

MINUTES – May 1, 2018

LOS GATOS – SARATOGA UNION HIGH SCHOOL DISTRICT

MEASURE E CITIZENS’ BOND OVERSIGHT COMMITTEE (CBOC)

Call to Order	The CBOC was called to order by Chairperson, Ms. van Zuiden at 3:30 p.m.
Roll Call	<p>Committee Members Present:</p> <ul style="list-style-type: none">• Ms. Shirley Cantu• Mr. Rick Tinsley• Ms. Michele van Zuiden• Ms. Parul Samdarshi (via conference call)• Ms. Denise Ramon Herrera• Mr. Mike Buncic• Ms. Jill Van Hoesen• Mr. Victor Zhang <p>Committee Members Absent:</p> <ul style="list-style-type: none">• Ms. Cynthia James <p>A Quorum was established.</p> <p>LGSUHSD Staff/Project Management Present:</p> <ul style="list-style-type: none">• Ms. Jane Marashian – Superintendent’s Office• Mr. Tony Palma – Director of Capital Projects• Ms. Rosemarie Pottage – CBO <p>Mr. Tony Palma was introduced as the new Director of Capital Projects, Facilities, Maintenance and Operations and Technology.</p>
Approval of Agenda	<p>Motion 4/17-1: By Ms. van Zuiden seconded by Ms. Van Hoesen to approve the Agenda</p> <p>Motion Passed: 8-0</p>
Public Comment	There was no public comment on items not on the agenda.
Information Items	
Measure E Project Update/Expenditure Report Summer Projects	<p>Ms. Pottage shared a budget update for Measure E projects to date. Ms. van Zuiden noted that the remaining contingency is less than the original contingency budget. Ms. Pottage noted plans to reprioritize and reallocate contingencies based on bids received on newly prioritized projects; adding that contingencies are usually included in an initial project budget but, at the time, not specifically separated out as such. Ms. Pottage also noted construction cost escalation is a contributing factor in the need to reprioritize; Ms. Cantu also noted any contingency is typically not enough to cover current rate of construction cost escalation.</p>

Mr. Buncic asked if the athletic fields were part of the original bond vision? Ms. Marashian confirmed they were. Ms. van Zuiden noted the original priorities were established during site/stakeholder meetings. This will occur again in the Fall and provide the board with recommendations for remaining projects.

Committee members expressed concern that the public should be informed in a timely manner about possible shortfalls in funding available for proposed bond projects. Mr. Tinsley noted it is the responsibility of the Board of Trustees to communicate with the public that not everything on the original list will be completed; that not everything in the bond language will be addressed; noted that the CBOC shares that responsibility and should incorporate that information in the next Committee Annual Report. Ms. Pottage and Mr. Palma will be sharing information to the Committee about the upcoming reprioritization process.

Mr. Buncic iterated need for identified modernization projects; Mr. Palma noted these projects were staggered since new construction needed to be completed before modernization could begin in campus locations now vacated; noted the “domino effect.”

Mr. Tinsley noted that the completed projects were over budget by more than the original program contingency; Ms. Pottage noted that, by reprioritizing and eliminating some projects will restore the program contingency; also noting that funds not immediately expended were accruing interest and that the available amount is approximately \$2.2 million.

Mr. Palma reported the new buildings at LGHS are moving forward and projects project completion by the end of July. Members of the CBOC requested more updates and a future tour. Mr. Palma also noted that demolition and abatement is underway for the 800 wing at SHS and that a contractor for the renovation will be selected.

At LGHS, the music facilities will be renovated this summer to be utilized for drama/theater once the music department moves to their new building; some science classrooms will be moved/re-purposed. Also, at LGHS, the lower fields project will need additional work, since DSA required upgrades to access routes; noted this work has been delayed, pending input and approval by the Town of Los Gatos. At SHS, field projects still need some finishing work near the dugouts.

Mr. Zhang requested that the expenditure forecast be updated.

Ms. van Zuiden noted that the current expenditures for the new classroom/music building are below the amount budgeted; Mr. Palma noted that invoices for work completed are pending/in process but that ultimately he believes we could still come in within budget once all invoices received and paid.

Ms. van Zuiden noted some initial expenditures were assigned to Planned Projects; does this mean these projects are prioritized next? Mr. Palma noted some projects are moving forward but, possibly, not as originally defined. Members of the CBOC expressed hope that roofing will continue to be a priority.

	<p>Mr. Fagot asked about the allocation for real property; Ms. Pottage noted an offer was made to purchase a property which was declined.</p> <p>PUBLIC COMMENT: Mr. Darrell Miller asked what is the difference between Technology and Technology Equipment on the provided Detail Report? Technology is built into the building e.g. infrastructure; Technology Equipment includes computers, etc.</p>
Technology Bond Update	<p>The importance of developing a long-term technology budget beyond the Bond was noted – staggering purchases so a “refresh” cycle was sustainable.</p> <p>Mr. Buncic asked if “BYOD” refers to a one-to-one or lab approach? Mr. Palma noted that feeder districts have instituted a one-to-one model so we need a transition plan for students although that right now, we have a cart model. Board budget support is needed, as is a strategic roll-out which includes staff training and we are staggering purchases so it’s sustainable.</p> <p>Ms. Ramon Herrera asked about articulation with feeder districts? Mr. Palma noted monthly articulation meetings with Technology Directors from feeder districts. Ms. van Zuiden asked if all tech bond funds will be expended? Mr. Palma noted there will be increased technology expenditures once new buildings and modernization come “on-line.”</p> <p>PUBLIC COMMENT: Mr. Darrell Miller questioned legal requirements to spend all tech bond funds within three years. Ms. Pottage noted willingness to meet with Mr. Miller separately to review actual requirements.</p>
Action Items	
Approval of Minutes	<p>Motion 4/17-2: By Mr. Buncic, seconded by Ms. Van Hoesen to approve the Minutes of February 6, 2018</p> <p>Motion Passed: 8-0</p>
Adjournment	The meeting was adjourned at 4:51 p.m.

Respectfully submitted, Ms. Jill Van Hoesen (Clerk): _____

Approved and ordered into proceedings of the District
On August 29, 2018, Ms. Michele van Zuiden (Chairperson): _____