

APPROVED MINUTES

MEASURE C BOND OVERSIGHT COMMITTEE

Tuesday, October 11, 2011

6:30 PM

Board Room A, San Mateo County Office of Education
101 Twin Dolphin Drive, Redwood City, ca 94065

1. **Roll Call** at 6:35 PM
 - a. Members Present: Robin Carlier, John Hall, Rick Raybin, Carole Wong
 - b. Members Absent: Andy Eliopoulos, Amitabh Passi
 - c. District Staff: Nellie Hungerford, Assistant Superintendent, Business Services & Operations
2. **Approval of Minutes**
 - a. Upon motion by Rick Raybin and duly seconded by John Hall, the minutes of the April 12, 2011 were unanimously approved as amended (correcting Item 1a, spelling of 'Raybin', and typo in Item 8c).
3. **Member Report / Comments**
 - a. Carole Wong presented the committee's Annual Report to the Board of Trustees on June 2, 2011.
 - b. Lee Fernandez (Vice Chairperson, Senior Citizen seat) resigned because she moved out of Redwood Shores.
 - c. Members who inspected Expenditure reports and source data: John Hall; Carole Wong.
4. **Public Comments / Questions** -- None
5. **Report from Nellie Hungerford (Asst. Supt., Business Services & Operations)**
 - a. New School Update
 - i. Plans call for the creation of a maximum of 450 students (K-5) plus learning center.
 - ii. For enrollment purposes, Sandpiper Elementary and Redwood Shores Elementary have been designated "sister" schools.
 - b. Update on State Matching Funds
 - i. Matching funds have been received into Fund 35.
 - ii. Nellie has met with the architects (BFGC Architecture) to approve plans for: 6 additional classrooms (estimated cost \$2.4–2.7 million); a playground in back next to new classrooms; modification to entrance to add a crosswalk and bike lane parallel to the sidewalk; and, parking area for 75 bicycles (for a total of 100 slots). These plans are expected to be reviewed by the Board in November, 2011 and then submitted to the CA Dept. of State Architect ('DSA') for approval. Final budget is still to be determined. The timeline is based on building during the summer of 2012.
 - iii. Oversight requirements: Nellie reports that Fund 35 does not require citizen oversight. The matching funds may be used to repay a portion of the bond. However, the general rule is that, once additional facilities are completed for RWES, the balance of matching funds can be used for any other DSA-approved project. The anticipated priority (in descending order) for use of matching fund is: first, RWES; second, Sandpiper; and, third, Ralston Middle School. The District will be forming (before December) a committee composed of the principals of RWES and Sandpiper, parents, and a BOC member. Some of the matching funds may be held in escrow for deferred maintenance. Rick Raybin volunteered to be the BOC member.

6. Review of Measure C Bond Fund

- a. Follow-up Items from April 12, 2011 meeting -- none
- b. Summary of Bond Fund Expenditures Report
 - i. As of June 30, 2011 – There were no committee questions/issues for expenditures for this period.
 - ii. As of September 30, 2011 – There were no expenditures for this period.
- c. Public Comment / Questions -- none
- d. Members' Reports / Comments -- none
- e. Acceptance Vote – Upon motion by Rick Raybin and duly seconded by Robin Carlier, the committee unanimously accepted the following reports:
 - i. Bond Fund Expenditures Summary as of 06-30-11
 - ii. Bond Fund Expenditures Summary as of 09-30-11
- f. Items Requiring Follow-up -- none

7. New Business

- a. 2012 Meeting Schedule – Since there have been no expenditures during FY'11-'12 and no further Measure C bond fund expenditures are anticipated, the committee agreed to conduct its last meeting on January 17, 2012 and present its final Annual Report to the Board on February 2, 2012.
- b. Communications to the public in The Pilot – None anticipated prior to last meeting in January, 2012.

8. Future Agenda Items for January 17, 2012

- a. Q2 FY'11-12 for period ending 12-31-11
- b. Financial Audit for period ending 06-30-11
- c. Performance Audit for period ending 06-30-11
- d. Preparation of draft Annual Report will be prepared by Carole Wong and John Hall for review by the committee.

- 9. Adjournment at 7:20 PM** – Upon motion to adjourn by Robin Carlier and duly seconded by John Hall, the committee unanimously voted to adjourn.