



Meeting Minutes

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

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 10)

Meeting Date: Tuesday, July 17, 2012, 7:00 pm

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

Notice:

1. Preliminary

1.1 CALL TO ORDER – 7:15pm

1.2 ROLL CALL

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

1.2.2 ABSENT:
Patricia Turpo Ames
Julia Lopez
Lana Anderson - excused
Veronica Mendoza

1.2.3 OTHER: Ahmad Sheikholeslami, SSFUSD (AS)
Patricia Ernsberger, SSFUSD (PE)
Bob Collins, Swinerton (BC)

1.2.4 Eight (8) of twelve (12) members were present.

2. Motion was made by John Sanna and seconded by David Gallagher to approve Meeting 9 Min. with the following change: Mr. Holt was not late. The motion was approved by the committee.

3. Measure J Update – Report/Discussion Item
 - 3.1 AS shared information regarding the right sizing of schools
 - 3.2 AS shared information from the Tier I structural presentation report
 - 3.3 AS reported on the progress of the Educational Specification committee and the work being done with the elementary site staff and district staff – middle schools are next
 - 3.4 AS shared an updated on the SSFHS and ELCHS athletic fields projects
 - 3.5 The committee members received a copy of the May 2012 monthly report.
4. Review of Measure J Bond Financial Report – Report/Discussion Item
 - 4.1 PE shared the updated financial report expenditures as of June 30, 2012; total amount spent for 11/12 fiscal year was \$14,057,281.60; talked again about the need for Account-Ability software to standardize reports for both CBOC and Board.
5. Review of 2010-11 Annual Audit – This item was removed
6. Discuss & Approve CBOC Annual 2010-11& 2011-12 Reports to Board of Trustees
 - 6.1 The reports were reviewed and a discussion was held. It was agreed that the website address should be included on the first page. Mr. Ochsenhirt, chair of the CBOC, will present the report to the District Governing Board at their meeting on July 26, 2012
 - 6.2 Motion was made by David Gallagher and seconded by John Sanna to approve the reports. The motion was approved by the Committee. Member Martin Romero voted no.
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 to follow up on postings for the website.
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.
 - 8.2 A question was asked about what happened to the trees after their removal? It was reported that they were dumped at the Serra Vista. PE to follow up on this and report at next meeting.
9. Meeting Schedule – Informational purposes only.
 - 9.1 The next meeting is scheduled for Tuesday, September 11, 2012 at 7PM at SSFUSD Office, Board Room.

10. Public Comments

- 10.1 George Stammerjohn expressed a concern about Martin Elementary School and modernization vs. campus replacement

11. Adjournment – 8:25 pm

- 11.1 A motion was made by Rich Blank, seconded by David Gallagher to adjourn the meeting.

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.