

# **MILLBRAE ELEMENTARY SCHOOL DISTRICT**

555 Richmond Drive

## **CITIZENS' OVERSIGHT COMMITTEE**

September 25<sup>th</sup>, 2009

### **1.0 CALL TO ORDER at 4:00 p.m.**

Members in attendance: Morse/Gomez/Fama/Quigg/Kenny/Dr. Martin/Shieh/Fong/Venezia

Guests: Kehoe/Lock/Easter/Ascolese

### **2.0 APPROVAL OF AGENDA**

M/S The agenda was unanimously approved.

### **3.0 APPROVAL OF MINUTES OF JUNE 26th, 2009**

M/S The Minutes was unanimously approved.

### **4.0 Introduction of New Member**

Dr. Martin introduced Mr. Scott Fong, who has been appointed to the Committee by the Board as an at-large-member.

### **5.0 Report from Blach Construction and BFGC/IBI Architects**

Paul Kehoe, project executive, reported that Bach Construction has begun work during the summer on necessary repairs, such as trip hazards. Site surveys have begun and Patricia Lock from BFGC/IBI is working to complete a physical review of the properties to identify priority needs and prepare plans for review. Joe Ascolese of Bach will provide day to day oversight on the project.

Armando Gomez asked if the Project Team was accounting for lengthy delays in obtaining construction plan approvals and Mr. Kehoe said that they were fast tracking the planning to meet all deadlines. It is the goal to begin work next summer.

### **6.0 Communication Plan**

Denis Fama reported that he had appeared at the September 14<sup>th</sup> Board meeting to update the Trustees and the public on our activities. He also wrote a brief article in the District Newsletter, to be published shortly. These activities will be continued to meet our obligation for communication to the public and other means such as MCTV and the PTA are being explored. Mr. Fong asked that this be discussed in greater detail at the next meeting.

## **7.0 Brown Act Presentation**

Mr. Keith Breon, an attorney, presented an overview of the key elements of the Brown Act. It is his opinion that we as committee members are covered by the Act.

## **8.0 PUBLIC ADDRESS**

There were no comments from the public. Mr. Christopher Easter was in attendance as an observer.

## **8.5 NEXT COMMITTEE MEETING**

The Chair asked if 4:00 p.m. was a good time for meetings, and the consensus was that a slightly later time might be better. It was agreed that we would try 4:30 p.m.

The next meeting will be on January 29<sup>th</sup> at 4:30 p.m.

## **9.0 ADJOURNMENT at 5:00 p.m.**

Submitted by: Catherine Quigg

Approved by: Denis Fama, Chairman