

MINUTES OF THE CBOC MEETING:August 9, 2007
135 Van Ness Avenue, Room 209

Facilitator: Jim Quadra

Committee Members Present: Patricia Crawford Jim Quadra
Craig Issod Tom Moore
Nan McGuire

Committee Members Not Present:

Interested Parties Present: Tom Brewer Maureen Shelton
Joe Grazioli Leonard Tom
Richard Pio Roda

Minutes prepared by: Susan Ortega-Resurreccion

1. Jim Quadra presided over the meeting.**2. Roll call.****3. Minutes of May 24, 2007 meeting was unanimously approved.**

Craig requested update on item #6 discussed from previous meeting with regards to an informal meeting between Jim Quadra and the City Attorney. Jim Quadra responded that the meeting was not set up. He has not received a status report from Miguel Marquez. Jim proposed to have progress report or update to be presented at the committee meetings.

Another item pointed out is the number of members valid for a quorum. All committee members agreed that the valid number is 5, not 4 (stated from 08-09-07 meeting).

4. Public Comments:

NONE.

5. Program Status Reports from:**• Chair – Jim Quadra**

Jim Quadra will discuss membership later part of the meeting.

• Chief of Facilities – David Goldin

NONE

• Bond Program Manager – Leonard Tom

Move up discussion on item #10 of agenda, "Discussion of Threshold for the Next Audit".

6. Discussion of threshold for the next audit.

Tom Brewer from VTD is present to discuss preparations for the 2006-2007 audits. He is to find out if the committee has any modifications with regards to the thresholds of the 2005-2006 audits. There were several questions and suggestions on the thresholds. The committee agreed to continue with the Agreed Upon Procedures in lieu of the Performance Audit.

Tom relayed to the committee some problems that came up during the previous audit, such as repetitive vendor from the samplings. Discussions went on how to avoid these problems.

The committee concluded to have the thresholds to remain the same as from the previous year. The guideline for the threshold on auditing was concluded to 70%, for transactions \$30K and below, 100% of salaries, and samplings to include \$1,500 and below. The committee wants to see included as part of the audit report an expenditure report by project.

6. Program Status Reports from: (continued)

• **Bond Program Manager – Leonard Tom**

Leonard reported on the project status. He informed the committee that there were no unforeseen problems on school opening day. All elementary schools were essentially complete by end of summer except for Malcolm X. Lincoln HS Modernization and New Classroom Building project will be out to bid in a couple of months at an estimate of \$28M. John O’Connell HS project was on hold due to uncertainty if there is sufficient funding programwide. The O’Connell project is for the unoccupied space which is not related to the Lopez case and is not on a priority schedule.

The Bond Program staff met with the Lopez plaintiff and the judge on the 7 projects scheduled for 12/2007. Leonard also reported about the status of the greening schoolyard projects.

7. Update on monthly financial report.

Leonard updated the committee on the financial report – May, 2007 (emailed to the members). He indicated that the financial report showed some negative due to pending reimbursements from state funds and reduction on budgets of 4 schools. A member asked about getting an accurate forecast from the report. Leonard suggested looking at the history for accuracy. Question of reviewing performance of projects to budget arose. The financial report did not show original budget for projects that were modified. Leonard informed committee of another report from Impact, a Project Management software provided by the PEA, which showed original budget for each project. The committee wants to see a summary report similar to the impact report at the end of year. Leonard pointed out Lowell HS as an example of a project that has a big discrepancy on the current budget in comparison from the original budget. Original was \$4.8M, procured at that time in order to get the numbers for the propose bond and as there was a new wing being built. Original analysis by PEA was \$29M, as possible work. Current budget is \$13M, to have minimum work for accessibility and fire life safety. Leonard also reported on the state funds received and potential state funds for Lincoln HS New Classroom Building.

Leonard informed the committee on the status of the 2006 Bond. 30 projects were assigned to 15 architectural firms. The Bond department is in process of soliciting survey, geotech and industrial hygienist services. He finds that there are a lot more complications and challenges for the 2006 Bond projects, such as relocating CDC’s (which are year-round), funding resources for charter schools, how to approach construction on a vacant building (closed schools – Cabrillo ES, De Avila) and lease sites (Presidio CDC), combined schools in 1 site, and delay construction phase for a year or more but proceed with design phase in order to get state funding, due to Lopez precedence on some schools.

• **Greening Program Status – Nan McGuire**

Nan McGuire reported about a possible breakthrough with the principals. A meeting with principals districtwide will be held on “What Greening is about?” She also noted that there was a state grant and 81 schools have applied for the \$2500 grant.

8. Brainstorming on Community Outreach.

This was tabled for next meeting.

9. Follow up on discussion on membership/potential committee members.

Leonard had been in touch with a couple of potential members, Lourdes Garcia, an architect by profession and a parent with a child in the District, and Walter Haub, a retired B&G employee and a member of UASF.

10. Report on the June 12th board meeting re: audit report.

Craig Issod and Nan McGuire presented the resolution for the audit report to the board on June 12th meeting. There was a question on salaries by one of the board members, but the resolution was accepted.

11. Proposed Schedule and Agenda for Next Meeting.

- 1) Discussion of Lopez case.
- 2) Brainstorming on community outreach.
- 3) Follow up on the discussion of membership/potential committee members.
- 4) Tom Moore requests to see a recent example of the impact report.

Next meeting will be on November 15th at 5:00PM.

Meeting was adjourned.