

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

Meeting Date: September 9, 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)

not in attendance:

Kerry Hyman (KH) Mike Loy (ML)

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)

Others in attendance:

John Dilena, Greystone West (JD)

NOTES:

- A. Meeting was called to order at 5:30 P.M.**
- B. Approval of Minutes**
 - 1. (DF) motion to approve and (PG) seconded. June 14, 2017 minutes were approved and recorded.
- C. Annual COC Report Summary**
 - 1. (CM) stated that the Board recognized the need for replacement of transite panels, and the need to act upon obtaining a new home for Peninsula High School.
 - 2. Report brought up the issue of classified staff needed to maintain our new buildings were understaffed.
 - 3. Might be a good idea for Linda Carlton to present her staffing numbers to the Board.
 - 4. (EM) stated that the Board was looking for a plan on what to do with Peninsula High School. Community will not like it moving to San Mateo High School campus. Hinckley site has to go through an eminent domain process. Another possibility is that San Bruno Park District Office will possibly be going up for sale. Will know more about choices by next COC meeting.
- D. Measure O Projects Update**
 - 1. (JD) updated the COC on current projects:
 - i. Hillsdale High School New Classroom Building is done. (PG) suggested that the COC should go back to the Board in regards to transite panel replacement again. (EM) said that was a good idea.
 - ii. Aragon CTE Building is complete and being used for classes. Currently fixing elevator problems.

- iii. New District Office is a month behind schedule. Facing challenges getting some materials. Looking into some overtime at the end of the project to get caught up.

E. Financial Update

1. (DA) went over Measure M and O financials. No projects have gone to Board since the COC's last meeting.

F. Legal Response Regarding Committee Membership

1. (EM) stated that District lawyer, Sean Absher, determined that Pat Griffin and Mike Loy can stay as COC members until we find replacements. (PG) suggested possibly contacting Skyline College to find people who might want to be on committee.

G. Other Capital Projects

1. (EM) explained that these projects were being funded by Deferred Maintenance and RDA monies, not Bond monies, are are being reviewed for information only.
2. CHS Bio Building – the Board has approved \$6M in RDA funds to renovate building.
3. BHS Classroom Wing, needs air conditioning. Project on hold for now.
4. SMHS Brick Building need to be retucked. And the Clock Tower walkway is cracked and leaking, needs to be redone.
5. Artificial Turf Fields are due to be replaced.
6. AHS boiler needs to be replaced.
7. District has adopted a sustainability policy to control environments and energy prices.

H. Annual COC Audit Report

1. (EM) stated that the Annual COC Audit was released last December 2016, and presented to the Board. There were no problems in the Audit.

I. Items for Next Agenda:

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

J. Adjournment

1. Meeting adjourned at 7:00 PM.

END OF MEETING MINUTES