

Oakland Unified School District

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Meeting Minutes Long - Final

Tuesday, January 19, 2016

6:30 PM

**KDOL TV Studio, B-237, Met West High School Entrance, 314 East 10th Street,
Oakland, CA 94606-2291**

Measures A, B, and J Independent Citizens' School Facilities Bond Oversight Committee

Shiree Teng, Chairperson

Ariel Bierbaum, Vice Chairperson

Farrah Wilder, Secretary

***Members: Cesar Escalante, George Holland, Chanu Lee, Gerald Green, Andrea
Dawson, Joyce Nilo***

A. Call to Order

Chairperson Shiree Teng called the meeting to order at 6:39 P.M.

B. Roll Call

Present 7 - Member Joyce Nilo
Member Chanu Lee
Member Gerald Green
Vice Chairperson Ariel Bierbaum
Member Andrea Dawson
Member Cesar Escalante
Chairperson Shiree Teng
Absent 2 - Member George Holland
Secretary Farrah Wilder

C. Adoption of Committee Minutes



[16-0186](#)

Minutes - Measures ABJ Committee - Regular Meeting - November 17, 2015

Approval by the Measure ABJ Committee of its Regular Meeting Minutes of November 17, 2015.

Attachments: [16-0186 Minutes - Measures ABJ Committee - Regular Meeting - November 17, 2015](#)

A motion was made by Member Dawson, seconded by Member Escalante, that this Minutes, Committee be Adopted . The motion carried by the following vote.

Aye: 7 - Member Joyce Nilo
Member Chanu Lee
Member Gerald Green
Vice Chairperson Ariel Bierbaum
Member Andrea Dawson
Member Cesar Escalante
Chairperson Shiree Teng

Absent: 2 - Member George Holland
Secretary Farrah Wilder

Non-voting: 0

Enactment No: 16-0219

D. Speaker Request Cards/Modification(s) To Agenda

None.

E. Unfinished Business



[15-2379](#)

Facility Site Visits - December 4, 2015

A report by Chair or designee of the Measures ABJ Committee on the December 4, 2015 Facility Site Visit to Claremont Middle School and Elmhurst Middle School.

9:00 A.M.
Claremont Middle School
Kitchen and Cafeteria Project
5750 College Avenue
Oakland, CA 94618

10:15 A.M.
Elmhurst Community Preparatory School
Restroom and Paving Project
1800 98th Avenue
Oakland, CA 94603

Attachments: [15-2379 Facility Site Visits - December 4, 2015](#)

Chairperson Teng lead presentation of the report with other members, named below, contributing, with staff responding, as stated herein:

*Claremont Middle School - Kitchen and Cafeteria Project,
Project Manager: Hector DeLeon*

Members present: Chairperson Shiree Teng and Vice Chair Ariel Bierbaum, Farrah Wilder, Gerald Green, Andrea Dawson, and Joyce Nilo (Quorum).

*Staff: Tadashi Nakadegawa, Facilities Director and Linda Floyd, Board of Education Staff
Community: Ken Rice and Robert Gammom, Claremont PTA President*

Project Scope: Replacement of fire-damaged existing cafeteria with new modular interim cafeteria. Work also included demolition of existing portables to allow placement of temporary food service facilities, utility disconnect/connections, hazmat remediation and site preparation. The project is completed.

Andrea Dawson asked about the progress of preliminary plans and options for different buildings schemes that will be presented to the school at Claremont?

Tadashi Nakadegawa said the first project committee meeting was held last week at Claremont Middle School where options and schemes were presented. A follow-up meeting is scheduled for February where the District's best option will be presented.

Gerald Green spoke about the delay and hold-up of the project due to the insurance company and wanted to know if there been any clarification or identification of which funds will be available and how will this impact the District's decision on where to replace the building?

Mr. Nakadegawa said the delay was due in part in getting an acceptable estimate to the insurance company. Still to be determined is whether to replace the building in its current location or replace in another location.

Elmhurst Middle School

Project Scope: Renovation of five student restrooms. One of the Boy's and two of the Girl's restrooms are located in the main building. One of the Boy's and one of the Girl's restrooms are located in the Annex building. This includes demolition, terrazzo flooring, paint, tile wainscot, toilet compartments, toilet accessories, door hardware and signage, plumbing fixtures, light fixtures, and the replacement of toilet fixtures. Project Update The project is complete.

Members present: Chairperson Shiree Teng, Gerald Green, Andrea Dawson and Joyce Nilo (No Quorum)

Chairperson Teng commented that the restroom were "the most beautiful restrooms", calling out the tiles and fancy floors.

Challenges

Andrea Dawson agreed with Chairperson Teng's assessment of the restrooms and said the hand dryers are a good idea. She noted she had a conversation with the principal regarding a lack of restrooms given two schools are on the one campus now.

Tadashi Nakadegawa said it is not an ideal situation. He said this was one of the issues the department struggles with as the District has reorganized how schools operate on existing campuses. He said based on the maximum number of students on the site, the number of restrooms are adequate. But as schools are split on one campus, it is hard to adjust and provide the facilities they need in the location needed.

Discussed and Closed

Enactment No:

F. New Business

16-0178

Report - Construction Management Firm - Request For Proposals

A Report to the Measures ABJ Committee from the Chief Operations Officer on the status of District's Request for Proposals for Construction Management Firm.

Staff presentation by Tadashi Nakadegawa, Director of Facilities.

Mr. Nakadegawa said the responses to the RFP are due on Friday at 4pm. The pre-submittal meeting was held in December where 19 firms attended. The formal question and answer round closed January 4th. The Facilities Department responded to all the formal questions.

Next steps: A review committee will assess the proposals and staff will develop a short list for interviews. In the past, the department has invited outside agencies such as Facilities Managers from Alameda County or other school districts to join District staff on the interviews to have an industrywide viewpoint on best practices when the final selection is made.

Chairperson Teng asked for the estimated timeline to make a final decision for the construction management firm.

Mr. Nakadegawa said the schedule in the RFP calls for the final award recommendation on February 22nd.

Recommendations from the Chair:

- 1. To hire more than one construction management firm for checks and balances.*
- 2. Committee Members have the opportunity to participate in the interview process.*

Chief Operations Officer, Hitesh Haria, said Committee Members can participate in the interviews. He said as dates for the interviews are developed, he will invite Committee Members to participate.

Discussed



[16-0184](#)

Update - Recruitment - Deputy Chief, Facilities, Management & Planning

A Report to the Measures ABJ Committee from the Chief Operations Officer on the status of District's recruitment of a Deputy Chief, Facilities, Planning and Management.

Attachments: [16-0184 Update - Recruitment - Deputy Chief, Facilities, Management & Planning](#)

Staff update by Hitesh Haria, Chief Operations Officer

Chief Haria said the District secured the services of the HYA search firm to assist with the recruitment for the position of Deputy Chief of Facilities Planning and Management. The firm has advertised the position in several publications (Association of California School Administrators, California Association of African American School Administrators, California Association of Latino School Administrators, California Association of School Business Officials, Ed Join, and Ed Week) and on its own national website. On January 21st the search firm will hold several half-hour discussions with District stakeholders to see what characteristics they want to see in the next Deputy Chief of Facilities. Chief Haria invited Committee Members to participate in the discussions. He said participation could be in person at 1000 Broadway or by telephone. The times for the discussions are 10:45-11:15, 2:15-2:45 and 3:45-4:15.

Discussed

Roll Call (Secretary's Observation)

George Holland present at 4:07 P.M.

Present 8 - Member Joyce Nilo
Member George Holland
Member Chanu Lee
Member Gerald Green
Vice Chairperson Ariel Bierbaum
Member Andrea Dawson
Member Cesar Escalante
Chairperson Shiree Teng
Absent 1 - Secretary Farrah Wilder



16-0182

**Measures ABJ (Fund 2122) – Budget to Actual Expenditures, Cash Flow
Projections Through December 31, 2015**

Presentation of the Measures ABJ Bond Oversight Committee (Fund 2122) - Budget to Actual Expenditures, and Cash Flow Projections through December 31, 2015.

Attachments: [16-0182 Measures ABJ \(Fund 2122\) – Budget to Actual Expenditures, Cash Flow Projections Through December 31, 2015](#)

Michael Ezah presented the financial report to committee member for the period ending December 31, 2015.

Follow-up: Mr. Ezah will provide Committee Members with a Change Order Report at the next Committee Meeting detailing change orders by projects for Measures ABJ funds.

Chairperson Teng requested Mr. Ezah simplify the financial reporting and to have key measures the Committee will look at monthly. Committee Member Holland and Chairperson Teng will work with Mr. Ezah to ensure the Committee receives the type of reporting needed for oversight.

Follow-up: Committee Members will present a proposal detailing what Committee Members would like to see in the financial reporting each month at the next Committee Meeting.

Committee Member Dawson asked about the District's bond rating.

Vernon Hal, Senior Business Officer, reported that annual audits of the District have been delayed and that bond rating agencies pulled the District's rating three or four years ago. The District has worked hard to get caught up on its financial audits. The 2013/14 fiscal year audit of the District was submitted on yesterday. The 2014/15 fiscal year audit work has begun and said he anticipates the audit being completed by June or July 2016 at which time the District will be current with its audits. The next step is to meet with the District's financial advisor to work with the rating agencies to secure a rating for the District.

Discussed and Closed

16-0191

Discussion - Measures ABJ Committee - External Channels of Communication

A discussion by Measures ABJ Committee of the development of external channels of communication, including social media, with Oakland taxpayers that encourages transparency about the Committee's work.

Vice Chair Bierbaum said she has a meeting scheduled in two weeks with Isaac Kos-Read, Chief of Communications and Public Affairs, to discuss the District's current channels of communication, how the Communications Department talks about Facilities work and ways the Committee can support that, and figuring out the best platform for documenting the Committee's monthly site visits. The Committee has a webpage on the District's website, but it has not been updated and this may be a venue for distribution of the Committee's Annual Report. Vice Chair Bierbaum Invited less than a majority of committee members to join her in the meeting.

Discussed

16-0194 Measures ABJ Committee - Regular Meeting Date/Time for 2016

Adoption by the Measures ABJ Committee of its monthly regular meeting time, date for 2016.

The Committee voted the third Tuesday of the month at 6:00 P.M. as their regular meeting time.

A motion was made by Member Dawson, seconded by Member Green, that this Motion be Adopted . The motion carried by the following vote.

Aye: 8 - Member Joyce Nilo
Member George Holland
Member Chanu Lee
Member Gerald Green
Vice Chairperson Ariel Bierbaum
Member Andrea Dawson
Member Cesar Escalante
Chairperson Shiree Teng

Absent: 1 - Secretary Farrah Wilder

Non-voting: 0

Enactment No: 16-0220

G. Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Committee

16-0187 Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Committee - January 19, 2016

Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Measures ABJ Committee - January 19, 2016.

None.

H. Introduction of New Legislative Matter

None.

I. Adjournment

Chairperson Teng adjourned the meeting at 8:07 P.M.

Prepared By: _____

Approved By: _____