

**MINUTES November 10, 2015**

**LOS GATOS – SARATOGA UNION HIGH SCHOOL DISTRICT**

**MEASURE E CITIZENS’ BOND OVERSIGHT COMMITTEE (CBOC)**

<b>Call to Order</b>	The CBOC was called to order by Chairperson, Ms. Shirley Cantu at 3:30 p.m.
<b>Roll Call</b>	<p>Ms. Cantu conducted the following roll call:</p> <p>Committee Members Present:</p> <ul style="list-style-type: none"><li>• Mr. Bob France</li><li>• Mr. Rick Tinsley</li><li>• Ms. Kristin Gragnola</li><li>• Ms. Cathie Thermond</li><li>• Ms. Shirley Cantu</li><li>• Ms. Jill Van Hoesen</li></ul> <p>Committee Members Absent:</p> <ul style="list-style-type: none"><li>• Mr. Chin Chai Low</li><li>• Mr. James Axline</li><li>• Mr. Mark Von Kaenel</li><li>• Ms. Cynthia James</li></ul> <p><b>A Quorum was established.</b></p> <p>LGSUHSD Staff Present:</p> <ul style="list-style-type: none"><li>• Ms. Jane Marashian</li><li>• Mr. Greg Medici</li><li>• Mr. Bob Mistele</li></ul>
<b>Introduction of Guests</b>	Mr. Philip English of Kramer Project Development
<b>Approval of Agenda</b>	<p><b>Motion 2/15-1:</b> By Ms. Cantu, seconded by Ms. Van Hoesen to approve the Agenda</p> <p><b>Motion Passed: 6-0</b></p>
<b>Public Comment</b>	There was no public comment.
<b>Information Items</b>	
<b>1. Review of CBOC Role By-Laws</b>	Ms. Cantu reviewed the role of the oversight committee, noting that it is responsible for ensuring that prior expenditures conform to the purpose of the bond measure, per the by-laws: <i>Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure E; and (b) no bond proceeds were used for teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.</i>

	In addition, the CBOC is responsible for informing the public of their finding and developing and presenting an annual report to the LGSUHSD Board of Trustees.
<b>2. Measure E Project Update</b>	<p>Mr. Medici led a virtual “project walk through,” sharing the stages of the Historic Front Steps/Law project via Twitter @LGHSMeasureE.</p> <p>Ms.Cantu asked if the project was on budget; Mr. Medici noted it was.</p> <p>Ms. Van Hoesen asked if the lawn was drought tolerant; Mr. Medici noted it is and is recovering from water restrictions.</p> <p>Mr. Medici further reviewed the project budget, noting alignment with the financial system report and that the source document supports the CBOC’s purview, i.e., oversight of actual expenses.</p>
<b>3. Change Order Process</b>	<p>Mr. Medici shared that the change order process is designed to ensure board oversight and transparency and is part of a board procedure.</p> <p>Ms. Thermond asked about project revision process; Mr. Medici noted that, as projects evolve, budgets are redefined and, in some cases allocated funds absorbed into other projects. Noted that the dollars originally allocated for the cafeteria wing renovation have been absorbed into the overall music building project. Ms. Cantu confirmed that any project under budget could allow for dollars being absorbed by another line item.</p> <p>The budget is a living document; Mr. Mistele noted that Column A was a Master Plan number which is subject to change based on actual contracts/work.</p>
<b>4. CBOC Appointment Process</b>	The board will take action on the superintendent’s recommendation on November 17, 2015.
<b>1. Approval of Minutes</b>	<p><b>Motion 2/15-2:</b> By Ms. Thermond, seconded by Mr. Tinsley, to approve the Minutes of April 14, 2015</p> <p><b>Motion Passed: 6-0</b></p>
<b>2. Identification of Sub-Committee Members</b>	<p><b>Motion 2/15-3:</b> By Ms. Van Hoesen, seconded by Ms. Gragnola, to name Ms. Van Hoesen and Ms. Gragnola to serve on the sub-committee with Ms. Cantu – to prepare the CBOC Annual Report</p> <p><b>Motion Passed: 6-0</b></p>
<b>3. Identification of Next Meeting Date</b>	<p><b>Motion 2/15-3:</b> By Ms. Gragnola, seconded by Mr. France, to hold the next meeting of the full committee on January 19, 2016 at 4:00 p.m.</p> <p><b>Motion Passed: 6-0</b></p>
<b>Adjournment</b>	The meeting was adjourned at 4:25 p.m.

Respectfully submitted, Mark Von Kaenel (Committee Secretary): \_\_\_\_\_

Approved and ordered into proceedings of the District  
On January 19, 2016, Shirley Cantu (Chairperson): \_\_\_\_\_