found that no deficiencies in internal controls over financial reporting were found. For performance compliance, the auditors found that the proceeds from Measure J were only used for the purposes set forth in the ballot measure and not for any other purpose; copies of the audit were given to the members present.
6. Discuss Preparation CBOC Annual 2010-11 Report to Board of Trustees – Report/Discussion Item
 - 6.1 Discussion was held on the preparation of the CBOC 2011 Annual Report to the Board – AS shared a sample of the report that was prepared in another district. The member liked the format and agreed to use it for their first report to the Board. The report needs to be done as of June 30, 2011. It was agreed that the CBOC would have a meeting on 7/17/12 at 7:00 pm to review the report. Mr. Ochsenhirt, chair of the CBOC, will present the report to the District Governing Board at their meeting on July 26, 2012
7. Newsletter and Messaging to the Public – Report/Discussion Item
 - 7.1 A discussion was held regarding the website. Concerns were expressed that the information was old and needed to be updated in a timely manner. There should be meeting notices and reminders posted as well as agendas. It was shared by staff that this would be an assignment for the accounting technician position.
8. Open Topics from Previous Meetings
 - 8.1 The issue of attendance was brought up and the committee wants to review the bylaws regarding the number of meetings allowed to be missed. Also discussed was the need for e-mails and agendas to go out in Spanish. It was shared that the last e-

mails and agendas did go out in Spanish but because of the date change, members had already made other commitments. It was decided that attendance of current members would be reviewed at the next meeting and along with a review of the by-laws, a decision would need to be made about membership

9. Meeting Schedule – Informational purposes only.

9.1 Next meeting is scheduled for Tuesday July 17 2012 at 7PM at SSFUSD Office, Board Room.

10. Public Comments

10.1 None

11. Adjournment – 8:47 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.