

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

Meeting Date: June 14, 2017
Place: District Office, 839 Hinckley, Burlingame, Glass Conference Room
Time: 5:30 pm
Prepared by: Pam Chavez, Executive Coordinator

Citizen Oversight Committee members

in attendance:

Pat Griffin (PG)	Cindy Montgomery (CM)
Don Freeman (DF)	Mike Loy (ML)
Brian Beswick (BB)	Kerry Hyman (KH)

not in attendance: none

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 Chavez, Executive Coordinator to the Deputy Superintendent, Business Services (PC)
Linda Carlton, Director MO&F (LC)
Brad Barncord, General Manager of Operations (BBarncord)

Others in attendance:

Todd Lee, Greystone West (TL)

NOTES:

- A. Meeting was called to order at 5:30 P.M.**
- B.** (DF) reminded committee that this was (BB)'s last meeting, as he has resigned.
- C.** (EM) explained that Jonathan Ng has resigned from the COC because of family and work commitments.
- D. Election of New Chairperson**
 - 1.** (EM) discussed the loss of District history and knowledge with long-term COC members that have recently resigned and those that are due to term out in fall of 2017. District lawyer has been contacted in regards to possible extension of members who are due to term-out. Waiting to hear back from lawyer.
 - 2.** (PG) offered to continue to attend meetings as a member of the public to provide bond project knowledge to new members. (DF) asked what the remaining projects would be by fall of 2017. (EM) stated that the District office would be still under construction, due to be completed in August 2018, and a new location and associated remodeling or construction for Peninsula High School would still be in the works. (DF) asked how long would the COC still be in existence? (EM) answered probably into 2019 or 2020, at that point it would only be necessary to meet twice a year.
 - 3.** (DF) suggested that the various schools be contacted as possible sources to obtain new COC members. (EM) said she would send out emails to the principals.
 - 4.** (DF) stated that there is really only one person left on the COC that has any experience to fill the now empty Chairperson position. (CM) stated that she would be willing to take the position with the help of (EM).

5. (ML) nominated Cindy Montgomery for the position of COC Chairperson. (DF) seconded the motion. All voted in favor, none against. Cindy Montgomery was approved as the next COC chairperson, effective next meeting.

E. Approval of Minutes

1. (PG) motion to approve and (BB) seconded. March 11, 2017 minutes were approved and recorded.

F. Projects Update

1. (TL) updated the COC on current projects:
 - i. Hillsdale High School New Classroom Building was occupied at the end of January 2017. Project will most likely come in under budget.
 - ii. Hillsdale High School Old Science Building Modernization is projected to come in under budget.
 - iii. Aragon CTE Building was originally scheduled to be completed March 2017. Ran into a big issue with hitting a drain pipe and then accidentally filling it with cement. Drain pipe was old and not in provided drawings. Had to re-route drain pipe. Also, additional work was needed to install new elevator. Estimated new completion date is end of July 2017. Even with additional work, project still under budget.
 - iv. Stadium Lights project complete except for minor punch list items. This project is also under budget.
 - v. New District Office should come in under budget. Achieved DSA stamp-out June 13, 2017. Estimated completion date is July 2018.
 - vi. (DF) asked if any Measure O money has gone into the Hinckley Building project. (TL) answered that about \$300,000 has been spent so far. After District moves back into its new District Office, the building will get reconfigured for Maintenance, Operations, Technology and Student Nutrition.
 - vii. Peninsula High School – 2 or 3 options in play for new location of PHS. The Adult School site and a possible building on Hinckley are both viable options. Don't have direction from Board to proceed with either at the moment.

G. Financial Update

1. (DA) went over Measure M and O financials. No projects have gone to Board since the COC's last meeting. Two items will be going on June 22: Notice of Completion for Project No. 0057 – Hillsdale High School New Classroom Building L; and Change Order No. 6 for Project No. 0057 – Hillsdale High School New Classroom Building L.

(Kerry Hyman excused herself and had to leave at 6:30)

H. Operations Staffing Report

1. (LC) gave a thorough report regarding the staffing levels in Operations compared to national statistics for comparable sites. The end conclusion is that the District Operations department is understaffed for the amount of facilities the District owns.

I. Maintenance Staffing Report

1. (BBarncord) gave a thorough report regarding staffing levels in Maintenance compared to national statistics for comparable sites. The end conclusion is that the District Maintenance department is understaffed for the amount of facilities the District owns.

J. Other Capital Projects

1. (EM) explained that these projects were being funded by Deferred Maintenance and RDA monies.
2. San Mateo High School Clock Tower floor and stairwell needs repairs
3. San Mateo High School Music Wing has a waterproofing issue and needs repairs

4. Burlingame High School Baseball and Softball backstops are unsafe and should be replaced. This project needs to go to DSA which is costly and takes time.
5. Capuchino High School Science Classrooms are not on par with the rest of the District facilities. There is no running water in the CHS Science classrooms. Need to create new classrooms, bringing project to the Board for approval in July 2017. Estimated to be around \$6M. (PG) asked where money will come from. (EM) said that this would come from RDA money.
6. San Mateo High School students don't all have lockers. Need to purchase additional lockers.
7. Burlingame High School pool deck needs repair. The rebar is coming up through the deck. Estimated cost will be around \$1M. District has been setting money aside for repairs. (ML) asked if the City of Burlingame will help pay for pool repairs. (EM) stated that the City will pay for half.
8. Hillsdale High School Administration Building has student flow and confidentiality issues that need to be addressed.

K. COC 2017-18 Report

1. (DF) asked that the report be sent electronically to him. He will turn edits on and email to the rest of the COC members. (DF) stated that it will be important to study and scrub the cover letter to reflect the concerns of the committee.

L. Items for Next Agenda:

1. COC members may submit any topics that they would like placed on the agenda to (EM)'s new Executive Coordinator. New Executive Coordinator will send email address to members when he/she is hired. Phone number will remain the same: 650.558-2204.
2. **Set Next Regular Meeting Date:** The next meeting date will be Tuesday, September 19, 2017 at 5:30 P.M.

M. Adjournment

1. Meeting adjourned at 7:20 PM.

END OF MEETING MINUTES