

**MENLO PARK CITY SCHOOL DISTRICT**  
**CITIZENS' BOND OVERSIGHT COMMITTEE - REGULAR MEETING**

**Draft Minutes**

Tuesday May 31, 2016  
4:00-5.00 p.m.  
District Office  
181 Encinal Avenue, Atherton, CA 94027

Regular Bond Oversight Committee meetings are open to the public. Prior to any final action being taken on any item, or prior to moving on to a new item, members of the public in attendance are invited to address the Committee regarding items under consideration.

**I. CALL TO ORDER AND ROLL CALL**

The Citizen's Bond Oversight Committee was called to order at 4:07 p.m. Committee Chair Rutsky, Committee members Brahama & Craig, Chief Business and Operations Officer Sheikholeslami, and Director of Finance Frederiksen were present.

**II. REVIEW AND AMEND THE AGENDA**

Amendments to the agenda may be made at this time.

**III. COMMENTS FROM THE AUDIENCE**

There were no comments from the audience.

**IV. CONSENT AGENDA**

**Approval of Items on the Consent Agenda**

A. Approval of Bond Oversight Committee Meeting Minutes – February 3, 2016

The minutes from the February 3<sup>rd</sup> meeting were approved with no amendments. It was moved/seconded (Craig, Rutsky) and the Committee unanimously approved (3/0) the May 31, 2015 Consent Agenda.

**V. REPORTS/DISCUSSION ITEMS**

**A. Construction Update**

Laurel School Upper Campus- CBOO Sheikholeslami shared with the committee that work on Laurel Upper campus is 50% complete. The work at is scheduled to be completed by the end of September 2016. The first date of classes scheduled in the new campus is October 17<sup>th</sup>, 2016. While there is a significant amount of work to be done Sheikholeslami is confident that it will be completed in the expected timeline. Projects currently underway included sheetrock installation, and painting. Updates also came in in regards to neighbor relationships and overall positive feedback from community. Sheikholeslami indicated that budget revisions must go to board for approval. An increase of \$371,000 increases is being asked for the Laurel Upper Campus budget. Contingency is decreasing but this is due to monies being spent and accounted for in specific areas of the project budget. The revisions will be submitted for Board approval.

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**B. Review Expenditures Report/Budget Adjustment Request and Construction Report**

Budget Adjustment Request- The Budget Adjustment Request and Construction Report was presented by Sheikholeslami. The Bond is generating 23 million dollars towards the project. The remaining funds for the project are coming from previous program provided funds and developer fees in addition to capital improvement funds. It was suggested that from a publicity standpoint, it may be wise to tell people how much the actual cost will be so they are not surprised at the end of project. It was clarified by Sheikholeslami that our operational budget is separate from the funds that are being used to fund this project.

**C. Recruitment**

The group discussed running advertisements at start of school year to recruit more members to the committee.

**D. Miscellaneous Discussion Items**

Additional items discussed by the committee were as follows; pickup and drop off procedures, safety plan for bikers and walkers, addition of sidewalks and no parking signs in neighborhoods surrounding the school, change orders and their approval and legal building occupancy.

**E. Site Visit to Laurel School Construction Site**

275 Elliott Dr. Menlo Park, CA 94025

The group drove separate vehicles to the construction site where Sheikholeslami gave a tour.

**VII. ADJOURNMENT**

A. Meeting was adjourned at 5:27pm.

Copies of materials for the Committee meeting are available at the District Office prior to the Committee meeting. The District Office is located at 181 Encinal Avenue, Atherton, California.

Bond Oversight Committee meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Superintendent at least seven working days before the meeting by telephone at 321-7140 or by fax at 321-7184. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.