

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

Meeting Date: December 5, 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) 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)

Others in attendance:

Adam Coll, Greystone West (AC)

NOTES:

- A. Meeting was called to order at 6:15 PM**
- B. Approval of Minutes**
 - 1. October 8, 2013 minutes were approved.
- C. Term Renewals**
 - 1. Pat Griffin and Mike Loy agreed to serve second two-year terms.
- D. New Member Search**
 - 1. The COC needs additional members in all categories. (DF) stated that the COC has a harder time filling the “Taxpayer Association” and “Business Organization” categories. (PG) said that the COC or District could reach out to the Chamber of Commerce. (DF) added that COC could do same with Rotary, and to think about others who could be invited. (LMM) said to maybe use NextDoor, a neighborhood app.
 - 2. Need to look at numbers required for minimum, quorum, maximum, etc.
- E. Review Measure M Budget and Actuals to Date**
 - 1. (DA) reviewed budget spreadsheet for Measure M capital projects.
 - 2. (EM) discussed extra monies going into Hillsdale High School.
 - 3. (ML) asked if suggestions on where to spend the extra Bond money will come back to the COC to see if they fit the Measure’s description. (EM) said she didn’t think so, the Board will make that decision. (DF) asked if there was something they could do to address the issue, or if it was too early. (EM) said it would not be out-of-line to bring concerns to the Board and to make recommendations. (LMM) stated that it was not within the COC’s scope to recommend, just to provide oversight on the money that’s being spent. (DF) added that the COC could make suggestions resulting from its observations. (JH) said that the COC is an advisory committee, and suggestions would be within its parameter.
 - 4. (PG) suggested that the COC take a tour to the three schools that have deteriorating transite panel issues (AHS, HHS, and MHS), to observe the condition they are in and to raise concerns with the Board. (JH) added that it is a health and safety issue with the asbestos and rodents. (DF) agreed that the COC should schedule a mini-tour, just

to those schools. JN, ML and JH are to make lists of issues at the three schools that need to be looked at.

F. Measure O Review

1. (EM) explained how Board decided on final project list. Referenced Measure O Update Presentation given to the Board of Trustees on Jan 12, 2012. Discussed various places for Adult School and District Office., Measure O timeline.

G. Measure O Budget

1. (DA) reviewed Measure O spreadsheet, not much change since last meeting.

H. Projects Update: M & O

1. (AC) updated on new projects: SMHS Brick Building and BHS New Building. Need to do soil remediation for new building at BHS. HHS will be getting a new building: 10 science rooms and 10 regular classrooms. Bleacher Project is to begin this summer.

I. Status of Ongoing Concerns

1. Facility Rents: rents go towards the cost of running facilities, the District could look at channeling some into Deferred Maintenance. District has a couple of million dollars in Deferred Maintenance so far, so there is a good foundation.
2. Technology Staffing: Have hired three new Theater Techs, still looking for a Theater Manager.
3. Security for New Buildings: looking at putting cameras in all the theaters.

J. Litigation Update

1. West Bay (CHS): West Bay is continuing to claim the drawings had design errors and that's why they went long. (AC) stated that claim was just not true, they weren't paying their subcontractors, so the subs walked off the job. They want \$3M.
2. Jeff Luchetti (CHS): had a problem with his electrical subcontractor. Sub filed suit against JLC last week (week of Nov 25).
3. AHS Flood: the forensic analysis has been completed. Going back to City of San Mateo and SMFC School District to get money resolution.

K. Bond Sale

1. (EM) updated COC re: rating of District was increased by Moodys for upcoming Bond sales for Measures M & O in December.

L. Design Build Projects

1. (EM) stated that an agenda item will be going to the Board to approve doing all Measure O projects as Design Build projects.

M. Items for Next Agenda

1. Set date to tour AHS, HHS, MHS to make transite panel observations. Sat, Jan 11 at 8:30 am has been set for tour. Next regular meeting COC to draft observation bullets into memo for Board.
2. Bring in Jeff Nigro to review Performance and Financial Audit.
3. Discuss new members
4. Review Bylaws regarding number for quorum.
5. COC members may submit any topics that they would like placed on the agenda to Pam Chavez, 650.558.2204 or pchavez@smuhdsd.org

N. Set Next Regular Meeting Date

1. Next meeting date will be Wednesday February 26 at 6:00 pm. (*update, meeting was changed via email to Thursday March 6 at 6:00 pm.*)

O. Adjournment

1. Meeting was adjourned at 8:08 PM.

END OF MEETING MINUTES