



Summary Report

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

Meeting Type: Meeting of the Citizens' Oversight Committee (Meeting No. 38)

Meeting Date: Tuesday, April 10, 2018, 6:00 pm

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

Notice:

1. Preliminary

1.1 CALL TO ORDER – 6:16 pm

1.2 ROLL CALL

1.2.1 PRESENT: Teresa Benavides (Chair)
Amanda Kesner-Hays (Clerk)
Patty Gomez (Vice Chair) (arrived 6:21 p.m.)

1.2.2 ABSENT: Tina Deering
Pamela Ha - excused

1.2.3 OTHER: Michael Krause, SSFUSD (MK)
Donna Fentanes, SSFUSD (DF)
Bill Savidge, SSFUSD
Victoria Vargas, SSFUSD

1.2.4 DF performed a roll call. Two (2) out of five (5) members were present which resulted in lack of quorum.

Since there is no quorum, the committee is unable to perform any action items. Items will be for discussion only.

2. Approval of Agenda – **Deferred to next meeting.**

3. Approval of Meeting Minutes No. 37 – **Deferred to next meeting.**

4. Annual Report Review moved to next meeting

5. Measure J Update

5.1 MK introduced the Bond Team to the CBOC members in attendance. Buri Buri is winding down, the largest Measure J project is almost complete. Contractor

performing close out items, i.e. punch list work. Fields will not be complete, were never part of the bond program, current contractor will just hydroseed, they are not ready for use. TB asked about the punch list items and if those had been board approved. Bond team explained difference between punch list items and deficiency items which are part of the District's claims against previous the contractor.

- 5.2 MK discussed the Annual Report and its history. Last CBOC disagreed with Solar project and did not approve the 15/16 Annual Report. There was a gap until the CBOC was formed again with members Rosie Hitchcock recruited. Sept. 2017 was the first meeting. The 15/16 Annual Report and any other activity up until 8/30/17 cannot be approved, can be reviewed, but not approved. MK will submit a letter to Board for those annual reports and why not approved. This current CBOC can approved activity from 9/17 to present. TB agreed and was concerned if they were being asked to backdate and approve.
- 5.3 TB asked if there was any approval for BB fields. BS perhaps from Fund 40.
- 5.4 MK updated work at Parkway. BS explained brief history of work at Parkway, since construction stopped at beginning of 2016, Parkway left with center ripped up, Bond Dept. completed two projects last year, painted the campus and some sitework. The modernization of a 10 classroom building wing and sitework completion was recently bid; however, not enough money for both, recommending sitework completion. TB asked if that was what was initially planned for Parkway, BS said that and much more, but work was stopped. Finishing an abbreviated list, but not able to modernize classrooms, but recommended to do the sitework. MK explained the initial Measure J budgets, projects at the very end lose out because money is gone, program was over budgeted. Three sites in particular lost out: Los Cerritos, Sunshine Gardens & Parkway. BS will report back after Board meeting.
- 5.5 TB mentioned Parkway and Martin are older campuses. BS said we are proceeding with work at Martin with Fund 40 special reserve funds. BS reviewed the completed projects at Martin: new restroom, new fire hydrant. Board has approved four new classrooms to replace old portables. Also slated for Martin is the modernization of all student restrooms. Plans in DSA now are for renovation to original building, home of the admin. TB asked about DSA, BS said like building department.

6. Review of updated Measure J budgets & financials

- 6.1 MK walked through the financial reports CBOC members received. They received two reports: one dated 7/1/16-6/31/17 and the other 7/1/17-4/30/18. MK reminded CBOC that their duty was to make sure nothing in the reports reflected items not approved by the voters in the original bond. BS mentioned that Bond Audit reviews all expenditures. MK to provide latest audit to CBOC. TB asked if it was a forensic audit, BS said no, a regular financial and performance audit. MK reviewed the vendors and account codes. BS also explained different ways to bid projects. CBOC said review was very helpful.

7. Newsletter & Messaging to the Public

- 7.1 MK said when an admin is in place, we'll get a newsletter drafted.

8. Attendance Report Review

- 8.1 MK commented that a full CBOC consists of 7 members; however, because there are five, we still need a quorum as if we had seven, so for this CBOC that would be four.

9. Meeting Schedule

- 9.1 TB suggested meeting once a month until caught up on business. The next meeting will be Tuesday, May 8, 2018 at 6:00 p.m..

10. Public Comment

- 11.1. No public comments

11. Adjournment

Ms. Benavides concluded the meeting at 7:06 pm. There was no adjournment due to a lack of quorum.

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.