



Meeting Minutes

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

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 12)

Meeting Date: Tuesday, November 13, 2012, 7:00 pm

Location: South San Francisco High School, Library
400 B Street
South San Francisco, CA 94080

Notice:

1. Preliminary

1.1 CALL TO ORDER – 7:35pm

1.2 ROLL CALL

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

1.2.2 ABSENT: Lana Anderson
America Gutierrez
Julia Lopez
Veronica Mendoza
Patricia Turpo Ames

1.2.3 OTHER: Patricia Ernsberger, SSFUSD (PE)
Larry Scott, SSFUSD (LS)
Bob Collins, Swinerton (BC)
Amy Bueno (AB)

1.2.4 PE performed a roll call. Seven (7) of twelve (12) members were present which resulted in a quorum.

2. Approval of Agenda – Approved by Rick Ochsenhirt

3. Approval of Meeting Minutes No. 10 – Approved by Rick Ochsenhirt

4. Accept Summary Report from September 11, 2012 – Accepted by Rick Ochsenhirt
5. Measure J Update
 - 5.1 LS shared information regarding the Board of Trustees approval of Phase II and Phase III of the bond projects.
 - 5.2 LS shared information on Project Frog, the approved vendor who will be constructing the modular buildings at various school sites.
 - 5.3 LS spoke about how the budget is tight and it's key that we stay on budget with the projects. LS also told the committee how Superintendent Hogan gave specific instructions for the modulars. He wanted the Libraries/Exploratoriums to be a signature design for the district.
 - 5.4 LS suggested site visits with the committee in sometime in June 2013.
6. Review of Measure J Bond Financial Reports
 - 6.1 The committee members were given various reports on the Solar Project from Account-Ability. Martin Romero commented on how he liked the Purchase Order Report. Rick Ochsenhirt questioned why Baden's Solar Project was so expensive. PE explained that it was because that particular site had roofing and HVAC projects as well.
 - 6.2 John Sanna asked a question with respect to contingency, if enough money is available can a project be moved above the line. LS answered yes, that when a project is at least 2/3 of the way done then the monies can be moved out of contingency.
 - 6.3 The committee was told that they would be receiving binders to keep track of all financial reports they will be receiving in the future.
7. Newsletter & Messaging to the Public
 - 7.1 Rick Ochsenhirt mentioned that he was unhappy with the lack of follow through in regards to relaying information to the public and asked for suggestions from the committee. Martin Romero suggested the committee publish something. Rick Ochsenhirt suggested putting up signs stating work that was completed at each of the sites.
 - 7.2 David Gallagher said that the committee should highlight to the public what it is that the committee does and how the committee makes sure that things are being done properly. It was perceived that the committee has the ability to make changes and that is not true.
8. Attendance Report Review
 - 8.1 Rick Ochsenhirt read an email that was sent to him and Board President Bush from committee member Lana Anderson. She must resign due to work and family obligations.

9. Open Topics from Previous Meetings

- 9.1 The only open topic from previous meetings was to approve the minutes from meeting 10, which were approved.

10. Meeting Schedule

- 10.1 LS made a suggestion to move the meetings to 5:30. A question was brought up about how often the committee should meet and John Sanna replied that, per the bylaws, the committee only needs to meet once a quarter. LS suggested keeping the meeting schedule at every other month.

- 10.2 The next meeting is scheduled for Tuesday, January 8, 2013 at 5:30pm at SSFUSD Office, Board Room.

11. Public Comment – None

12. Adjournment

- 12.1 Rick Ochsenhirt adjourned the meeting at 8:20pm.

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.