

**MINUTES OF THE
MENLO PARK CITY SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE**

Regular Meeting - January 9, 2007

Board Room
District Office
181 Encinal Avenue, Atherton, California

CALL TO ORDER AND ROLL-CALL

The first Citizens' Bond Oversight Committee meeting was called to order at 4:10 p.m. Committee members Mark Box, Mark Gilles, Mary Beth Suhr, Robert Collins, and Les Koonce were present; Carey Pickus was absent.

Members of the Citizens' Bond Oversight Committee introduced themselves. District staff, including Superintendent Ken Ranella, District Bond Program Manager Ahmad Sheikholeslami, District Architect Erwin Lee of Deems, Lewis & McKinley, and Construction Manager Ralph Caputo of RGM, introduced themselves.

STAFF REPORTS

Project Manager's Report

Ahmad Sheikholeslami reviewed the roles and responsibilities of the Citizens' Bond Oversight Committee. Requirements set by the Committee's By-laws and Proposition 39 were discussed. The By-laws require the Committee to provide an annual report to the District Governing Board indicating the District is in compliance with Article XIII A, Section 1(b) (3) of the California Constitution along with a summary of their proceedings and activities. In order for the Committee to be able to do its work it will have access to District records as needed and staff will provide information and support.

The Program Manager provided members of the Committee a copy of the Citizens' Bond Oversight Committee By-laws which were approved by the District Governing Board, Resolution 05.06.16 authorizing the Bond, Bond Project List, a copy of Article 13A of the California Constitution, information on the Brown Act, and Form 700, Statement of Economic Interest. Each Committee member is to complete Form 700 and return it to the District by January 26, 2007. The Program Manager reviewed the Brown Act which governs the proceedings of this Committee.

The Program Manager provided the Committee with an overview and update of the Bond Program. Currently, the District is preparing a Bond Master Plan which will be submitted for approval by the Governing Board around April 2007. Included in the Master Plan will be the program budget, program schedule, project scopes of work, and schematic plans for the proposed work. The District is working on identifying summer projects and will begin design work for those projects in the coming months. The District is also in the process of making its first Bond sale for approximately 35 million dollars. For the next meeting, the District will request Charlie Feinstein with KNN Public Finance to make a presentation to the Committee on the Bond sales process.

ACTION

SELECTION OF COMMITTEE MEMBERS TO SERVE 3 YEAR TERM

The following committee members were selected to serve an initial (3) three year term as required by section 5.4 of the By-laws:

Mark Box
Mark Gilles
Robert Collins

SELECTION OF CHAIR AND VICE CHAIR

As required by Section 9 of the By-laws, the Chair and Vice Chair were chosen. The Chair and Vice Chair were elected by a unanimous vote (5/0) of the Committee members that were present.

Chair: Les Koonce
Vice Chair: Mark Box

REQUEST TO CHANGE SECTION 9 OF THE BY-LAWS

It was moved/seconded, and the Committee unanimously (5/0) approved that the District's Governing Board be requested to amend Section 9 of the By-laws as follows:

Chair and Vice Chair to be a one-year term rather than a two-year term; and that the Vice Chair would normally succeed the chair annually.

Superintendent Ken Ranella will request this action at the Regular Meeting of the Governing Board on January 16.

The committee scheduled the next two meetings to be held at the District office as follows:

- April 4, 2007 – 4:00 P.M.
- June 5, 2007 –4:00 P.M.

ADJOURNMENT

The meeting was adjourned at 5:45 p.m.

SIGNED:

DATED: