

LOS GATOS – SARATOGA UNION HIGH SCHOOL DISTRICT

CITIZENS’ OVERSIGHT COMMITTEE

January 21, 2020

Los Gatos - Saratoga Union High School District Office

17421 Farley Road West, Los Gatos, CA 95030

Call to Order – 3:30 p.m.	Roll Call – Establishment of a Quorum: <ul style="list-style-type: none">● Mr. Rick Tinsley● Ms. Jill Van Hoesen● Ms. Carol Musser● Ms. Denise Ramon Herrera● Ms. Shirley Cantu● Ms. Rita Cao● Ms. Michele van Zuiden District Staff Attending: <ul style="list-style-type: none">● Mr. Tony Palma - Director, Capital Projects● Ms. Rosemarie Pottage - Assistant Superintendent/CBO● Ms. Jane Marashian - Superintendent’s Office
Approval of the Agenda	Motion 2/19-1: By Ms. Musser and seconded by Ms. Ramon Herrera to approve the Agenda Motion Passed: 6-0
Project /Expenditure Update	Mr. Tony Palma reviewed the current status of various Measure E projects: LGHS: <ul style="list-style-type: none">● Music to drama (converting old music building to performance classroom) - this is out to bid and we’re hoping bids received will come in at approximately \$1.4M; we could face issues with the availability of reliable contractors; we’re hoping to take a contract to the Board of Trustees for approval in either February or March; if a contract is approved, we’re planning for construction from March through October.● Pleasant Avenue parking - will be going out to bid next month.● Cafe (cafeteria)/Commons/Library - this project has various components, of which some have been completed either as stand-alone projects or in conjunction with other projects; priorities still need to be reviewed and possibly revised; the cafeteria has already had some basic modernization but, with the new cafeteria program and its success at keeping kids on campus for lunch, other upgrades/changes will probably be needed. Mr. Palma will be working with the site bond committee (once established) to refine priorities.

Ms. Ramon Herrera asked for clarification about the bid process/parameters. Mr. Palma noted that we accept “lowest responsible bid;” that their work must adhere to the terms of our contract.

SHS:

- 900 wing - This is in DSA and they’re sending input; there is still a significant backlog in DSA but we’re hoping to be able to go out to bid before April. Ms. van Zuiden asked if the estimate is still at \$3.4M? Mr. Palma noted there has been a change in scope (a desire to have the classroom support all types of science, requiring sprinklers) so there will likely be an increase in cost, potentially up to \$3.8 M.
- PA system - is underway.
- The McAfee building - the original project components have been completed but there has been a recent request to upgrade lighting. Since the project came in under budget, adding the lighting could keep the project within budget, if undertaken.
- Baseball field turf - The contract for the designer is in place and they’re working on schematic drawings; there has been some changes to scope which will increase costs - which will go to the Board of Trustees for approval; funds for the additional scope will need to come from the bond so we’ll be looking at savings in other bond project areas as available. Ms. van Zuiden asked if teams could raise their own funds for upgrades? Mr. Palma said that would be okay if the Board allowed; other funding sources could also be identified.

Mr. Palma also reported regarding plans to convene Site Bond Committees. These teams would take a bigger picture look at projects - schoolwide vs. project specific. This will provide schoolwide input to the Board of Trustees and guide prioritization of remaining pending projects. Ms. Van Hoesen asked if this committee will continue once all bond funds are expended - as a way to prioritize projects for funding from other sources? Mr. Palma noted that’s possible and we would also look at whether some of the pending projects may have or could be completed via deferred maintenance.

Ms. van Zuiden asked about the Tech Bond Fund - it is now at \$2.4M. Director of Instructional Technology will provide an update at the next full meeting, including what has been spent and plans for next year. Mr. Palma noted there have already been significant improvements in standardizing technology in classrooms across campuses and wi-fi access.

Approval of the Minutes	<p>Motion 2/19-2: By Ms. van Zuiden and seconded by Mr. Tinsley to approve the Minutes, September 17, 2019</p> <p>Motion Passed: 8-0</p>
Identification of Officers, CBOC 2020	<p>Motion 2/19-3: By Ms. Ramon Herrera and seconded by Ms. Cantu to nominate Ms. Musser Chair of the CBOC, 2020</p> <p>Motion Passed: 8-0</p> <p>Motion 2/19-4: By Ms. van Zuiden and seconded by Mr. Tinsley to nominate Ms. Ramon Herrera Vice-Chair of the CBOC, 2020</p> <p>Motion Passed: 8-0</p> <p>Motion 2/19-5: By Ms. Cantu and seconded by Ms. Van Hoesen to nominate Ms. van Zuiden Secretary of the CBOC, 2020</p> <p>Motion Passed: 8-0</p> <p>Motion 2/19-6: By Ms. Cantu and seconded by Ms. Hoesen to nominate Ms. Musser to represent the CBOC on the BAC (Budget Advisory Committee) 2020</p> <p>Motion Passed: 8-0</p> <p>Motion 2/19-7: By Ms. Cantu and seconded by Ms. van Zuiden to nominate Ms. Musser, Ms. Van Hoesen and Mr. Tinsley to serve on the ad-hoc sub-committee to develop a draft of the CBOC Annual Report - for presentation to the Board of Trustees</p> <p>Motion Passed: 8-0</p>
Public Comment	There was no public comment.
Adjournment	The meeting was adjourned at 4:17 p.m.

Respectfully submitted, Ms. van Zuiden (Secretary): _____

Approved and ordered into proceedings of the District
on May 26, 2020 Ms. Musser (Chairperson): _____

Agenda attachments and any distributed public records relating to an agenda item are available for review at the
District Office: 17421 Farley Road West, Los Gatos, CA.
