



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

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 36)

Meeting Date: Tuesday, November 8, 2016, 6:15 pm

Location: South San Francisco Unified School District Office Board Room
398 B Street
South San Francisco, CA 94080

Notice: Juanita Flores provided Spanish interpretation services for the CBOC members.

1. Preliminary

1.1 CALL TO ORDER – 6:15 PM

1.2 ROLL CALL

1.2.1 PRESENT: Rich Blank (Vice Chair)
Dana Abarca (Clerk)
Martin Romero
John Sanna (Chair)
Paul Formosa
Richard Holt
America Gutierrez (arrived 6:25)

1.2.2 ABSENT: Patricia Turpo-Ames
Julia Lopez (Excused)

1.2.3 OTHER: Shawnterra Moore – SSFUSD Superintendent
Donna Fentanes - SSFUSD (DF)
Juanita Flores (Translator)
Cindy Alger
Michael Krause
Patrick Lucy
Sandy Tidwell
Jeanette Holt
Bill Savidge – SSFUSD (BS)

1.2.4 DF performed a roll call. There is a quorum.

2. Approval of Agenda – Agenda approved by John Sanna (Chair).

3. Approval of edited Meeting Minutes No. 33 – 34, and Summary Report 35 – CBOC approved all unanimously.

4. J. Sanna accepted a letter of resignation to the CBOC from P. Formosa, motioned, and second by M. Romero.

5. Superintendent Shawnterra Moore (S. Moore) comments.

- 5.1 S. Moore: P. Formosa submitting letter of resignation. It is sad to see him leave and thank you all – it has not been a smooth ride for several years. We are all working for the well-being of our students.
- 5.2 S. Moore thank you for updates from the Bond Team. We are all here centered on the best for the kids, and never strip your dignity... “Agree to disagree.” We should all work to build relationships with each other, working timelessly for our students. Thank you for all your hard work, it has not been unnoticed, even if we all had not always agreed.
- 5.3 P. Lucy – Thank you CBOC even if we do not always agree, we “agree to disagree.” P. Lucy read a letter from the Board regarding protocols, behavior and expected norms.
- 5.4 P. Lucy we are all working towards the right direction, we don’t always agree, but we support our decision as CBOC to do the job and move forward.

6. CBOC Expiration of Terms

- 6.1 M. Krause – The situation is that out of 9 members, 6 terms are up with the resignation of P. Formosa, 7 positions will be open; M. Romero in April and J. Lopez in June will term out by July 2017. Upon Board discretion the approval of minimum of 7 or a maximum of 11 new members.
- 6.2 Staff looking into process for new CBOC. We will place an ad for ten days in December 2016. Appointing will take place in January meeting. Reach out to Chamber of Commerce, PTA and other organizations at City of SSF.
- 6.3 D. Fentanes has previous documentation from past CBOC search. J. Sanna repeated CBOC members need to come from various community groups, i.e., business, Senior Association, Taxpayer Association, a parent from PTA, and regular civilian parent.

7. CBOC Annual 2015 - 2016 Report to the Board of Trustees Review

- 7.1 J. Sanna said we have to turn in Annual Report before we leave. A small section needs to be added with concerns and comments. Must be done quickly.
- 7.2 M. Krause said deadline should be November 29 with comments.
- 7.3 M. Romero would like a statement. P. Formosa said nothing to add. J. Sanna explained comments include hopes, feelings, etc. D. Abarca agreed.
- 7.4 M. Romero said audit was completed for June 2016. M. Krause – not until next year. M. Romero discussion of how to approve without audit.
- 7.5 J. Sanna didn’t have final financials, could not verify – always under unaudited.
- 7.6 M. Romero – Bond proceeds on Annual Report showed that funds have been maximized. He disagree with the language used on the Annual Report. J. Sanna said this has never been an issue until forensic audit. M. Krause – Ed Code Verbiage. J. Sanna said he is not aware – always thought bond funds were maximized. Maybe verbiage can be changed. M. Krause will find out. M. Romero in the past has not been maximized. J. Sanna said valid point.

- 7.7 M. Romero open a discussion regarding the Solar Project if it could legitimately go into the general fund? J. Sanna replied that savings are not bond funds.
- 7.8 P. Formosa, opened a can of worms, new windows save energy, etc. could reduce energy payment. M. Romero said I agree 100% if those buildings are designed with solar panels. This is a separate project from buildings, except solar panel project prior to installation. J. Sanna said a strong portion of the savings includes other infrustructure like HVAC and structural. M. Romero said he never been able to vote yes on compliance. P. Formosa – agree to disagree.
- 7.9 M. Romero – what has not been added? Voting to be recorded
- 7.10 J. Sanna turns in Annual Report to M. Krause by November 29. Then, J. Sanna presents to Board of Trustees on January the 19th.
- 7.11 Review
 - (1) Modify check on language
 - (2) Add committee comments
 - (3) Add 6 months to the date of financial report.
 - (4) Meet on 1/10/2017
 - (5) Present to Board on 1/19/2017

8. Measure J Updates

- 8.1 M. Krause - much work has been done. Getting reading for BB playground and asphalt, getting rid of metal and rock. Getting ready for 3rd phase – MUR and LIB, the largest part going to bid December/January. Staff collecting prequalified contractors and subs. Weed out bad contractors. Screening bids before sending to Board of Trustees, it will take several months. Keep same multipurpose room until new one is done, same with Library for Buri Buri.
- 8.2 Parkway – getting new quotes; scope reduced. Paint campus to match new buildings. Will request update from J. Bonner to fix fields. Contractor cut irrigation lines as per district agenda; it should look like Ponderosa and same cost to repair. Measure J won't be charged. Parkway field is on top of the list- new field needed.
- 8.3 M. Krause said today is Election Day for Prop 55 on ballot - \$1.7M general fund. Also State Bond Prop 51 – maybe adding funds or could affect funding.
- 8.4 Martin – was Bond Project; had to transfer from Fund 40 and keep CBOC updated.
- 8.5 M. Krause, HY Master Plan going to Community Meeting on November 17, 2016 at Martin at 3:30 pm.
- 8.6 M. Krause, Parkway 10M – what else needs to be done; advised to be practical.
- 8.7 Working for funds for Sunshine Gardens and Los Cerritos. M. Krause, some work was done from punch list.
- 8.8 There is a problem with US Cal, matter being handled with attorneys for settlement and move forward with warranty items. Construction and Manufacturer responsibility, i.e., AC units. Subs are accountable.
- 8.9 Bid applications pending.

- 8.10 J. Sanna, requesting to go out on highest possible note, the most current summary notes of everything done including projects and dollars from the Financial Budget Report.

9. Review of Measure J Budgets and Financials

- 9.1 M. Romero: requesting regular Financial Budget Report from Accounting Department since April 2016.
- 9.2 J. Sanna: a new person will be hired for the Bond Accounting Technician position. Will take time to get caught up with reports we used to receive since the departing for the prior technician.
- 9.3 M. Krause: internal system confirms that everything is filtered through County. AB: carry on with County system concurrent with Accountability by end of April.
- 9.4 M. Krause: all paid from July 1 through November 2, 2016. Amounts and warrants reviewed, Financial transaction will possibly include the beginning of the project.
- 9.5 M. Krause: Budget remaining balance is of 13.4M. M. Krause: Budget is constantly being updated; next one for BB buildings.
- 9.6 P. Formosa requested assistance in reading accounting codes. M. Krause replied and explained. All reports go to the Board with Accounting's strings. M. Romero commented that this report does not show itemized project status. Accounting staff will get other reports ready for next meeting.

10. Newsletter and messages to the public - N/A

11. Attendance Report Review - N/A

12. Meeting Schedule

- 12.1 Next meeting scheduled for Tuesday 1/10/2017 at 6:15 PM at the Board Room.

13. Public Comment (10 minutes maximum). Public comments are limited to 3 minutes per person.

- 13.1 Cindy Alger (CA) commented that we cannot accept funds not spent correctly. The public has the right to know about spent funds. District and CBOC need to do something about this.
- 13.2 M. Romero requested copy of Board letter.
- 13.3 J. Holt thanked everyone; everybody has done a good job, you are appreciated. P. Lucy, we do appreciate and looking forward to more work.

14. Adjournment – Meeting adjourned at 7:41 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 Assistant Superintendent of Business Services and South San Francisco Unified School District.