

**CITIZENS' OVERSIGHT COMMITTEE
MEETING MINUTES**

December 13, 2023, 12:00 PM
Britton Middle School Room A109
80 W Central Ave.
Morgan Hill, Ca 95037

A. Morgan Hill Unified School District Citizens' Oversight Committee

B. Call to Order

The meeting was called to order 12:11 pm

1. Roll Call

Committee Member Attendees

Kathy Napoli

Staff Member Attendees

Penny Timboe, Asst. Superintendent Business Services

Jackie Schaefer, Director Bond Programs

Tom Herrington, Construction Project Supervisor

Robert Orlando, Construction Project Supervisor

Tricia Campbell, Executive Assistant to the Asst. Superintendent

There were not enough members in attendance for a quorum.

C. Public Comment and Communication

There was no public comment

D. Discussion / Information and / or Action

1. Attendance and Committee Positions

President Kathy Napoli asked about attendance. Tricia Campbell said that 2 other members had RSVP'd yes, two RSVP'd no, and she was unable to get a response from the other two members via email or phone. Discussion was held regarding upcoming open positions, committee participation and whether we need to post for positions. Tricia shared the bylaws which state in Section 5.6 "The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy." Tricia had reached out to Mathew Vargas earlier in the month to ask if he was interested in another term as his is expiring February 2024. He has not yet responded. Kathy asked Tricia to send an email to all committee members with their attendance records, asking if they want to continue being on the committee, and sharing the attendance bylaws policy. Based on the responses, Penny Timboe will speak to the Superintendent to see how the Board would like to proceed.

Approval of Minutes September 20, 2023

The minutes could not be approved at this time as there were not enough members in attendance for a quorum.

2. Expenditure and Variance Reports

Jackie Schaefer, Bond Program Director, presented the expenditure reports. Series B is at 97% and we are living on the interest. Series C is at 29% and interest funds were added to the available funds. We are hoping to have savings in order to do the floors and bleachers in Britton's gym. Penny asked about the timeline and Jackie responded that Britton will be done in May 2024 as we are waiting for the final bills to come in. We saved money on the LO gym modernization as we hired people directly to save money and we got good pricing. We are hoping to paint the exterior of the gym in the beginning of 2024. Britton is on schedule and they are starting to do the finishes and purchase furniture. Live Oak HVAC Phase 1 was completed last summer, they will do the second phase this summer and finish in the summer of 2025. OPSC funds of \$4.747m are undedicated at this point and Jackie informed the Board during her presentation at the last Board meeting. Kathy asked Jackie to let her know when she will be presenting to the Board as Kathy would like to attend.

3. COC Update and Upcoming Projects

Jackie Schaefer, Robert Orlando and Tom Herrington presented the annual report for review and discussed upcoming projects.

Robert covered the Britton Middle School project updates and stated that we are on track to finish a bit early which will give us plenty of time before moving in the first week of school. The street side doors for the student union are locked during school hours as there is no gated access that can be locked. Kathy expressed her concern about the wall of glass and security/safety related to run/hide/defend. Robert explained that the window shades on the glass in front of the building can come down with the ones at the lower level being manual and the higher levels being electric. The glass in the study pod is textured so you can't see inside of it from the outside but those in the room can see out. The food service area is self-serve with either packaged food or fresh grab and go options. If needed, a food service employee can be there. Framing is in progress and the abatement is complete.

Tom Herrington discussed his projects including the camera installations which are complete at Los Paseos and JAMM. Walsh and SMG installations will start in the next couple of weeks. Installations have been taking about a week per site which is very quick. Planning to do some over spring break and to have all K-5 sites complete this year. The costs are encumbered in the current year and budgeted. Jackie and Penny will meet to go over budgets later. \$100k per school is allotted. Penny is also looking at the technology infrastructure budget. Kathy asked how the camera pilot was going and was told that once the cameras are installed they are ready to operate and those with access can see them immediately. The LO gym has new floors, graphics, paint, and bleachers (which accordion in and are collapsible with 2 controls – the sides are permanently attached so kids cannot get under the bleachers). The yellow tile on the outside of the building is being replaced with 2 shades of grey.

Kathy mentioned that PA Walsh also needs attention.

4. Future Meeting Dates and Locations

Our next meeting will be March 13 in the same location. We will plan to do a walk around tour at the end of that meeting.

E. Adjournment

The meeting was adjourned at 1:08 PM