

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

Meeting Date: February 27, 2013
Place: District Office, Conference Room A
Time: 6:00 PM
Prepared By: Pam Chavez, Exec. Coordinator to the Deputy Supt. Business Services
(from notes taken by E McManus and P Griffin)

Citizen Oversight Committee members

in attendance:

Pat Griffin (PG) Lee Manus-McNutt (LM)
Mike Loy (ML) Mark Jones (MJ)
Jonathan Ng (JN)

not in attendance:

John Doyle (JD) Julie Hoffman (JH)
Don Freeman (DF)

SMUHSD Staff and Board of Trustees members in attendance:

Elizabeth McManus, Deputy Superintendent Business Services (EM)
Debbie Arobio, Capital Facilities Fiscal Manager (DA)
Linda Lees Dwyer, Board of Trustees (LLD)

Others in attendance:

Adam Coll, Greystone West (AC)

NOTES:

A. Meeting was called to order at 6:00 PM

B. Approval of Minutes

1. Lee Manus-McNutt made motion to approve December 5, 2012, minutes. The motion was seconded by Jonathan Ng; all approved; the motion carried.

C. Review Budget and Actuals to Date

1. (DA) reviewed budgets for all Measure M capital projects.
2. The Hillsdale High School large theater project has exceeded its construction contingency due to severe soils issues. A transfer will be presented to the Board of Trustees at a future Board meeting. With the exception of the HHS large theater project the other projects are tracking appropriately. The Design Build projects have been very successful and the budgets are on target. The final civil improvements projects will be going out to bid shortly and will begin when the students depart for summer.

D. Potential Litigation

1. The District may have two potential claims forthcoming: one, Westbay Builders (CHS new classrooms building and renovated gyms project) requested a meet and confer to discuss their claim; and two, it is anticipated Jeff Luchetti Construction (CHS theater) will be submitting a change order for a time extension due to the unforeseen conditions they experienced during the construction.

E. Projects Update

1. (AC) reviewed the Capital Facilities Report that was presented to the Board of Trustees on December 13, 2012.

F. Measure M and O Audit Findings

1. (EM) discussed the audit findings.
2. Auditors will be invited to the May meeting to discuss findings with the COC.

G. Capital Appreciation Bonds

1. (EM) presented an overview of Capital Appreciation Bonds and how the proposed legislation could impact the District. Capital Appreciation Bonds have been issued by numerous school districts and have been misused by a select few. Measure M and Measure O included provisions for issuing Capital Appreciations Bonds. The District issued Capital Appreciation Bonds but did so in a highly responsible and prudent manner. The Board of Trustees will receive a presentation on the proposed legislation changes which will include details of the bonds we have issued to date.

H. Deferred Maintenance Fund

1. (EM) discussed Deferred Maintenance Fund (DMF) status.
2. Last year the Board approved a policy to transfer \$1,500,000 annually into the Deferred Maintenance Fund for the purpose of maintaining the facilities as they age. The policy allows the District to suspend contributions when the General Fund experiences financial challenges. However, the funds must be transferred when the District is or becomes financially secure.
3. This item will be addressed again by the COC in the fall.

I. Custodian Study

1. (EM) discussed the Custodian Study.
2. (EM) is recommending to the Board that additional custodial staff as well as theater technicians and an energy engineer be employed for the 2013-2014 school year.
3. Given the complexity of the technology and equipment in the theaters and other buildings, COC members felt there was a need for employing specialized technicians in addition to custodians.
4. This item will be addressed again by the COC in the fall.

J. Spring Tour

1. The spring tour will be held on Saturday June 8. Senator Jerry Hill participated in a previous tour. The COC recommended that other local politicians be invited to participate in future tours.

K. Items for Next Agenda

1. Solar Project generation factors compared to estimates.
2. Audit Report Discussion with auditor
3. COC members may submit any topics that they would like placed on the agenda to Pam Chavez, 650.558.2204 or pchavez@smuhsd.org

L. Set Next Regular Meeting Date

1. Next regular meeting on Wednesday, May 15, 2013, 6:00 pm.

M. Adjournment

1. Meeting was adjourned at 9:00 PM.

END OF MEETING MINUTES