



# Putting Children First

## BOND OVERSIGHT COMMITTEE MINUTES

Tuesday, November 13, 2012  
5:30 p.m. – 7:30 p.m.

Phoebe Hearst Elementary School  
1410 60<sup>th</sup> Street  
Sacramento, CA 95819

### **Bond Oversight Committee Members Present:**

Carol Davydova, Chair  
Alex Visaya, Member  
James Price, Member  
Dave O'Toole, Member

### **SCUSD Staff/Consultants Present:**

Nick Koehler, SCUSD, CAMS  
Andrea Eagan, SCUSD Principal  
Bryan Fawkes, HMR  
Brian Meyers, HMC  
Scott Pullen, HMR  
Amari Watkins, SCUSD, Accounting  
Jim Dobson, SCUSD, CAMS  
Marty Vinson, SCUSD  
Bob Diesel, AWOUA Architect  
Matt Fabian, DSA IOR

### **I. MEETING CALLED TO ORDER – Carol Davydova**

### **II. SITE TOUR – Andrea Eagan, Principal**

Some members were able to tour Phoebe Hearst Elementary Site before dark. Principal, Andrea Eagan reviewed what happened this summer and stated that they are 99.9 percent done, 4<sup>th</sup> R is just about done. Four of the rooms are green rooms from different areas in the district. We received new furniture, which the teachers were excited, along with the skylights, new heating and air system and an outdoor garden space. Other major things were rooms 2, 3 and 4 were converted into kindergarten classes. The storage closet plumbing was reconfigured so the kindergarten classes now have bathroom. Also classrooms were repainted. Fencing still needs to be done. Teachers, parents and students were pleased with the rooms. Teachers commented on how quiet the HVAC system was.

### **III. ITEMS TO REVIEW AT MEETING – Carol Davydova**

Minutes for August 7, 2012 were reviewed by the committee and approved unanimously.

### **IV. QUARTERLY REPORTS**

Matt gave a report on the following schools below:

**John Morse** – Reported that the first phase of John Morse Elementary was completed. The existing boilers were made into a staff relaxation room. On phase 2 of the project which is modernization of the multipurpose room is slated for this summer.

**C.K. McClatchy High School** – The kitchen project from this summer is substantially complete. We are wrapping up the punch list work and closing out paperwork with the contractor. Matt Kelly has a meeting scheduled with the contractor to address any of the PCO's that were submitted. He

also reported that DSA approval for both the emergency flooring repair portion as well as the kitchen equipment portion will be shortly.

**Phoebe Hearst Elementary School** – The final closing and punch list items to close up with the contractor based on Andrea’s report. Talked about the difficulties in working around the school’s program. Things to finish up: punch list items to finish up with the contractor, the 4<sup>th</sup>R project with the parking lot, inaccessibility with public access from the streets. We will have verified reports with the inspectors, checked with DSA and the timeline is 3 to 6 weeks. Towards the first of the year, we should be certified with the project.

More discussion from members.

**Alice Birney-Waldorf-Portable Expansion** – Jim Dobson talked about the Waldorf concept and the need for portable expansion of 3 or 4 classrooms and a toilet set.

Nick also stated that there are a couple of projects listed on the Quarterly Report that are not on the agenda and that these reports are just for your information and have been closed out (John F. Kennedy and Deferred Maintenance Project).

## **V. Bond Fund Update – Amari Watkins**

Amari gave an explanation on the building fund summary bond and state funding. Amari also talked about the format and data that the committee would like to see.

Budget to actual was a question that we had before we went through the training on what it is the BOC needs to do. Questions are broader on the dollars that are bond related being used for designated purposes. It is not important for you to add in layer that says budgeted verses actual

Carol stated that it is not important to add in layers that say budgeted verses actual more than just utilization of dollars. But what she would want is to keep it covering the data we are responsible for reviewing but not anything that is ancillary or outside of our preview.

Amari also gave an explanation of activity by site for fiscal year 2012-13 as of September. In this data does not include encumbrances. Amari also asked for feedback on whether by fiscal year or accumulative to date and how much is left to spend or just what we have spent to date.

More comments and questions were raised.

## **VI. New Bond Measures Q and R Update**

Jim Dobson announced that the Bond Measures Q and R passed and that the district will be putting together a financial package.

Amari stated that we have had initial contact with respect to preparing for the sale of the bonds.

Jim stated that we are putting out a new RFQ for Architectural and Inspector services and we will be looking for green technology services for recommendation for the Board.

Carol also suggested that website by district things to be done to make process easier to administer so that we get the better outcome.

Question – Did the passage of prop 30 help with the credit rating for the district? Jim responded that yes it did/

Amari responded to Jim’s question

More questions relating to the district's rating.

Nick gave an update on member application, the process, and how long it takes for ACT and Metro to review the application.

Carol asked Nick to add to the next agenda on looking into the process for new member to be vetted for the BOC and see how to streamline the process.

Jim also talked about the Q & R and state process and the suspended process verses the new process.

Carol asked do we need to be looking for a sub-committee or other bodies within the BOC to respond effectively to a higher volume of work within our area.

## **VII. Training Topic Discussion**

- BOC Website Update – Nick talked about starting to look at the website and make it more user friendly. In process of working with the Communications office. Will keep the committee informed with progress.
- BOC By-Laws – Need to look at a more simplified way to be more governance. Nick stated that the by-laws are posted on the website. He also stated that he could also email them to the committee members. Committee member could review and send comments back to be updated. Carol asked Nick to email the members that are not here and ask them to go to the website and also look at the bylaws and give feedback at next meeting.
- Member Application Process – Talked about the number of members on committee, advertisement, newsletters at the school site to advertise to the community and meet with the Communication's office to get the word out via website
- Training Evaluation Comments – Tabled to January
- Financial/Performance Audit Information – Tabled to January/February 2013

Nick shared with the committee on the suggested modifications on documents presented at the last meetings.

## **VIII. Open Forum**

No question for Open Forum. Jim stated that he had been perusing other districts Annual Reports to see what other districts are reporting on. He stated that he would send them to the committee to review.

## **IX. Adjournment**

Carol moved to adjourn the meeting at 5:30 p.m. All members were in favor.