

**NOVATO UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE**

**Wednesday, June 13, 2007
5:00 – 7:00 PM
Room 107**

DRAFT MINUTES

Members Present: Tom Cooper, Paul Deloria, Tom Meehan, Dean Moser, Scott Raymond, Jack Watson

Others Present: Dave Ashe, Construction Manager; Michelle Howard, Project Coordinator; John Silvestrini, Director of Facilities/Construction

1. CALL TO ORDER

Committee Chair Dean Moser called the meeting to order at 5:10 pm.

2. PUBLIC COMMENT

There was no public comment.

3. ACTION: Approval of the Minutes

The minutes of the Citizens' Oversight Committee meeting of March 14, 2007 was approved as amended.

4. STAFF REPORTS:

• **Bond Update:**

We are currently in the final phase of construction at San Ramon. The B pod will move in during spring break. Demo of A pod will also begin spring break. The last phase is the library and that will begin this summer. Demo of library started last week. Casework is running a little behind but everything seems to be on schedule. We are in bidding phase with San Marin Bleachers and Novato High Field. Staff will begin moving modernized classrooms this Friday and end Sunday.

• **Master/Expenditure Budget Update:**

Staff provided the committee with a master/expenditure budget report. The reserve has increased to \$15M mostly due to the low bid of San Marin Modernization phase 3. The estimate was \$4.5M and the bid came in at \$2.9M. It was stated that there has been questions concerning the money allocated for MSAT/charter. The Board would like to know if these funds could be used for other Bond projects.

5. DISCUSSION

• **Introduction of New Member, Scott Raymond:**

Committee Chair, Dean Moser, introduced the newest member to the committee Scott Raymond. Scott has two children that attend San Ramon School. His wife, Lisa, is also a teacher at San Ramon.

- **Survey Report:**

Staff provided the results of the Bond Survey. We received positive comments. There were some comments about the timeline and overruns of projects. We received a total 171 survey responses. The majority of responses came from District staff with 65%. Parent comments were 21%, and 10% from the community. The committee decided that there will not be a need to compile another survey for next year.

The committee requested staff to compile the reoccurring comments and present them to Construction Committee.

- **School Visits:**

Committee Chair requested that all members make a point to visit their respective school prior to the September tour. Each member was asked not to go on site without an escort from Bond Department. Each member must contact Dave Ashe to set up a time for tour. Please give Dave several days notice for tour.

- **05/06 Financial Audit:**

The financial audit was given to the committee. The committee will review the report and bring any questions to the next meeting.

6. OPEN AGENDA

- Staff stated that the dates for next years meeting will be confirmed and sent out via email.

7. ITEMS FOR THE NEXT AGENDA

- There were no items for the next agenda

8. ADJOURNMENT

The Committee voted unanimously to adjourn the meeting at 6:40 pm.