

**Fremont Unified School District
2014 Measure E
Citizens' Bond Oversight Committee**

Meeting Minutes

District Office – Professional Development Center
January 18, 2017

Call to Order Meeting called to order at 7:23 PM

Attendance (quorum-see below item Bond Audit Presentation)

Members Present: Kathryn McDonald, Bryan Gebhardt, Jeff Bowen, Ashok Desai, Jim Hunt

Members Absent: Anu Natarajan, Soraya McNally, Sally Morgan, Dave Peper, Eric Tsai, Dax Choksi

FUSD Staff Present: John Chwastyk, Director of Facilities and Construction

Others Present: Robert Sands, Aaron Kael and Amber Aguilar, Vanir Construction Management

Approval of Agenda

The meeting agenda was approved as submitted.

Approval of Previous Month's Minutes

The previous month's minutes were approved as submitted.

Community Outreach

Robin Michel published the Measure E Bond Update: January 11, FUSD Board of Education Meeting Update. Key topics are bulleted below.

The FUSD Board of Education took the below action on agenda items:

- Authorized staff to amend the existing agreement with CCM/STV.
- Authorized staff to amend the existing agreement with DSA School inspectors.
- Approved the Walters Junior High School Modernization Project.

CBOC Chair presented its second annual report to the FUSD Board of Education. The report contained highlights of the committee's work and informed the public of the appropriate use of bond expenditures.

Bond Audit Presentation

The audit is conducted annually for the prior fiscal year (July 1 - June 30). The audit covers two parts.

1. Financial Audit – This verifies that numbers submitted are accurate.
2. Performance Audit – This verifies that the money being spent is on voter approved work.

Auditor's opinion is in the first couple pages and states "presents fairly." This means the audit was clean and passed. Please reference audit packet for detailed balance sheet, yearly activity report, carry over and foot notes. The audit was approved as submitted per the CBOC (subsequent to this meeting, it was realized that a true quorum was not present based on the following bylaws: "A quorum shall consist of

50% of the voting committee with a minimum representation of one (1) person from three (3) of the five (5) designated organizations. (not Other) Alternates will vote if seated by the Chair for that purpose, in the absence of a quorum for that meeting, as stipulated in Article IV, paragraph C. (CBOC Bylaws Article VII.F)". If a quorum exists at the next meeting, a re-vote will be taken to approve the Bond Audit Report.

Discussion on By-Laws Regarding CBOC Member Attendance

The CBOC members would like to set standards in regards to attendance. Some suggestions presented by the Committee are there should be no more than 2-3 absences per year. Another suggestion was that members be present for 7 out of 10 meetings during the year. They also recommended having a replacement before people are unseated from the Committee. One of the CBOC members will provide absence requirements from another committee he is on to the CBOC Chair for review. This can be discussed in more detail at a future meeting.

Update on Board Actions

Five items went to the Board on January 11, 2017. The Board will discuss science classrooms and permanent buildings at the January 25, 2017, Board meeting. Program contingency will also be discussed. Three options will be presented to the Board for American High, Thornton Junior High & Washington High Schools. Temporary and permanent options will be discussed.

If the Board decides on Permanent options, committee members would like clarification on timelines. Their concern is that the buildings will not be done in time to accommodate the growth of the District.

Monthly Status Report and Update on Implementation Plan

The Information Technology (IT) projects are moving along nicely. There are only 1-2 projects left to bid out. All IT projects are set to complete before the fall of 2017. Brookvale Elementary, American High, and Patterson Elementary are all on schedule and within budget. Walters Junior High is close to coming out of Division of State Architect (DSA). Mission San Jose High School Pool and American HVAC projects will be going to DSA soon. We are in the early design phase for the Horner Middle School Conversion.

Vanir has completed the implementation plan draft. They plan to present it to the Board in February. The implementation plan will only include Measure E funds. The CBOC has requested copies of the Implementation plan as soon as it is available.

Review of Future Meeting CBOC Dates, Topics and Board Calendar

February CBOC meeting has been confirmed to take place February 1, 2017, at 7:00 pm. The Committee suggested meeting on site at some of the completed sites for CBOC meetings. John would like suggestions from the Committee on future board topics.

Adjournment 8:37 pm

Respectfully submitted by: Amber Aguilar, Recording Secretary

Edited by: Robin Michel

Approved by: John Chwastyk