

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

MINUTES October 5, 2016
Staff Room #211 – District Office

<u>Call to Order</u>	Meeting called to order at 7:07 PM
<u>Attendance</u>	(Quorum)
Members Present:	Anu Natarajan, Soraya McNally, Kathryn McDonald, Bryan Gebhardt, Jeff Bowen, Sally Moran, Eric Tsai
Members Absent:	Ashok Desai, Dave Peper, Dax Choksi
FUSD Staff Present:	John Chwastyk, Director of Facilities and Construction
Others Present:	Robert Sands, Aaron Kael and Amber Aguilar of Vanir Construction Management Robin Michel-Bond Measure E Program, Communications

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 with one abstention.

Oral & Written Communications

An email went out to Anna Woodbury from Therese Gain. She apologized for her late response and answered all of Anna's questions to the best of her ability. Robin will forward the email correspondence to all CBOC members.

Community Outreach

There were discussions regarding draft brochures. Robin has held off on finishing these as members may change. She will address these at a future date.

Protocol for Communication to the Board

Members discussed how the committee will communicate information discussed at the CBOC to the Board. The standard protocol is to send a memo to the Board in regards to what is discussed at the CBOC. Board members would like to set further protocols in regards to commentary communications. CBOC members discussed getting collective information to pass onto the Board. A more formal approach from committee to chair to board was discussed.

Other key protocol topics discussed by CBOC members are listed below:

- Summarize and vote on all agenda items going forward
- More detailed meeting minutes
- Draft minutes within one week of CBOC meeting
- Review of meeting minutes by Chair and Vice Chair, communicated via memo
- Clarification regarding memo communication between CBOC and Board to be obtained
- More board member participation at the CBOC meetings
- Better job of communicating to the public in regards to the bond and board items

- Add discussions at the end of CBOC to discuss substantial items that should be communicated to the Board
- Add a vote at the end of CBOC meeting with minority report

Personal opinions from a CBOC committee member were provided to the Board on September 28th in regards to the Technology Upgrade Proposal. The committee member made it clear that the CBOC was not taking a formal position on the Technology Upgrade presentation. A summary of the information shared with the Board will be provided via email to all CBOC members. A memo was initiated between the CBOC members regarding issues they would like addressed. The Chair would like these issues added to next month's agenda and formally discussed at next month's CBOC meeting.

FAQ Updates

Series B classroom additions has been posted to the website. Will be working on 21st Century Learning Environments, including CDE information on what the state considers 21st century learning. Robin will accept email communications on suggested topics the CBOC would like included in the FAQ.

Monthly Status Report

Vanir has been focusing on implementation plans and will provide more information during next month's meeting. The implementation plan should be finalized by November, presented to the board by December. A full Measure E project plan, itemized by site, will be provided.

We are continuing work on classroom additions. There were multiple questions regarding IT project updates. Key points have been summarized below:

- Bid out two IT packages, a third will be bidding soon
- All IT projects are set to finish summer to fall of 2017
- Prices on each IT project varied depending on size
- Some portables will include IT updates as they seem to be on site longer than anticipated
- Wireless technology is being used in some portables to cut back on costs

Update on Board Actions

Ten board items, mostly IT projects, were taken to the board. Eight more followed that were directly related to construction of the ten board items. All IT items were grouped together and approved as one bulk item. Construction Management packages have been renegotiated and per project scope identified. This will help maintain amounts per project for better budget tracking. All board items were unanimously approved. CBOC applications and members will be approved at the next Board meeting. Robert had meetings with two board members before the Board meeting. Discussions were about the implementation plan and CBOC review of this plan. It was pointed out to all members present that all board meetings are archived on the districts website they are interested in reviewing the meetings.

Review of Future Meeting CBOC Dates, Topics and Board Calendar

Next meeting is scheduled for November 2 at the District office building. Overview of bylaws and the role of the CBOC will be discussed. There will be a brief orientation for new CBOC members along with an election of officers. Annual report preparation will be discussed. Discussion on whether or not to cancel the January 18th meeting due to winter break schedule will be addressed.

Adjournment

Meeting was adjourned at 8:07 pm.

Respectfully submitted by: Amber Aguilar, Recording Secretary
 Edited by: John Chwastyk