

**SAN JUAN UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE (COC)**

Cowan Fundamental Elementary School

November 29, 2016

6:30 pm



SJUSD COC MEETING MINUTES

Committee Member	Present	Absent	SJUSD Staff	Present	Absent
Eric Bakke – Chairperson – Parent Rep	X		Greg Paulo – Board Member	X	
Kip Skidmore – Vice-Chair - Business Community	X		Frank Camarda – Senior Director Facilities, Maintenance & Transportation		X
William Baker – Community at Large	X		Brett Mitchell – Director Facilities Construction & Modernization	X	
Bronwyn Bateman – Senior Citizen Rep		X	Laura Leet – Facilities Construction Manager		X
Mario Rodriguez – Community at Large	X		Cherie Chenoweth – Accounting Supervisor	X	
James Ray - Community at Large		X	Jackie Smith-Administrative Assistant to Brett Mitchell	X	
Vacant – Parent / PTA member			Keith Reid-Communications	X	
David Wolfe – Taxpayer Association	X				
Rebecca Kirk – Community at Large	X				

Others in attendance: Chris Flatt (Nacht & Lewis), Brian Maytum (Nacht & Lewis), Natalie Ghilain (Otto Const.), Allison Otto (Otto Const.), Ronny Kagstrom (KMM), Kirk Rosenkranz (community member), Bill Johal (Kitchell), Butch Jackson (Vanir), Lauri Hawthorne (SJUSD), Aida Gonzalez (SJUSD); Paul Borcharding (ICS)

1. Call to Order, Roll Call, Quorum Count and Welcome Visitors:

Meeting was called to order at 6:42pm, by Eric Bakke.
Jackie Smith took roll; at six (6) members present, a quorum was reached.

The minutes from the September 20, 2016 meeting were approved with a motion by Mario Rodriguez, and a second by Bill Baker.

2. Public Comment

No comments

3. Announcements – Eric Bakke

- **Measure P**-San Juan's new \$750 million general obligation bond was approved by the voter's within the SJUSD community, with 68% approval. With its passage, the Citizen's Bond Oversight Committee will monitor Measure P as it has all prior bond measures.
- **Committee Membership**-The Board of Education passed a motion which prohibits an individual from participating in multiple committees. Ms. Jeanette Nunez, who sits on multiple committees, had the option to stay on the COC or continue her activities on another committee. She opted to maintain her role in another committee, thus creating a vacancy on the COC. The "Parent / PTA Member" position is now vacant. Keith Reid to reach out to PTA newsletters and groups to advertise the position.
- Eric Bakke will be doing his quarterly report at the December 13 board meeting.

4. Staff Announcements – Brett Mitchell

- **Prioritization and immediate District needs**-There are three design-build projects anticipated, going to the Board for delivery method approval in December: Greer, Dyer-Kelly and Del Paso Manor Elementary Schools.
- **Class size reduction (CSR)**-Six sites were recently submitted to the Facilities Department for assessment. Each site is requesting a need for 1-2 classrooms. CSR needs will be addressed utilizing mainly portable classrooms with an estimated placement not to exceed three years.
- Brett Mitchell gave a brief presentation on how the Facilities Department conducts needs assessments at school sites. Factors identified that contribute to identifying immediate needs include, but are not limited to: Facilities Master Plan (FMP) assessments, percent of utilization, age of the facility and how much money has been spent previously at the school site.
- **Program Update-**
 - Program software-The Facilities Department is looking into construction management software to aid in the management of multiple projects. SJUSD has been invited to view programmatic software with one of the District's vendors.
 - SJUSD is in the process of renegotiating the current contract with DLR Group so the FMP can be revisited and also to obtain their help with design-build documents.
- **Construction Costs**-During the September COC meeting, a Committee member asked Mr. Mitchell to conduct a cost comparative between traditional construction practices versus Project JOE projects. The cost to build a traditional construction project (Churchill Middle School) was \$384 per square foot. The cost to construct a Project JOE project (Greer Elementary School) was \$404 per square foot. While the cost was higher to construct the Project JOE project, the time to construct Churchill was significantly longer, due to its significantly larger scope.
- **Signature Project Update**-On the east end of the District, two high school signature projects are underway, Bella Vista and Rio Americano; structural steel is beginning at both sites. Our next Committee meeting will be at El Camino High School, site of the third signature project. It is noted that Bella Vista High School received almost \$3 million in state funded AB300 seismic money.

5. Status Report – Cherie Chenoweth

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- Cherie Chenoweth introduced two of her staff in attendance: Lauri Hawthorne, accounting and project set up, and Aida Gonzalez, purchasing and accounting.
- Ms. Chenoweth discussed how the Bond Department having its own accounting and purchasing department leads to more efficiencies overall.
- Ms. Chenoweth presented and discussed the Project Status and Funding Analyst reports provided. Ms. Chenoweth noted that Pre-Closeout will no longer be used as a project status, as it has been replaced with Punch (Construction). This status designates a project that is nearly complete, but there still remain a few items to be completed. These projects will show up on the Committee's status reports, where Pre-Closeout projects did not.
- Ms. Chenoweth plans to provide the quarterly financial reports next COC meeting, January 17, 2017.

6. Construction Update – Ronny Kagstrom, KMM

- Wireless Access Point (WAP) projects are currently at 21 campuses in either bidding or the quote stage; there are four campuses in the final phases of construction. Equipment for these projects are 80% covered by E-Rate, which is federal funding.
- Ronny Kagstrom discussed site wide projects which include fire alarms, intrusion, intercoms, clocks, and camera security. The last three schools in the district are being updated now. Three sites are in punch after summer construction; two more projects are finished and being closed out. District wide, these site wide projects are on schedule as originally intended.

7. New Business

- A Committee member asked if the COC could evaluate the cost of materials used in projects. The COC will coordinate with the Facilities Department to evaluate if there may be potential cost savings in the selection of materials used in construction projects.
- A Committee member suggested the COC hold its meeting on a quarterly basis as opposed to the current meeting schedule of every two months. The Chair agreed to review the request and will bring a report back to the Committee at the January 2017 meeting.
- The Chair's quarter Board reports to be uploaded to the COC webpage.
- Next meeting will be January 17, 2017 at El Camino High School, in the library and music rooms.

Meeting adjourned at 7:35pm.