

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

Meeting Date: October 8, 2013
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) Julie Hoffman (JH)
Don Freeman (DF) Lee Manus-McNutt (LM)
Jonathan Ng (JN)

not in attendance:

Mike Loy (ML)

SMUHSD Staff and Board of Trustees members in attendance:

Elizabeth McManus, Deputy Superintendent Business Services (EM)
Debbie Arobio, Capital Facilities Fiscal Manager (DA)
Pam Chavez, Executive Coordinator (PC)
Linda Lees Dwyer, Vice-President BoT (LD)

Others in attendance:

Adam Coll, Greystone West (AC)

NOTES:

A. Meeting was called to order at 6:15 PM

B. Approval of Minutes

1. Edits were made to June 8, 2013 minutes.
2. Feb 27, May 15 and June 8, 2013 minutes were all approved with corrections made to June 8.

C. Election of Officers

1. The following new officers were approved unanimously by the Committee:
 - i. Don Freeman, Chairperson
 - ii. Jonathan Ng, Vice Chairperson
2. The Officers will serve a two-year term from Oct 8, 2013 to Oct 7, 2015.

D. Term Renewals

1. Julie Hoffman agreed to serve a second two-year term
2. Mark Jones was not present, and the COC asked (PC) to call him to discuss his term renewal. *(Update: Mark emailed on Oct 9, 2013 that he would not be able to do a second term.)*

E. CABs Update

1. Tony Hsieh (Keygent), the District's financial consultant, presented a report on CABs financings.
2. CABs have been very visible in the press
3. CABs have a very deferred interest.
4. New rules for using CABs have just been signed into effect, starting January 2014
5. The SMUHSD Board of Trustees has approved 90% CIBs and 10% CABs for the next Measure M financing.

6. The SMUHSD Board of Trustees has approved 83% CIBs and 17% CABs for the next Measure O financing.
7. COC would like an invitation to all Board meetings where bonds are discussed.
- F. Review Budget and Actuals to Date**
 1. (DA) reviewed budgets for all Measure M & O capital projects.
 2. Mills HS Theater and Gym Project is now complete.
 3. Hillsdale High School Theater – the Board has approved to transfer money to the project from the overall contingency.
 4. (PG) asked when Measure M closes and if there is left over money, where does it go? (AC) answered that the Board of Trustees makes that decision.
- G. Measures M & O Update**
 1. (AC) presented the Capital Facilities Program Quarterly Report that was given to the Board of Trustees on September 26, 2013.
 2. Discussion of alarms needed at all new theaters to protect facilities and all new technology.
- H. Litigation Update**
 1. West Bay (CHS), has sent a second claim. The District is pulling documents that they asked for. Claim is still in discussion stage.
 2. Jeff Luchetti (CHS) still has a dispute with his electrical contractor, and the District is waiting for him to resolve this.
 3. (PG) asked what was the timeline to solve these claims. (AC) answered that the District is ready to resolve, but the companies are not cooperating.
- I. Deferred Maintenance**
 1. (PG) asked if Deferred Maintenance was funded in the 13/14 budget. (EM) answered yes it was.
 2. (LD) stated that it was important for the COC members to speak to the Board regarding how important it is for this item to remain in the budget and be funded.
- J. Custodial Staffing**
 1. (EM) updated the committee on the District's efforts for additional staffing.
 2. The District has posted for seven new custodians
 3. The District is bringing back plant managers for every site.
 4. Items being discussed in Cabinet:
 - i. Need 3 additional Utility Workers.
 - ii. Need Theater Managers and Theater Supervisors.
 - iii. Need a Supervisor position over trades.
 5. COC would like an invitation to all Board meetings where facility staffing is discussed.
- K. Additional Discussions**
 1. COC members would like a list of all Board dates sent to them.
 2. Discussion of possible opportunities regarding technical programs at the new theaters. Recommended approaching Bill Nack to contact technical union for apprenticeship program or offer technical class units through CSM, Stanford, Canada, or SF State.
- L. Items for Next Agenda**
 1. COC members may submit any topics that they would like placed on the agenda to Pam Chavez, 650.558.2204 or pchavez@smuhsd.org
- M. Set Next Regular Meeting Date**
 1. Next meeting date will be Thursday December 5 at 6:00
- N. Adjournment**
 1. Meeting was adjourned at 8:00 PM.

END OF MEETING MINUTES