

SJUSD Measure C & Measure F
Citizens Bond Oversight Committee

MINUTES

July 11, 2011
District Office (Room 337)
855 Lenzen Avenue, San Jose

1. **Call to Order:** Mr. Smith called the CBOC meeting to order at 6:00 p.m.
2. **Roll Call:** The following CBOC members were present:
Committee Members Present: Michael Smith, Jill Grellman, Sherri Taylor, Ian Robinson, and Rochelle McNamara.

SJUSD Staff Representatives: Steve Adamo, Ann Jones and Ada Poon

Program Management: Mike Hiddleson of Kitchell CEM.

3. **Adopt Agenda**
It was moved (McNamara) and seconded (Taylor) to adopt agenda. Motion passed unanimously.
4. **Public Comment**
No items discussed in open public comment.
5. **Consent Calendar – Items Marked (*) (Item 6)**
It was moved (McNamara) and seconded (Taylor) to approve the consent calendar. Motion passed unanimously.
6. **Approval of Minutes (*) – Part of Consent Calendar**
7. **Special Business**

7.1 Election of Officers

Michael Smith opened up discussion for the election of officers starting with Vice Chairperson and Chairperson. Sherri Taylor nominated Michael Smith for Chairperson and Shelly McNamara for Vice Chairperson. Michael Smith and Shelly McNamara were elected for their respective positions unanimously. Sherri Taylor nominated Jill Grellman for Secretary. Shelly seconded the motion. Jill Grellman was elected unanimously.

7.2 Measure F Reception Report

Steve Adamo presented a short report on the activities that occurred at the reception. Overall the event was a success and the presentation by various members of the team, including Michael Smith, were well received by the attending group.

7.3 Status of CBOC Annual Report Website Posting

Mike Hiddleson explained that the Annual Reports were now posted correctly on the District's Website. One report was missing and two reports had the wrong

year posted because they reflected the year on the cover letter which is dated the year following the report year.

7.4 Letter from Fairfield-Suisun School District CBOC

A discussion occurred regarding a letter of support from the CBOC of the Fairfield Suisun School District for a proposed amendment to lower the passage of parcel tax measures from 2/3's to 55%. The committee asked the District that the letter and this proposal be forwarded to the SJUSD Board of Education for information and review.

8. New Business

8.1 Measure C & F Project Close-Out Overview and Status

Mike Hiddleson presented the Measure C & F DSA Closeout Submission Status Report. Mike stated that program financial reporting has not changed significantly since the last CBOC and was not provided at the meeting. The changes in closeout status between 4/25/11 and 6/11/11 were shown as well as typical issues affecting the DSA closeout progress. Shelly M. moved to accept the report, Sherri T. seconded. The motion was approved unanimously.

8.2 Measure C & Measure F Financial Reports

Ada Poon presented the Measure C & F Financial Reports. She stated that as of March 31, 2011, the total remaining balance in Measure C is \$1,454,892. She stated that as of March 31, 2011, the total remaining balance in Measure F is \$2,159,733. Ann Jones stated that she is proposing to the Board of Education to refund approximately \$9M to the SJUSD constituent tax payers in a Measure F refinancing package.

Shelly M. moved to accept the reports and Sherri T. seconded. The motion was approved unanimously.

9. CBOC Members & Sub-Committee Reports

9.1 Future 2011-2012 CBOC Meeting Calendar

The draft proposed calendar was discussed. Michael Smith proposed a June meeting in lieu of the July meeting shown on the calendar because three of seven members will term out on June 30. Michael proposed a meeting on June 25, 2012, and an agenda setting meeting of June 6. He also proposed that "Quarterly Business" be changed to "Annual Business" in the Meeting Objective column. Shelly M. moved to accept the changes to the calendar, Jill G. seconded. The motion passed unanimously.

9.2 Criteria for Closure of Measure F and C CBOC

There was a discussion about whether to use a specified amount or percentage remaining of Measure F and C funds to establish the criteria for dissolving the oversight committee for these bond measures. It was proposed to use ½% of total funds remaining as the financial criteria and less than 5% of projects yet to be submitted to DSA for certification as the closeout criteria. Also, a narrative statement should be provided to explain in more detail the reason(s) for the dissolution of the CBOC. The CBOC requested that District Staff write a draft memo regarding the closeout criteria to be placed on the agenda for the next

CBOC meeting for discussion and approval. The criteria would then be forwarded to the Board for their consideration.

9.3 Strategy and Format for Future Annual Reports

Mike Hiddleson provided sample formats in the CBOC package of last year's annual report format and the multi-funded report. He stated that perhaps the annual report might be similar to the multi-funded format rather than a school by school report that will not effectively change since the most current report. Michael Smith asked that a draft report be provided by mid-January for CBOC review.

9.4 Site Visit Report for Graystone Elementary Multi-Use Building

Michael Smith presented a report of his site visit. He was the only CBOC attendee. He liked the unique configuration of some of the classrooms and the computer room layout.

9.5 Future Site Visits

Steve Adamo provided a list of proposed sites. The list includes Booksin, Empire Gardens, Historic Hoover and Broadway Multi-Use. The CBOC members requested 10am as the best time to set up the visits. Steve is to email the finalized site visit list out to the group.

10. Items for Future Agendas

- Approval of the Annual Report
- Accept Audit Reports
- Approve Criteria for Closure of CBOC Duties for Measure F and C

11. Adjournment

Michael Smith, Chair adjourned the meeting at 7:27 PM. Next CBOC meeting scheduled for Monday, February 6, 2012, at 6:00 PM in Room 133.