

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

Meeting Date: December 5, 2012
Place: District Office, Conference Room A
Time: 6:00 PM
Prepared By: Pam Chavez, Exec. Coordinator to the Deputy Supt. Business Services

Citizen Oversight Committee members

in attendance:

Pat Griffin (PG)	Lee Manus-McNutt (LM)
Mike Loy (ML)	Julie Hoffman (JH)
Don Freeman (DF)	Jonathan Ng (JN)

not in attendance:

Mark Jones (MJ)	John Doyle (JD)
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SMUHSD Staff and Board of Trustees members in attendance:

Elizabeth McManus, Deputy Superintendent Business Services (EM)
Pam Chavez, Exec Coordinator to the Deputy Superintendent Business Services (PC)
Debbie Arobio, Capital Facilities Fiscal Manager (DA)

Others in attendance:

Adam Coll, Greystone West (AC)
Todd Lee, Greystone West (TL)

NOTES:

- A. Meeting was called to order at 6:00 PM**
- B. Introduction of Two New Members**
 - 1. Don Freeman and Jonathan Ng introduced themselves to the committee.
- C. Approval of Minutes**
 - 1. (ML) made motion to approve September 18, 2012, minutes, (LM) seconded, all approved, the motion carried.
- D. Review Required Member Groups**
 - 1. Spreadsheet was passed to all committee members to update which COC Required Member Groups they fulfill.
- E. Review Budget and Actuals to Date**
 - 1. (DA) reviewed budget and new report format.
 - 2. (AC) and (EM) reviewed budget process and bond sales for new members. Discussed Measure O projects and continuation school options.
 - 3. (PG) stated that the State has Proposition 30 money that might be used for solar projects. Perhaps the District should look into getting reimbursed for some of its expenses on completed projects. (EM) responded that the state will most likely provide loans, and it is unlikely that the program will be retro-active. The state has not determined how the money will be allocated, yet. She will find out more info in late February. (TL) thinks this may be Proposition 39, not 30.
- F. Projects Update**
 - 1. (TL) and (AC) reviewed the ongoing bond projects.
 - 2. Building F at Burlingame High School is in the design phase. The project is part of Measure O.

3. Discovered leaks from recent rains in some of the new buildings at Aragon High School. Leaks are being dealt with.
4. Capuchino High School had unexpected soil issues, needed to bid separate foundation work.
5. San Mateo Performing Arts Center almost 70% complete. Should be complete end of June 2013.
6. Modernization of brick building at San Mateo High School (Measure O) in programming. Will be a fine arts and flex space.
7. Greenhouse on roof of Biotech Building at San Mateo High School has been approved, will start summer 2013.

G. Definition of “FF&E”

1. (EM) explained that FF&E (Furniture, Fixtures & Equipment) is anything that’s not attached to the building.

H. Custodian Study

1. The COC is concerned about the needs for additional custodial staff with the new buildings coming online. (EM) authorized a custodian study to be done to analyze the District’s needs.
2. Draft study was distributed to COC members. Will be brought back to Committee next meeting for discussion.
3. (EM) provided some background on the custodian issue: in 06/07 the District laid off 20 FTEs to reduce budget. Measure M has added 127,000 square feet, and the District now does not have the staff to maintain the new facilities. Mike Zuerich has evaluated the District’s needs, and has determined the District needs 7 additional FTEs to maintain buildings.
4. (EM) further stated that this report is a draft. The final report will be brought to the Board for informational purposes and at that time, new positions will be requested. The District also has 4 new swimming pools and theaters which need technical staff to support them.

I. Spring Tour

1. (PG) suggested that the spring tour be at the end of May. (EM) suggested that a special tour of new facilities be held with Jerry Hill and other local politicians. (ML) asked if mayors from all cities in the District’s boundaries be invited. (PG) responded that the Committee and District need to talk about how many people to invite. (JH) suggested that it would be good to get the State-wide elected officials. (PG) suggested that there be 2 spring tours, one for the COC and one for the elected officials. The Board of Trustees should host the officials.
2. COC members agreed that the District Board of Trustees should host a separate new facility tour for elected officials, and made the recommendation that they do so.

J. Deferred Maintenance

1. (EM) explained that she talked to the Bond Attorney and the bond funds cannot be used for anything classified as “Deferred Maintenance.” Projects with similar contents (carpets, etc), as long as they are covered in the original bond language, can be done, as long as they are not listed as “Deferred Maintenance.” (PG) asked if someone could make a list of what those projects might be. (TL) responded that it was already done. (EM) stated that the District needs to wait and see how much Measure M funding is residual, then move to set aside the money for those projects.
2. (AC) stated that the legal timeline for the projects needs to be researched. (TL) added that there are rules regarding holding bond funds and the earning of interest that need to be looked into. (PG) asked what needs to happen next so these projects get addressed. (EM) stated that she will get more information regarding the use of residuals for the next meeting, and then it will need to go to the Board of Trustees.

3. (PG) also requested that (EM) bring additional information to the COC regarding funding of the Deferred Maintenance from M&O for future recommendation to the Board.

K. Items for Next Agenda

1. Deferred Maintenance Funding
2. Custodian Study
3. CABs Discussion
4. COC members may submit any topics that they would like placed on the agenda to Pam Chavez, 650.558.2204 or pchavez@smuhdsd.org

L. Set Next Regular Meeting Date

1. Next regular meeting on Wednesday, February 27, 2013, 6:00 pm.

M. Adjournment

1. Meeting was adjourned at 7:55 PM.

END OF MEETING MINUTES