



Berryessa Union School District
BOND OVERSIGHT COMMITTEE MEETING

AGENDA

Tuesday, September 5, 2000
7:00 p.m.
Berryessa Union School District Office
1376 Piedmont Road, San Jose, CA

I. CALL TO ORDER AND ROLL CALL

II. AGENDA ITEMS

Items to be added or deleted according to G.C. 54954.2

III. CONSENT AGENDA

APPROVAL OF AGENDA

APPROVAL OF MINUTES *The Committee will review the minutes of the June 27 and August 1, 2000 Meetings for any adjustments and adoption.*

PUBLIC COMMENTS

BOARD CONSIDERATION

ACTION

IV. COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

V. REPORTS

A. Staff Reports

1. Revised Draft of the Mission Statement/By-Laws

The Committee will review and take action on proposed statement.

PUBLIC COMMENTS

COMMITTEE CONSIDERATION

ACTION

2. Review of Financial Reports

The Committee will be asked to review the Construction Information Report.

PUBLIC COMMENTS

COMMITTEE CONSIDERATION

INFO/ACTION

BOARD OF TRUSTEES

Susan Brooks

Nicholas Chernoff

Liz Chew

Linda Hermann

Rudy Nasol

3. **Status of Modernization Projects**
A Staff report will be given on the status of each of the current projects and school tours.

PUBLIC COMMENTS

COMMITTEE CONSIDERATION

INFO/ACTION

4. **September Committee Report to Board of Trustees**

Review of draft agenda item including mission statement, by-laws and project prioritization.

PUBLIC COMMENTS

COMMITTEE CONSIDERATION

INFO/ACTION

V. ADJOURNMENT

5. Future MEETINGS

Nov 1st 7⁰⁰

BOND OVERSIGHT COMMITTEE MINUTES
TUESDAY, AUGUST 1, 2000
7:00 PM DISTRICT OFFICE BOARD ROOM

The meeting was called to order at 7:00 p.m. Members of the Committee in attendance: Susan Cassens, Ken Cook, Robert Garcia, William Hughes, Sharon Morales, Barbara Sem. District Staff in attendance: Pamela Dayhoff, Geraldine Harge (Superintendent), June Rono. Guest: Lee Salin (HMC Architects), Ted Galvin

Pam Dayhoff welcomed Gerry Harge, the District's new superintendent, to the meeting.

Barbara Sem stated that she is resigning from the committee because she is relocating. Pam thanked Barbara for all the support she has given to the district.

The Committee did not have a quorum because only 5 members were present, therefore a formal vote could not be taken. Pat Stelwagon has contacted the Berryessa Sun to advertise that additional Bond Committee members are needed. Pam will ask the principals to identify potential members for the Committee.

The Mission Statement was reviewed. The following are recommended changes:

Under Terms of Office and Duration of Committee "Any member who misses two consecutive meetings....." add "Without notification to the District's Business Office".

Add Vice-Chairperson to the list of officers and that the Vice-Chairperson will serve in the absence of the Chairperson.

Pam will distribute the revised Mission Statement at the September meeting.

Construction Accounting Report #4 was distributed for the Committee's review. Pam thanked Mr. Garcia for coming in to see her so he could have a clear picture of the financial data. Pam requested the members to bring their copies of Construction Report #4 to the next meeting. Pam will distribute a description of all of the capital building funds and all of the funds referred to in the document.

June Rono distributed a memo dated August 1, 2000, giving an update on the modernization projects and interim housing. At this point there should be no problem with interim housing being ready for September. Termites were found at some of the sites. June Rono will conduct a tour of the modernization projects for the committee members on Friday, August 18 at 9:00 a.m. and also on Monday, August 21 at 9:00 am. The tour will start at Piedmont Middle School.

Lee Salin distributed a "Schedule to Complete" dated 7/24/00 for Buildings E, F, & G at Piedmont Middle School.

The Committee is planning on making a report to the Board of Trustees at its September meeting. A draft agenda items, including mission statement, by-laws and project prioritization (primarily with bathrooms and drinking fountains being the priority) was distributed for review. June is putting the cost of bidding that project outside of the total modernization project, for the committee to review.

The next Committee meeting is on September 5 at 7:00 p.m. The agenda will include the following items for action: approval of mission statement and by laws, approval of Board of Trustees agenda item requesting the Board authorize modernization of bathrooms and drinking fountains prior to state approval of funding for all the schools in the district. Items for review include review of financial reports and discussion of the tour of the schools.

The meeting adjourned at 7:50 p.m.

Berryessa *Sun* Article for August, 2000
from Pat Stelwagon 408.923.1812

MEMBERS NEEDED FOR BUSD'S BOND OVERSIGHT ADVISORY COMMITTEE

With the passage of Measure B last year, Berryessa Union School District's Board of Trustees established a Bond Oversight Advisory Committee and selected members in February, 2000. However, members moving from the area and career changes have created some vacancies on the Bond Oversight Committee. The members of this committee represent the entire community and make reports to the school district's Board of Trustees. Applications for committee membership are available at the Berryessa District Office (1376 Piedmont Road). If you would like more information regarding the Bond Oversight Advisory Committee, or an application, please contact the Superintendent's Office at 408.923.1810 or through email at gerry.harge@berryessa.k12.c.a.us.

The application is short and only requires that the applicant live within the Berryessa Union School District's boundaries; employees of Berryessa Union School District are not eligible. The Bond Oversight Committee meets at least twice a year.

TO: BOARD OF TRUSTEES

FROM: Geraldine M. Harge
Superintendent

PREPARED BY: Pamela Dayhoff, Associate Superintendent
Business Services

DATE: September 19, 2000

RE: ITEM # : Bond Oversight Committee Report

BACKGROUND

The Bond Oversight Committee was authorized by the Board of Trustees at its ~~Jan. 11~~ meeting. The Committee has convened on May 23, 2000, June 27, 2000 and August 1, 2000. The Committee elected a chair, Robert Susich, adopted its mission statement and by-laws, reviewed financial report formats, and received status reports on the modernization projects. In addition, the Committee makes the following recommendations to the Board of Trustees:

- Signs be put up at all the construction sites indicating that school modernization is being funded by Measure B money
- Bathroom and drinking fountain upgrades are a priority at *all* schools
- The Board of Trustees authorize the district to proceed with soliciting bids to complete all the bathroom and drinking fountain upgrades prior to approval for state funding for the Phase II schools.

RECOMMENDATION

It is recommended the Board of Trustees review the Bond Oversight Committee's adopted mission statement and by-laws and authorize the administration to proceed with soliciting bids for bathroom and drinking fountain upgrades for the Phase II schools, using the bond money as the funding source.

BERRYESSA UNION SCHOOL DISTRICT
BOND OVERSIGHT COMMITTEE
MISSION STATEMENT AND BY-LAWS
REVISED DISCUSSION DRAFT

Mission Statement

The Bond Oversight Committee ("Committee") shall *be a communications link to the community*, shall monitor the Berryessa Union School District's ("District") use of bond proceeds and provide advice to the Governing Board to ensure that bond funds are spent only on school improvements as authorized by the bond measure adopted at the November 2, 1999, election, including the following:

- improving health and safety conditions of neighborhood elementary and middle school sites;
- relieving classroom overcrowding;
- replacing inadequate or unsafe electrical and heating systems, roofs, plumbing and sewer systems;
- repairing, constructing, and acquiring classrooms; and
- obtaining eligibility for state funding for construction and renovation.

Membership

The Bond Oversight Committee consists of twelve (12) members appointed by the Governing Board. Members must be parents or other community members who reside in the District. The Committee shall include four members who represent the school attendance area for Morrill Middle School or its feeder elementary schools, four

members who represent the school attendance area for Piedmont Middle School or its feeder elementary schools, and four members who represent the school attendance area for Sierramont Middle School or its feeder elementary schools. If, at any time, a member ceases to be a resident of the District, the member shall be ineligible to serve, and the member's position shall be vacant. *Employees of the District are not eligible to serve on the Committee. Owners and employees of companies working or bidding on bond-funded projects are not eligible to serve.*

Selection Process

Persons seeking membership will be subject to the completion of an application, screening, selection and appointment by the Berryessa Board of Trustees.

Term of Office and Duration of Committee

Each member shall serve a two-year term, and may be reappointed to succeeding terms without limit. *Any member, who misses two consecutive meetings or more than fifty percent of a year's meetings without prior notification to the District's Business Office, will be removed from the committee.* The Committee shall continue in operation until all bond funds are spent.

Officers

The Committee shall elect a chairperson, *a vice-chairperson*, a secretary, and other officers it deems appropriate. The chairperson shall preside over meetings, and prepare and approve meeting agendas. *The vice-chair person shall serve as chairperson in the absence of the chairperson.* The secretary shall post meeting agendas as required by law

and District policy, and record minutes of each committee meeting.

Meeting Procedures

All meetings shall be open to the public and conducted in accordance with the Brown Act (Government Code Section 54950, et seq.) and District policy.

Seven members shall constitute a quorum. The Committee shall not take any action in the absence of a quorum. All decisions shall be made on the basis of consensus. If consensus cannot be reached, decisions may be made by a majority vote of the Committee's membership.

The Committee shall meet twice a year, or more frequently as the Committee deems appropriate. The Committee shall report to the Governing Board at least twice a year, or more frequently as the Committee or the Governing Board deems appropriate.

The Superintendent, or her designated representative, shall assist the Committee, and be present at all Committee meetings.