



DUBLIN UNIFIED SCHOOL DISTRICT

Regular Meeting of the CITIZENS' BOND OVERSIGHT COMMITTEE

MEASURE H

All Dublin Students Will
Become Lifelong Learners

Measure H Meeting Notes No: 2 – Adopted

Location: District Office, Building C

Recorded by: Patty Benavidez

Date: January 24, 2018

<u>Committee Members:</u>	<u>Representing:</u>	<u>Present</u>	<u>Not Present</u>	<u>Term</u>	<u>Term Expires</u>
Mike Miller, Chair	Community at Large	x		2 years	2018
Jeff Hall, Vice-Chair	Taxpayers Organization	x		2 years	2018
Kelly Clarke, Secretary	Community at Large	x		2 years	2019
Tammy Comb	PFC/PFSO Representative		x	2 years	2019
Shazia Nomani	Community at Large	x		2 years	2019
Sobia Qureshi	Business Community	x		2 years	2019
Vacant	Senior Organization				
<u>District Staff:</u>					
Leslie Boozer, Ed.D.	Superintendent		x		
Kim McNeely	Executive Director Facilities	x			
Joe Sorrera	Assistant Superintendent Business	x			
Sandy Harrington	Fiscal Services Director		x		
Patty Benavidez	Facilities Planner	x			

1.0 CALL TO ORDER

A quorum being present, Committee Chair Miller called the meeting to order at 6:32 p.m.

2.0 VISITORS/PUBLIC COMMENTS

Visitors: None. No public comments.

3.0 MINUTES

- Approval of Meeting Minutes October 25, 2017 - Action
Mr. Miller called for corrections or additions to the minutes of the previous meeting. Hearing none, a motion was made by Ms. Clarke, seconded by Mr. Hall, to approve the minutes of the October 25, 2017 meeting as presented. Motion was carried by roll call vote.

Vote:

Yes: Miller, Hall, Clarke, Qureshi

No:

Abstain:

4.0 LEGISLATIVE INFORMATION

None presented.

5.0 CBOC COMMITTEE PROCESS

- Annual Calendar Activities - Action
Mr. Sorrera presented the draft annual calendar activities for committee review and approval. The Committee noted they would like to revise the annual calendar to include additional project updates as appropriate, additional meetings once dates are determined, more frequent expenditure reports within the bond program, and updates from staff on upcoming Board activities.

Mr. Sorrera shared sample expenditure reports for Committee review, noting the report format can be adjusted as needed.

Calendar activities will be revised and brought back to the next meeting for approval.

- 2018 Committee Term Expirations/Re-appointments
Mr. Sorrera noted that Mr. Miller's third and final term on the Committee will expire in April 2018. Mr. Hall's second term will also expire in April. An eligible Committee member wishing to continue serving for an

additional term must submit a written request for re-appointment to the CBOC. Requests are presented to the Board of Trustees for Approval. Recruitment to fill the current vacancy on the Committee is underway.

- **Committee Meeting Schedule Frequency**

Following a brief discussion, the Committee agreed to increase meeting frequency from quarterly to monthly, beginning in February. Monthly meetings will occur through May with a break over the summer, and resume in August. Staff will push out tentative dates for additional meetings to the Committee for consideration. Once the dates are confirmed, they will be added to the revised Annual Calendar Activities. Meeting frequency can be adjusted as needed to meet the needs of the CBOC.

6.0 COMMUNICATIONS

- **Communications documents format review**

Examples of online and mailer bond progress reports and annual CBOC reports were shared with the Committee. Staff recommended the annual report should be provided as a mailer document to reach the greater community. Publication as a companion document to other agency publications in the city is being explored. Paper copies will be provided at the public library and school sites. Other recommendations include online publication on the District's website, with links to the documents and more information via school site committees, newsletters, and school email blasts. Updates to the draft documents/templates will be brought back to the Committee for review.

7.0 FINANCIAL INFORMATION

Mr. Sorrera reported the annual audit report for year ending June 30, 2017 is still underway. Completion is anticipated for late February. The audit report for the bond funds will be presented to the Committee at a future meeting once it becomes available

8.0 PROJECT UPDATES

Ms. McNeely provided a brief update on Cottonwood Creek School. The project is moving forward and on track for anticipated fall 2018 opening.

Plans for the proposed Engineering and Science Building Project at Dublin High have been submitted to DSA and are undergoing review. Completion of the review process and approval of plans is anticipated for summer 2018. CEQA review of the project is currently underway. Completion of the environmental study process is also anticipated for summer 2018.

9.0 MATTERS INTRODUCED BY THE COMMITTEE

Chair Miller called for matters introduced by the Committee. Hearing none, this item was closed.

10. OTHER

Ms. McNeely informed the Committee of two upcoming work study sessions with the Board of Trustees. Topics will include discussion of available construction delivery options, and updates to the architect pool to include three additional firms to work with projects within Measure H.

The Board will receive updated information regarding enrollment and demographic projections for the District in February.

11.0 NEXT MEETING DATE

TBD

12.0 ADJOURNMENT

There being no further business before the Committee, a motion was made by Ms. Qureshi, seconded by Ms. Nomani, to adjourn the meeting at 7:35 pm. Motion was carried.