

# Berkeley Unified School District

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## FACILITIES PLANNING DEPARTMENT

1720 Oregon Street, Berkeley, CA 94703 (510) 644-6066 Fax: (510) 644-8703

Minutes of the Meeting of May 3, 2011

Members Present: Carl Bridgers Susi Marzuola David Goldin Nicolie Bolster-Ott  
Eric Weaver Stephanie Allan Allen Nudel

Administration Present: Lew Jones, Director of Facilities  
Chanita Stevenson, Administrative Coordinator

1. *Call to Order:* The Meeting was called to order at 6:05PM.
2. *Introduction of Members:*  
Members introduced themselves and gave a brief background of their school or committee related experience.
3. *Comments from Members of the Public*  
There were no public comments.
4. *Committee Member Comments:*  
There were no committee member comments.
5. *Election of Officers:*
  - Eric Weaver made a motion to nominate Stephanie Allan to Chair the Committee. The nomination was seconded by Carl Bridgers. The motion was carried with one abstention (Stephanie Allan). Stephanie Allan made a motion to nominate Susi Marzuola to Co-Chair the Committee. The motion was seconded by Carl Bridgers. The motion was carried. Susi Marzuola made a motion to nominate Eric Weaver for Secretary. The motion was seconded by Carl Bridgers. The motion was carried.
6. *Establish Meeting Schedule and Topics:*
  - The Committee discussed meeting monthly at first and then moving to a quarterly meeting schedule.
  - Agenda topics were also discussed. The Committee requested that the attorney attend the next meeting to discuss the duties of the committee for this type of bond. There was also a request for the attorney to provide information regarding the Brown Act.
  - There was a request for a Board liaison for the Committee. Staff explained that Josh Daniels is the Board liaison for the meeting.
  - Staff was asked if there is a website for the Committee. Staff responded that the Facilities Division has a website, but it has not been updated. Information regarding this committee will be posted online in the future.
  - A question was posed to staff regarding bond issuance. Staff responded that the Board approved the sale of \$25M QSCBS Bonds and \$10M additional authorization on April 13<sup>th</sup>. There will be expenses for the bond in this fiscal year.
  - The second Thursday of each month was proposed for scheduled meetings.
7. *Schedule Next Meeting:*
  - The meeting will be scheduled for June 9<sup>th</sup> beginning at 6:00 pm. An email will be sent out regarding scheduling for July. There will not be a meeting in August. Prior to the June 9<sup>th</sup> meeting, a handout will be distributed to the Committee regarding the duties of the committee.
  - There was a request to discuss the required audits in the meeting July.
8. *Adjournment.*  
The Committee adjourned at 6:45 PM.