CITIZENS BOND OVERSIGHT COMMITTEE
Measures G & E
Meeting Minutes of October 9, 2013

- Call to order by: Joshua Barousse (Chairman)
- Time called to order: 6:30 p.m.
- Venue: Calero High School, Room A-110, 420 Calero Avenue, San Jose, CA 95123
- The following were in attendance:

CBOC Members	Administration	Staff
Joshua Barousse (Chairman)	Kelly Kwong	Elaine Lingard
Brad Geldert	Linda da Silva	Farshid Samsami
John Delgado	Marcus Battle	Ken Kerch
Mariel Caballero	Randy Phelps	Lorraine Guerin
Ramon Martinez		Solomon Gebala
Sherry Gilmore		Steve Jenkins
Tim Tom		
Vince Tran	Board of Trustees	
Wm. Derek Grasty	Frank Biehl	

1. ***Call to Order and Roll Call***
   Chairman Barousse called the meeting to order at 6:29 p.m. and welcomed everyone.

2. ***Public Comments***
   There were no public comments.

3. ***Review and Approve Minutes for Prior Meeting***
   (a) July 10, 2013
   A motion was made to approve the minutes:
   It was requested that an item be placed on the Agenda for the next meeting covering the Measure I language relating to item 7. (b), last paragraph, of the July minutes. This refers to the contribution by ESUHSD of $1,000,000 of Measure I funds to the Educare facility to be built on the Santee Elementary School site.
   Moved – Mariel Caballero
   Seconded – Sherry Gilmore
   Six in favor
   Two abstentions (not present at July meeting)
   No objections
   The motion was carried.

4. ***Report from CBOC Chair***
   Chairman Barousse thanked everyone for their support and reported that he, Vince Tran and Cecil Lawson had presented the CBOC Annual Report to the Board of Trustees at the August meeting and it was well received. Since this was Mr. Barousse's first meeting as Chair, and new members had

come on in July, he asked everyone to introduce themselves and provide some background about their professional lives and what they expect to gain from serving on the CBOC.

5. ***Overview of Total School Solutions Audit:***

Marcus Battle reported on the highlights of the audit which was a review of the Bond Program by Total School Solutions. The following items were listed as strengths of the bond program:

- The Bond Program has the support of the local community
- The District has reduced interest obligations on prior bond issues, saving taxpayers $5,000,000
- The District has enhanced revenues by aggressively pursuing state grants
- The District has responded positively to all the issues raised in the 2008 FCMAT Extraordinary Audit and received a closeout letter from the County in September 2011
- The District has made significant progress with development of scope, budget and schedules for its Measure G and Measure E projects
- The District was successful in passing a $120,000,000 Measure I Bond
- The District has strengthened the quality of the Bond Management Team by hiring personnel with expertise in their respective fields
- The audit commended the members of the CBOC for their commitment in overseeing Measures G and E; they had fulfilled their duties and responsibilities.

Mr. Battle also reviewed the items the auditors felt needed improvement or review and outlined the steps the district is taking to address the concern:

- Full Time Employees (FTE's) charged to the Bond Program increased between 2008 and the current year – Action: the District is looking at ways of reducing the FTE and the overall cost of program management.
- There is a weakness in the District's system for maintaining budget and project costs due to the different software programs operated by the District (QSS) and SGI (Primavera). The District is addressing this issue by creating a direct download of data from the District system into Primavera and they hope to have it accomplished by December, 2013.
- There were concerns regarding the Change order process and the way the District provides allowances to projects. The District is working to improve the Change Order approval process and eliminating the allowances and they will be bringing a recommendation before the Board of Trustees.

An internal committee from the District and SGI has been charged with correcting operational inefficiencies and will present their recommended actions to the Audit Committee designated by the Board of Trustees. Mr. Battle assured the CBOC that the District is aggressively acting on these recommendations.

An RFQ for reduced level of program management services will be issued in 2014. The District is planning to hire some personnel in-house instead of outsourcing to a Bond Program Manager and in doing so will save taxpayers $1.3 million per year. Ramon Martinez requested periodic updates to the CBOC on progress made with FTE's, software integration and change orders. Marcus Battle agreed to give a progress update at the January, 2014 meeting.

6. ***CBOC Report***

(a) Program Status Update and Quarterly Financial Report

Lorraine Guerin reviewed Measure G site improvement projects completed since the last meeting, including:

- Resurfacing of tracks at six schools - 5 have been completed. There were unforeseen conditions at Santa Teresa, resulting in the project being spun off as a separate project with increased scope for next year.
- New bleachers at Piedmont Hills and Silver Creek were installed
- New floors at Oak Grove and Piedmont Hills were installed

Upcoming Measure G site improvement projects in the planning and pre-construction phase include:

- Asphalt repairs throughout the District
- Energy efficiency projects at most schools
- Stadium lighting at Silver Creek and Santa Teresa
- Pool modernizations at 7 schools
- Roofing projects at several schools
- Exterior Painting of Santa Teresa and WC Overfelt

Committed costs for Measure G projects are within budget.

(b) Measure E

- All projects in Measure E Phase I have been completed with 35 projects in closeout
- The final two projects - Calero High School had its Grand Opening on October 9th, and the W. C. Overfelt Adult Ed has a Grand Opening scheduled for October 15th
- In Phase II there are 8 projects in construction, 10 in planning and design, and 6 have been completed. The completed projects include modernization projects at Santa Teresa and Silver Creek High Schools and site lighting projects at Piedmont Hills, Silver Creek, Santa Teresa and Yerba Buena
- Currently in construction are:
    - Fencing and site improvements at Silver Creek and Yerba Buena and site improvements at Evergreen Valley. All of these projects are scheduled to be completed by the end of October, 2013.
    - The modernization of Building D at W. C. Overfelt, scheduled for completion by December, 2013
    - The Andrew Hill New Classroom Building 100, it has been abated and is ready for demolition. The demolition will occur within the next 2 weeks
    - Building N1 and N2 is under construction at Independence High School
- It was reported that all Measure E projects are within budget
- Mariel Caballero asked if the doors installed in new construction and modernization projects are in compliance with current safety codes.
- Linda DaSilva reported that with new construction or modernization projects in the district, all classroom doors are installed with locking devices that are in compliance with current codes which enable doors to be locked from the inside in the event of a campus emergency
- Vince Tran requested that Measure E budget reporting be similar to the single page provided for Measure G. He found it easy to read and understand. He recommended that the following changes be included: headers be placed on both sides of the paper;

any overages be highlighted in a color and that status of the project be included, possibly through color coding.

(c) Technology Report

Randy Phelps, Director of IT, provided a report on the technology projects funded by Measure E and their status.

- Completed projects included:
  - New student information system
  - Wireless at all sites was completed in November 2012, is working well and covers 70% of campuses
  - Network upgrade District-wide was completed Fall of 2012
  - Upgrade of District Data Center Services
  - Connected Newly Constructed Buildings
  - Professional Development Smart Boards
- Projects in Progress:
  - Learning Tools/CPU's Site and Project – computers and personal devices for students and staff. Mr. Phelps reported that the number of students using the network has increased from 1,394 to approximately 13,000.
  - Districtwide Technology Contingency – Laptop project is funded in this project, almost 95% of teachers are participating in the project.
- Project in Planning
  - Security Cameras: networking, alarms. The current system is ten years old and will be upgraded. A consultant has been chosen. A committee, comprising users and the police department, will be selected at each site to develop a plan for placement of cameras.
- Mr. Phelps reported that the District may pursue a Technology Bond which will include not only ESUHSD but also districts that feed into East Side schools.

It was requested that a technology report, consistent with the Program Status Update, be issued for review prior to each meeting. The report should show a project start and end date, and funds allocated to each project. Mr. Phelps was further requested to confirm at the next meeting that expenditures and funding for IT projects are in compliance with the Measure E bond language.

(d) Update on Measure I Planning Process

Ken Kerch, Bond Program Manager, discussed the planning process for Measure I:

- Currently, the Bond Program and Facilities staff are meeting with site administrative teams and School Site Councils to review the funds available to the school and discuss the priority projects for the sites that are within their budget. School Site Councils make the decision on which priority projects should proceed to the District.
- Their priorities are presented to the Superintendent's Council, for review and approval and then the recommendations are taken to the Board of Trustees for final approval.
- This process has already started; Independence High School was the first school to go through the process because of site issues that needed to be addressed. After the administration and the School Site Council approved a plan it was presented to the Superintendent's Council and then taken to the Board in August for final approval.

- Meetings have been held with more than half of the District's School Site Councils, and recommendations have been received. The recommendations from all sites will be presented to the Superintendent's Council in November.
- The Plan is to present the final recommended projects to the Board of Trustees for approval in January, 2014.

7. Additional Items

(a) Future meeting scheduling conflicts: It was decided to move the meeting to a later start time of 6:30 p.m. and to move the meeting day to the second Tuesday of the first month of each quarter (January, April, July, October).

(b) Confirmation of next meeting date, time and location: the next meeting was scheduled for 6:30 p.m. on Tuesday, January 14, 2014, at W. C. Overfelt Adult Education Center, to be preceded by a site tour at 6:00 p.m.

8. Adjourn

The meeting was adjourned at 8:28 p.m.
Moved – Sherry Gilmore
Seconded – Ramon Martinez
All in favor

Minutes reviewed by: _____
(Name and Signature)

Minutes approved on: 4/8/14
(Date)