

**Citizen Oversight Committee – Measures M & O  
San Mateo Union High School District  
Meeting Minutes**

Meeting Date: June 3, 2019  
Place: District Office, 640 N. Delaware Street, San Mateo  
Time: 5:30 pm  
Prepared by: Pam Martinez, Executive Coordinator

**Citizen Oversight Committee members**

**in attendance:**

Sherry Haber (SH)	Cindy Montgomery (CM)
Don Freeman (DF)	Pat Griffin (PG)
Simon Mazzola (SM)	Mike Loy (ML)

**SMUHSD Staff and Board of Trustees members in attendance:**

Elizabeth McManus, Deputy Superintendent Business Services (EM)  
Debbie Arobio, Capital Facilities Fiscal/Purchasing Manager (DA)  
Pam Martinez, Executive Coordinator to the Deputy Superintendent, Business Services (PM)

**Others in attendance:**

Kevin Skelly (KS)  
Todd Lee (TL)  
Laura Chalkley (LC)

**NOTES:**

**A. Meeting was called to order at 5:30 P.M.**

**B. Approval of Minutes**

1. (SH) motion to approve and (PG) seconded. March 4, 2019 minutes were approved and recorded.

**C. Projects Update: Measure O**

1. (EM) updated the committee on status of ongoing projects.
  - i. New District Office Parking Lot – (EM) informed the group about the two final and small projects remaining at the district office. The contractor will be repairing the pavement in the district parking lot and repainting the stalls where the new concrete was placed. All that is remaining at the NOC is to install the remaining two solar panels above the parking island.
  - ii. PHS: (EM) informed the group that just last week, the district and the Weis' had settled and the district would be taking possession of the site property at a scheduled date. Target date will continue to be August 2020. We are awaiting for DSA approval, but understand that DSA's workload is full. (PG) inquired if this building is still a modular. (TL) confirmed that it is a modular building.

**D. Measures M & O Financial Update**

1. (DA) went over Measure O financials.

**E. Security Camera Update:**

1. (EM) provided an update to the group and stated that she had taken the security camera project after the Florida school incident. The project costs estimate was \$500K at every school site. (EM) stated that they would be approaching another security firm that can validate the designs the original security firm proposed. It is understood that cameras can't stop an accident but can certainly help us trace and identify key players during the incident. (CM) inquired how long and when the installations could take place at the school sites. (EM) responded that the security programs and cameras would need to be installed when the students are not around. We can't have contractors around the students. (EM) will provide an update at the next meeting.

**F. Capital Facilities Projects General Projects Summer 2019 – Update**

1. (TL) informed the group about all capital facilities general projects scheduled for summer 2019:
  - i. Burlingame High School Wrestling Light: (TL) informed the group that we are currently waiting for DSA approval. This wrestling light has to be mounted and a structural engineer is required for this project. (ML) inquired if there were lights already placed above the wrestling mats. (TL) responded “yes” and added that these lights would allow people to see the wrestling mat area better.
  - ii. Burlingame High School and San Mateo High School Turf Field Replacement: (TL) informed the group that our fields are used 24/7 and that a replacement is needed soon. He informed the group that these replacements are done every five years. (EM) added that Burlingame High School is an athletic school and San Mateo High School is heavily enrolled. Work will begin soon.
  - iii. Hillsdale High School Concrete Wall Repair: (TL) informed the group the concrete was not properly batched originally. The contractor is scheduled to do exploratory work to find out specific area that needs repair.
  - iv. Burlingame High School Press Box: (TL) informed the group of the minor upgrade needed at the press box. Currently it is not adequate to hold photographers. The structure itself is safe; however, people cannot go on the roof.
  - v. San Mateo Exterior Paint: (TL) informed the group this project has been out to bid and we finally received a viable option.

**G. Potential Bond Measure:**

1. (EM) informed the group that she and (LC) have been working with Curt Below of FM3 Research. Their goal is to poll 600 people and see if there is an appetite for a potential bond. They will be polling through email and phone and they will bring the results of the polling to the June 20, 2019 board agenda meeting. (DF) chimed in and stated that he hoped folks had voicemail if they are being contacted by phone. (CM) stated that it would be great to have a PR campaign to relay the information efficiently to the public.

**H. Employee Housing Project Update:**

1. (EM) provided the group with an update on this project and stated that the district is continuing to move this project forward, slowly. She stated the district is focusing on the employee housing project and looking into surrounding neighborhood's feedback on overall project. (KS) informed the group that the district held a meeting with the

neighbors at Mills High School and they were not happy about the housing project. (EM) will provide another update to the group at the next meeting. (KS) also mentioned the possibility of implementing a sports complex at Mills High School.

**I. COC Annual Report**

1. (EM) informed the group that the draft of the COC Annual Report will go out sometime next week to the group.

**J. Items for Next Agenda**

1. BHS Pool Modernization Project
2. Employee Housing Project
3. Security Camera Project
4. Potential Bond Measure
5. **Set Next Regular Meeting Date:** The next meeting date will be Monday, September 16, 2019 at 5:30 P.M. at 650 N. Delaware Street.

**K. Adjournment**

1. Meeting adjourned at 6:40 PM.

**END OF MEETING MINUTES**