Meeting Minutes
Meeting held at the FUSD District Office Central Meeting Room

Call to Order: Meeting called to order at 6:34 p.m. followed by the Pledge of Allegiance.

Attendance: (Quorum established)

Members Present: Jeff Bowen, Carla Cox, Bryan Gebhardt, Siv Mahanty, Kathy Lang Newman, Ashok Desai, Chip Koehler and Susan Hou

Members Absent: Paul Whitman

FUSD Staff Present: John Chwastyk, Director, Facilities and Construction; Ken Blackstone, Public Information Officer for Facilities and Construction

Others Present: Aaron Kael, Vanir Construction Management

1. Welcome and introductions:
All present introduced themselves, including new alternate parent Susan Hou, who was appointed by the Board at its Oct. 24 meeting.

2. Approval of previous month’s minutes:
The Oct. 3, 2018 meeting minutes were approved unanimously as drafted.

3. Oral & written communications:
None.

4. Quarterly (June 30, 2018) financial report review:
The Board approved the most recent (June 30, 2018) quarterly CBOC report at its Oct. 10 meeting. Aaron Kael led the review of the report and highlighted several noteworthy changes, including the reduced Proposition 39 dollars going back into the contingency fund, the addition of voluntary mitigation agreement dollars redirected into the contingency fund, and that interest dollars reflect the actual amount to date. The report is also broken down into three categories: projects in progress ($351.6 spent or committed), projects not started yet ($171.5 million), and projects completed ($117 million).

Mr. Kael said numbers were being pulled together to determine a new estimated amount needed for the remaining middle school conversion projects in light of recent and unusual cost escalations. This information will be presented to the Board at a future
meeting with a request for guidance on how funds can be reallocated to meet these needs.

5. **Monthly status report:**
   (Item was skipped to allow enough time to discuss the next item.)

6. **CBOC Annual Report Planning:**
   There was discussion about the date this report could be presented to the Board (January or February of 2019) and what key points should be emphasized. Contingency amount, remaining priorities and cost escalations were mentioned. Brian Gebhardt went through a draft slide deck based upon last year’s presentation for the committee to discuss. Brian, Chip Koehler and Jeff Bowen agreed to keep working on this draft incorporating the committee’s input and have an update at the next meeting.

7. **Brown Act presentation:**
   Members of the Facilities Advisory Committee joined the meeting to receive a presentation from Bond Counsel David Casnocha, who joined via a conference call. He had emailed a slide presentation that was viewed by the committees and walked through it over the phone.

8. **Future Meeting Topics:**
   There was a request to represent the construction schedule on the financial report by adding a column for original or projected start date to have a better context correlating the original budget to cost escalations. Another future topic requested was a discussion about possibilities for committee outreach, such as the recent presentation to the Kiwanis Club.

9. **Adjournment:**
   The meeting was adjourned at approximately 7:42 p.m.

The next meeting of the CBOC will be at 6:30 p.m. on Dec. 5, 2018 in the Central Meeting Room at the FUSD district office.

###
Meeting Minutes/Notes
Meeting held at the FUSD District Office Central Meeting Room

Call to Order: There was no quorum so the meeting informally began around 6:35 p.m., followed by the Pledge of Allegiance.

Attendance: (Quorum not established; meeting topics were discussed as information only)

Members Present: Jeff Bowen, Carla Cox, Bryan Gebhardt, Susan Hou and Kathy Lang Newman

Members Absent: Ashok Desai, Chip Koehler, Siv Mahanty and Paul Whitman

FUSD Staff Present: John Chwastyk, Director, Facilities and Construction; Ken Blackstone, Public Information Officer for Facilities and Construction; Eric Chiu, Senior Project Manager for Facilities and Construction

Others Present: Aaron Kael, Vanir Construction Management

1. Welcome and introductions: All present introduced themselves.

2. Approval of previous month’s minutes: Minutes of the Nov. 7, 2018 meeting were provided to the committee but no vote was held to approve since there was no quorum.

3. Oral & written communications: None.

4. Update on Board Actions: There was only one Board meeting (Nov. 27) since the last meeting and a summary was emailed to all members on Nov. 30. The amendments to the facilities lease agreement with McCarthy Building Companies, Inc. and the cost of the various bid packages at Horner Middle School that added more than $30 million to the total project, as well as the historic cost escalations that are currently affecting the construction market, were discussed at length.

5. Monthly status report:
Mr. Kael reported the Mission San Jose High School Pool is nearly complete, as are the projects at Oliveira, Mission Valley and Grimmer elementary schools. There will be a ribbon-cutting ceremony for the MSJHS Pool in early March. The Horner Middle School conversion is moving along very rapidly, the new classroom building is framed. The Walters Middle School conversion is on track to occupy this fall. Where are in the design phase for Centerville, Thornton and Hopkins middle school conversions. There was discussion about the compressed construction schedule at Horner.

6. **CBOC Annual Report Planning:**
The annual report to be presented to the Board early next year was reviewed. The committee discussed the second meeting in January (Jan. 30, 2019) as a target date for the presentation. A PowerPoint has been developed and was reviewed. The financial numbers will need to be confirmed by staff with the latest quarterly financial report going to the Board on Dec. 12.

7. **Possibilities for Committee Outreach:**
Kathy Lang Newman suggested the committee do a presentation at the Fremont main library, the student SURFBoard E group, and possibly to the various bargaining units. Kathy said she would check into booking a library presentation.

8. **Future Meeting Topics:**
Revisit more committee outreach possibilities. A refresher in reading and reviewing the quarterly financial reports.

9. **Adjournment:**
The meeting was adjourned at approximately 7:35 p.m.

The next meeting of the CBOC will be at 6:30 p.m. on Jan. 9, 2019 at the Walters Junior High School Library.

# # #
Fremont Unified School District
2014 Measure E
Citizens’ Bond Oversight Committee
Wednesday, Jan. 9, 2019

Meeting Minutes/Notes
Meeting held at Walters Junior High School Library

Call to Order: The meeting was called to order at 6:42 p.m., followed by the Pledge of Allegiance.

Attendance: Quorum established

Members Present: Jeff Bowen, Carla Cox, Ashok Desai, Bryan Gebhardt, Susan Hou (alternate), Kathy Lang Newman, Siv Mahanty (alternate) and Paul Whitman. Chip Koehler arrived a few minutes after roll call.

Members Absent: None

FUSD Staff Present: John Chwastyk, Director, Facilities and Construction; Ken Blackstone, Public Information Officer for Facilities and Construction

Others Present: Aaron Kael, Vanir Construction Management

1. Welcome and introductions:
The roll was taken, there were no introductions.

2. Approval of previous month’s minutes:
Notes from the Dec. 5, 2018 meeting along with minutes of the Nov. 7, 2018 meeting will be provided prior to the next meeting. The November minutes were provided at the last meeting but couldn’t be voted on due to a lack of quorum. They will be provided again for the February meeting to be officially approved.

3. Oral & written communications:
There was a long discussion regarding an email to the CBOC from the Walters Junior High School Cooking Teacher, who expressed concern over the design of her school’s modernization project related to her foods room and a few adjacent rooms. She also mentioned that many student desks had been moved out of several classrooms and were exposed to the rain. Staff informed the committee that they had long been aware of the teacher’s concerns and that the modification process of flexible classroom spaces was done in conjunction with the Walters site committee over the last several years. CBOC members asked that a response be drafted to say, while these concerns weren’t under its purview, it would forward her concerns on to the Facilities Advisory
Committee. (It was learned that the student desks put outside were salvage and waiting to be picked up by the Maintenance Department.)

Summaries of all Measure E items on the Board’s agenda are emailed to the committee following each Board meeting and posted at [www.fremont.k12.ca.us/Page/28042](http://www.fremont.k12.ca.us/Page/28042). There were no questions about the summary or the Quarterly Financial Report that the Board recently approved. There was a question about the Board’s reallocation and reprioritization of remaining bond funds. That item will be on the Jan. 30 Board agenda. The decision to push back the Horner Middle School conversion by one year was noted as a significant item from the last meeting.

5. **Monthly status report:**
The Centerville, Hopkins and Thornton middle school conversions are in various stages of the design stage right now. Thornton’s scope has been selected, Centerville’s scoping options are being revisiting per the Board’s direction, and Hopkins is in the predesign phase. The Mission San Jose High School pool, funded partly by Measure E, will soon be complete and a ribbon-cutting ceremony is planned for March. The modernization projects at Mission Valley, Oliveira and Grimmer elementary schools are essentially complete with final items being closed out.

6. **CBOC Annual Report Planning:**
The PowerPoint presentation for the annual report to be presented to the Board next month was reviewed again. Photos and graphics have been updated along with figures from the most recent CBOC quarterly report. Feb. 13 was confirmed as the Board meeting date for the presentation.

7. **Review of Bylaws section on attendance:**
Being a new year, a copy of Article IV, Section E (Attendance) of the Bylaws was provided to all members as a reminder of the requirements and importance of attending meetings, primarily to establish quorums so the committee can take action on items without undue delay.

8. **Future Meeting Topics:**
Committee outreach possibilities, as mentioned at the December meeting, were briefly discussed as something to be brought up in the future.

9. **Adjournment:**
The meeting was adjourned at approximately 7:24 p.m. so the committee could tour the construction of the Walters Middle School conversion project with members of the Facilities Advisory Committee.

The next meeting of the CBOC will be at 6:30 p.m. on Feb. 6, 2019 in the Central Meeting Room of the FUSD main office.

# # #
Proposed change to CBOC Bylaws to comply with Brown Act

Feb. 6, 2019 Agenda item 6

Existing with changes tracked:

VI  GOVERNANCE

B. Election to and Term of Office

The officers of the Committee shall be elected by the Committee members to serve in that capacity for one year at the regular meeting in September. The election of each officer shall be comprised of an open nomination, followed by a secret ballot, voice vote or open ballot. The winner will be the candidate who receives votes equal or exceeding 50% plus one (1) of the total votes cast. A Committee member must be present to vote. In the event of a tie, a run-off election shall take place. The elections shall be supervised by the Chair.

D. Removal from Office

An Officer may be removed from office by a two-thirds vote of the Committee by secret ballot, voice vote or open ballot at a regular, noticed meeting provided:

1) That the Officer has been presented with a written statement of the causes for removal
2) The Officer is allowed an opportunity to present a written response to the causes for removal within ten (10) days of receipt of the charges
3) That both the causes for removal and the response be published as part of the meeting agenda