



Putting
Children
First

Bond Oversight Committee

Wednesday, June 19, 2013

5:30 to 7:30 p.m.

John F. Kennedy High School

6715 Gloria Drive

Sacramento, California 95831

Minutes

1.0 Welcome and Introductions - Carol Davydova, Chair

Carol Davydova opened the meeting at 5:40 p.m.

Members Present: Carol Davydova, Jim Price, Alex Visaya, Jr., Adolfo Mercado, Maria Haro-Sullivan, Rachel Minnick, Lawson Stuart

Members Absent: John T. Andrew, David J. O'Toole, Cesar Diaz

Staff Present: Cathy Allen, Jim Dobson, Nick Koehler, Elena Hankard, Principal Chad Sweitzer, Brian Delavan, Plant Manager

Guests: Brian Meyers, HMC Architects

Ms. Davydova confirmed that the group present represented a quorum.

2.0 Agenda Adoption

Cathy Allen presented Carol Davydova and Adolfo Mercado with Certificates of Appreciation.

Alex Visaya, Jr., moved to adopt the agenda, Adolfo Mercado seconded the motion.

3.0 Site Tour-Chad Sweitzer, Principal

Prior to the site tour, Brian Meyers gave an overview of the upcoming stadium and athletic projects.

HMC had met with JFK Principal and staff members. Survey and technical information was needed to proceed. The information has been brought together and the project is ready for the design process. The site will receive a brand new track and synthetic turf. Bleachers and lights will be addressed.

4.0 Items to Review at Meeting – Carol Davydova, Chair

Minutes from November 13, 2012

Minutes from February 5, 2013

Minutes from May 7, 2013

Alex Visaya, Jr. wanted it noted that the Minutes from November 13, 2012 and February 5, 2013 were primarily regarding Measures E and I and that Measures I, Q, R be added in the title in the May 7, 2013 Minutes.

Carol Davydova requested that the minutes reflect her as absent on May 7, 2013. Vice Chair, Adolfo Mercado, was also absent. Alex Visaya, Jr. chaired the May 7, 2013 meeting.

Nick will make corrections to all Minutes before posting.

*November 13, 2013 Minutes: Motion to accept by Alex Visaya, Jr., 2nd by Rachel Minnick
The three new members abstained: Lawson Stuart, Rachel Minnick, Maria Haro-Sullivan
Adolfo Mercado abstained
All in favor- Minutes were approved*

*February 5, 2013 Minutes: Motion to to accept by Jim Price, 2nd by Alex Visaya, Jr.
Adolfo Mercado abstained
All in favor-Minutes were approved*

*May 7, 2013 Minutes: Motion to accept by Jim Price, 2nd by Rachel Minnick
Adolfo Mercado abstained
Carol Davydova abstained
All in favor-Minutes were approved*

5.0 Open Committee Discussion and Review of By-Laws

Nick gave the background on the proposed revisions to the By-Laws suggested by Council. Items discussed were:

- *Membership Application Process*
- *Committee removal of a Member*
- *Detailed duties of the Chair and Vice Chair and role in general*
- *Term of BOC Members*

Motion to approve the By-Laws by Jim Price, 2nd Alex Visaya, Jr.

Discussion: 5.8- The Board of Education upon approval of the Superintendent can remove a BOC member. What is the role of the Committee in this process? Cathy Allen, Assistant Superintendent, would inform the Superintendent that a vacancy was available on the Committee either due to resignation or attendance, etc. The Board ultimately appoints the BOC members. Applications are always being accepted and when a new member is needed, the applications are reviewed and recommendations are made to the Board.

Previously, various outside organizations were involved in the application process. This made the process very time consuming. Currently, applications are accepted and reviewed by staff for authenticity only then forwarded to Cabinet and the Superintendent. Recommendation is then made to the Board. Outside organizations are no longer used. Applicants are notified whether or not their application for BOC has been accepted/approved.

Section 5.5 in the By-Laws: Language is very restrictive. Changes in this section are as follows:

- Change “pursuant to” to “**guided by**”

Section 5.7 in the By-Laws

- Not needed to be referenced in the By-Laws – After Minutes are approved, they will be posted within two weeks.

Section 5.8 in the By-Laws

- “official of the District” Is it clear that the “District” means Sacramento City Unified School District? Yes. It is referenced in Section 3 of By-Laws
- “described in section 5.8” should be replaced with “**described in Attachment A**”

Side discussion: BOC member cannot serve as BOE member simultaneously

Side Discussion: Clarification: 10 members – Quorum is 6

Section 5.9 in the By-Laws

- Change third sentence to “The Chair, **or his or her designee, may** serve...”

Substitute motion to approve By-Laws as amended by Lawson Stuart, 2nd by Alex Visaya, Jr.
All in favor- By-Laws approved unanimously

6.0 Open Committee Review/Approval for Committee Position

Ms. Davydova stated that it would be a good idea with the infusion of new funding that there is new leadership in the BOC. The group was asked if anyone was interested in serving as Chair or Vice Chair. It was suggested that she talk about the time spent on BOC business as Chair during the term. Ms. Davydova estimated 7 hours within a three month period. Vice Chair Adolfo Mercado estimated 90 minutes per month.

Annual Report Question: What does it entail?

The report is not extensive. It is only 2 to 3 pages long and is concise and to the point. It is then presented to the Board. The last committee created a template that works well. It synthesizes all of the notes/minutes of the meetings. The Chair of the sub-committee presented to the Board. It is not in the By-Laws that the Chair has to be the person presenting.

The BOC website will be better utilized to stream line such documents as the Annual Report.

Ms. Davydova asked the group if anyone was willing to volunteer for one of the available BOC positions. Lawson Stuart volunteered for either position. Rachel Minnick volunteered for Vice-Chair.

Motion to open nominations by Lawson Stuart

2nd by Adolfo Mercado

All in favor

Adolfo Mercado nominated Lawson Stuart for Chair

2nd by Alex Visaya, Jr.

All in favor

*Adolfo Mercado nominated Rachel Minnick for Vice-Chair
2nd by Carol Davydova
All in favor*

*Motion to close nominations by Adolfo Mercado
2nd by Lawson Stuart
All in favor*

7.0 Open Committee Review/Approval for Sub-Committee Work

Previous sub-committees were as follows:

- *Annual Report Sub Committee*
- *Site Visits Sub Committee*
- *Financial Sub Committee*
- *Audit Investigation Sub Committee*

Suggestion was made to combine the Financial and Audit Sub Committees.

The Bond covers all of the sites.

The Site Visits Committee would focus on the identified 9 sites- Bond Q.

District staff will work on scheduling, with the BOC Chair's input, the site locations for the BOC meetings.

The Bond Steering Committee (BSC) is a short term committee that began in April, 2013 and will run through September 2013. The committee's function is to identify projects at the 9 sites and make recommendations to the Superintendent and the Board.

As the BOC meets they will then be able to more clearly identify which Sub Committees will be most helpful. Note: Sub Committee work must be noticed to the public. There will be time lines for these committees also. Notices must be made public no later than 72 hours but a week would be better.

A Financial report was not available this evening because this meeting was scheduled to take care of old business. Staff is looking into a construction accounting program for financial reports. Benchmarks would be reflected, reports would be visually consistent. Financial reports are currently being generated by Amari Watkins in our Accounting department on Excel. We are short staffed but looking to hire another person in our Accounting Department for this type of work.

Question regarding subcommittee members: Who can serve? In the past only BOC members have served on sub committees. Cathy Allen will find out who can serve on a sub-committee.

*Motion to table sub-committee work by Lawson Stuart
2nd by Adolfo Mercado
All in favor*

8.0 BOC Old Business

Steven Westcoatt with Crowe Horwath LLP worked with members on May 15, 2013 who were present on the role and duties of BOC members. There is a PowerPoint on the SCUSD website.

Regarding the website, the goal is to post more information, not only for the BOC but also for the general public.

Some ideas:

- *Bids*
- *Summer projects*
- *Before and after pictures*
- *Links*
- *Financial document links*

The website will be updated with the following:

New Chair and Vice Chair

Updated Bylaws

9.0 New Business

Next meeting: August 6, 2013

Location: TBD

5:30 to 7:30 p.m.

BOC would like an update from the BSC on the next BOC agenda.

Motion to close the meeting by James Price

2nd by Lawson Stuart

All in favor

DRAFT