

Approved Minutes for Bond Oversight Committee Meeting
SEQUOIA UNION HIGH SCHOOL DISTRICT
Thursday, December 4, 2003

- Call to Order The Bond Oversight Committee meeting was called to order by Chairman Dennis McBride, on Thursday, December 4, 2003, at 7:08 p.m. in the Birch Room at 480 James Ave, Redwood City.
- Roll Call
- Members Present
Bob Eppler
David Fung
Robert Hutson
Margaret MacNiven
Dennis McBride
Clint Ostrander
John Ummel
- Members Not Present
Lewis Miller
Greg Rubens
Dale Williams
- Also Present
Ed LaVigne, Assistant Superintendent
Don Gielow, Chief Executive Construction Manager
Robin Severns, Construction Program Manager
Larry Trice, Construction Program Manager
Linda Baker, Accountant
Louise Pacheco, Secretary
- Approval of Minutes for 9/4/03 and 10/4/03 BOC Meeting
- On a motion from Bob Eppler, seconded by John Ummel, the Bond Oversight Committee unanimously approved the minutes for September 4, 2003, as presented.
- The following amendment was made to the October 4, 2003, minutes for the Bond Oversight Committee meeting:
- Page 1, Paragraph 1 (end)
- Add: *which commenced at 9:00 a.m. and concluded at 11:30 a.m.*
- Page 1, Paragraph 6 (clarification on Mr. Eppler's "no" vote)
- Add: Bob Eppler voting "no" *due to insufficient financial data.*
- On a motion from John Ummel, seconded by David Fung, the Bond Oversight Committee unanimously approved the October 4, 2003, minutes as amended.
- Public Comments
- Dennis McBride announced the departure of a committee member, David Fung.
- Financial Update
- Ed LaVigne provided a financial update to the Bond Oversight Committee. There was extensive discussion and clarification regarding category definitions (i.e. supplies, classified salaries, employee salaries), projected dollar figures through 2005, and the obligation of the District to provide facilities for Charter Schools which will result in shifting some of the Measure V funded projects to Measure G providing it fits within the framework of Measure G. This approach will provide additional Measure V funds for the Charter Schools.

Project Update	Larry Trice and Robin Severns, Construction Program Managers, provided updates on all Measure G construction projects currently underway.
Approval of Construction Projects	<p>On a motion from John Ummel, seconded by David Fung, the Bond Oversight Committee unanimously approved encumbering \$1,000,000.00 of Measure G funds for new ADA compliant bleachers, restrooms and new PA system at the track and field area at Sequoia High School.</p> <p>On a motion from Margaret MacNiven, seconded by Clint Ostrander, the Bond Oversight Committee unanimously approved the allocation of \$90,000.00 for the softball field upgrades and ADA requirements at Carlmont High School.</p> <p>On a motion from Bob Eppler, seconded by John Ummel, the Bond Oversight Committee unanimously approved allocating an additional \$100,000.00 for the Teachers Resource Center at Menlo-Atherton High School</p> <p>On a motion from John Ummel, seconded by David Fung, the Bond Oversight Committee approved allocating \$40,000.00 to purchase a washer / scrubber to clean the new tracks at Sequoia, Carlmont, Menlo-Atherton, and Woodside High Schools. All voting “yes” with Dennis McBride, Robert Hutson and Bob Eppler abstaining.</p>
Ratification Item	The Bond Oversight Committee voted to table ratification of a proposal to authorize the District Staff to contact two (2) members of the committee in the event of an emergency and/or special situation, not to exceed \$50,000.00 with the stipulation that the committee will have a final vote at a regular meeting. Dennis McBride will be checking with County Counsel to see if this is appropriate.
Allocation of unused Bond proceeds	Ed LaVigne discussed the District’s plan to use the unallocated \$7.4 million of Measure G funds. Allocation of these funds will be based on school and/or project need. The District anticipates, with the additional funding expected from the state, developer fees, and other sources, that this will adequately supplement some of the Measure G spending. The District projects that the \$7.4 million should be enough to cover all planned projects through completion given the additional funding factors.
Funding of Maintenance Operations	Ed LaVigne provided clarification that Bond funds cannot be used for maintenance. The Ed Code requires that 3% of the General Fund be allocated for this purpose.
Update of Financial and Performance Audit	Ed LaVigne indicated to the Bond Oversight Committee members that the financial audit is in its’ final stages and will be presented to the Board at the second January 2004, Board meeting. The performance audit is underway. All the information that was requested by the performance auditors has been provided and initial interviews have been scheduled for 12/10/03.
Rescheduling of BOC	Ed LaVigne discussed the possibility of changing the current Bond Oversight Meetings from every two months to quarterly. General consensus was to leave it the same.
Unapproved Minutes on Website	Ed LaVigne solicited an opinion from the Bond Oversight Committee regarding placing “unapproved” meeting minutes on the Bond website. General consensus was to keep the process the same.
Comment on Carlmont High School	Dennis McBride shared some complaints and concerns about the administration office move and the pace the projects are going at Carlmont High School.
Next Meeting	By consensus, the Bond Oversight agreed to meet on Thursday, February 5, 2004.
Adjournment	The Bond Oversight Committee adjourned its meeting at 9:50 p.m.