



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B St. South San Francisco, CA 94080

(650) 877-8700

www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

Meeting Minutes

Meeting Type: Meeting of the Measure T Citizen Bond Oversight Committee

Meeting Date: Friday, October 20, 2023, 6:30PM

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

ORDER OF BUSINESS

1. Preliminary

1.1 Call to Order 6:30

Ted O

1.2 Roll Call

Gina DeMartini

Daniela Jonguitud	Present
Miguel A. Nava	Present
Laura Parmer-Lohan	Present
John R. Penna	Present
John Sanna	Present
Avin Sharma	Present
Soy Wong	Arrived at 6:57pm

2. Pledge of Allegiance

3. Introduction of Committee and District Team

Ted O

3.1 Self introductions:

Daniela Jonguitud- Resident since 2010. Business owner. Served on the Board of Directors of the SSF Chamber of Commerce. Works with aging care. Son attended the District schools.

Miguel Nava- Born and raised in SSF. Business owner. Two children attend school in the District. Involved in Chamber of Commerce and Kiwanis Club.

Laura Parmer-Lohan- Works at a business in SSF. Lives in San Carlos. Served on the San Carlos City

Council for 4 years, including 1 year as Mayor. Worked on and off in the biotech sector since 2012. Current employer is involved with the new city center. She is involved in developing the STEM project at the new library to be used by the District's students. Wife is involved in raising money for the San Carlos School District.

John R. Penna- Born and raised in SSF. Graduated in 1960. Served on the SSF City Council. Now retired.

John Sanna- Moved to SSF in 2001. Became involved in the District in 2004. Took on community positions 2005, 2007, 2009, and 2012. Served as PTA President and PTA Council President.

Avin Sherma- Graduated from Capuchino HS. Parent of 2 children attending the District. Board Chair of SSF Housing Commission. Holds a PhD in Finance.

3.2 Ted O introduced:

Lori Shelton- Bond Director
Don Kyu- Bond Accounting Manager
Wazi Chowdhury- Facilities Director
Nathan Sundaram- Director of Technology
Daudi Muli- I.T. Specialist
Gina DeMartini- Bond Administrative Assistant
Nalani Allen-Cantley- Senior Executive Assistant

4 Presentation/Discussion:

Janet Mueller, DWK

- ***The Role of the Citizens' Bond Oversight Committee- Copy Attached***

A short presentation regarding the roles and responsibilities of the CBOC, including compliance with the Brown Act. 6:40-7:22

JANET MUELLER stated that the beginning of the first term date is July 1, 2023.

DANIELA JONGUITUD asked *JANET MUELLER* if CBOC could hire an attorney. *JANET MUELLER* suggested it is not important or necessary. If committee is not comfortable at any time, they can notify the Board.

Ted O explained The Bond is to run 8-10 years

JOHN SANNA asked if 1-year initial term can be re-elected to a 2-year term. *JANET MUELLER* answered Yes.

JOHN PENNA asked who will provide the annual audit. *Ted O* answered Accounting firm, EideBailley.

MIGUEL NAVA asked who sets projects. *Ted O* replied projects are planned by priority of necessary work, committees and sub-committees with final approval by the Board of Trustees.

JOHN PENNA asked who writes the annual public report- *JANET MUELLER* answered CBOC. The District can assist with information and will provide financial reports.

JOHN PENNA asked if CBOC receives reports of where money is spent. Ted O explained the new accounting software will produce expenditure reports.

DANIELA JONGUITUD asked if CBOC will have access to the accounting system. Ted O answered they will not have direct log-in rights but will be provided with reports from the software data.

JANET MUELLER elaborated on meeting attendance and that if after a CBOC member misses 2 meetings that member will face potential removal. *LAURA PARMER-LOHAN* asked what constitutes an excused absence. *JANET MUELLER* answered that should be discussed. It is not necessarily "miss 2 and done"

JOHN PENNA asked what acquisition or lease of real property means. *JANET MUELLER* explained that she has seen a case where in order to add a building, a small parcel of land was purchased. *JANET MUELLER* replied and *Ted O* agreed that there are no known plans for the District to acquire or lease property.

LAURA PARMER-LOHAN wants to know if legal council is available to CBOC. Do they reach out to Ted O with request? *JANET MUELLER* answered they should reach out to Ted O.

JANET MUELLER explained that if 4 members get together it is be considered a serial meeting. One member asked if they are at a party can they talk. *JANET MUELLER* suggested to not put themselves in that situation and if so, to stay in different locations to avoid conversations related to the Bond.

JOHN SANNA asked if there is a need to file Form 700 filing. *JANET MUELLER* will work with Ted O to determine if it is needed. Will provide follow up.

5. Action: Elect CBOC Chair and Vice Chair Ted O

The Committee was asked to elect a CBOC Chair and Vice Chair for a term of two years.

5.1 Elect CBOC Chair

Avin Sharma- Motions to Nominate John Sanna as Chair

Laura Parmer-Lohan- Seconds the motion

AYES: Daniela Jonguitud, Miguel Nava, Laura Parmer-Lohan, John Penna, John Sanna, Avin Sharma;

NOES: None

ABSTAIN: Soy Wong

Motion carried on 6-0-1

5.2 Elect CBOC Vice Chair

Daniella Jonguitud- Motions to nominate Avin Sharma as Vice Chair

John Sanna- Seconds the motion

AYES: Daniela Jonguitud, Miguel Nava, Laura Parmer-Lohan, John Penna, John Sanna, Avin Sharma;

NOES: None

ABSTAIN: Soy Wong

Motion carried on 6-0-1

6. Action: Set Member Terms

CBOC Chair

Per Board of Trustees Bylaws, 2-3 Committee members are requested to take an initial term of one year, to ensure staggering of Committee membership.

Set Members Terms

John Sanna Motions – Daniella Jonguitud, Miguel Nava & Laura Parmer-Lohan serve an initial 1-year term and John Penna, John Sanna, Avin Sharma & Soy Wong serve 2-year terms.

John Penna Seconds the motion

Motioned carried (Unanimous)

LAURA PARMER-LOHAN- Asked for clarification for the future if a Chairperson can make a motion. Will provide follow up.

7. Action: Adopt Meeting Schedule/Calendar

CBOC Chair

The Committee set its annual regular meeting schedule.

Laura Parmer-Lohan Motions to set meeting dates December 12, 2023/March 12, 2024/May 14, 2024 & July 16, 2024 6:30 PM

Avin Sharm Seconds the motion

Motion Carried (Unanimous)

8. Information:

- Overview of Measure T and Bond Sale Ted O
- Review Facility Master Plan Ted O

Copies are attached

LAURA PARMER-LOHAN asked what is being done to fill the open positions in the Bond Department. *Lori Shelton* explained that the positions are posted but the District has not received any applicants. *Ted O* mentioned that he is working with the HR director for other potential advertising sources.

9.Public Comment on Non-Agendized Items

CBOC Chair

No public comments at this meeting.

10.Committee Member Announcements/Reports

CBOC Chair/Members

DANIELA JONGUITUD is requesting CBOC to write their own bylaws so they remain independent. *JANET MUELLER* explained the meaning of independence as it relates to the CBOC. They are mainly functioning as an auditing and reporting board. This topic can be revisited in the future if needed. Committee might eventually request to have the speaker from CABOC that spoke at the September 7, 2023 SSFUSD Board Meeting.

DANIELA JONGUITUD is requesting more explanation of responsibility of the CBOC.

LAURA PARMER-LOHAN is requesting clarification of roles and is suggesting that the committee review all of the recommended materials listed on page 7 of *JANET MUELLER'S* presentation.

MIGUEL NAVA - No comment

JOHN PENNA - Would like to receive the agenda sooner than 72 hours ahead of meeting (as established in the Brown Act).

AVIN SHARMA- Is requesting to see accounting expenditure reports at December meeting.

11. Adjournment- 8:15 PM

CBOC Chair