

**2020 Annual Report of the
Los Gatos-Saratoga Union High School District
Independent Citizens' Bond Oversight Committee (CBOC)**

On June 3, 2014, the Los Gatos – Saratoga Union High School District’s (LGSUHSD) voters approved Measure E authorizing the issuance of general construction bonds for delineated projects pursuant to the requirements of State Proposition 39. In further accountability compliance with Proposition 39 the Board of Trustees established the Independent Citizens’ Bond Oversight Committee (CBOC). The duties of the CBOC include informing the public, reviewing expenditures and completing an Annual Report. The Annual Report must include a statement indicating whether the District is in compliance with Measure E language and contain a summary of the CBOC’s proceedings and activities for the preceding year.

The by-laws of the CBOC call for the selection of a minimum of seven members, representing specific categories. The current roster, including the recent appointments by the Board of Trustees on November 10, 2020, is as follows:

| Parent of a Child | Parent of a Child AND Active in Assoc | Business Org. | Senior Citizens Org. | Tax Payers Org. | At Large Commtty Member |
|--------------------------|--|-------------------------|---------------------------------|------------------------|------------------------------------|
| Rita Cao* | Rita Cao* | Denise Ramon Herrera | Carol Musser | William Becker | Mike Buncic |
| Kathy Granger* | Kathy Granger* | | | | Michele van Zuiden |

- Per the bylaws, a member can represent more than one constituency.

Proceedings and Activities:

Since the presentation of the 2019 CBOC Annual Report, the CBOC has met four times as a full committee; in addition, the sub-committee met to draft this Annual Report on December 9, 2020. During the regularly scheduled meetings, the CBOC reviewed Measure E project status and budget updates.

At the May 26, 2020 meeting, information was provided regarding the school’s Site Bond Committees (SBC’s). These committees are tasked with making recommendations and providing advisory input for current and future bond projects at the school site. The SBC’s purpose is to solicit input, analyze data, and discuss current bond projects on the site prioritization list to provide advisory input and feedback for staff. The SBC is not a decision-making body, but instead an opportunity for stakeholders to review current projects, provide input for future site needs, and help develop potential project timelines. The CBOC also discussed the status of the Los Gatos High parking lot project and the Music to Drama conversion. The impact of COVID on construction has been limited although there have been delays in manufacturing and, of course, more rigorous health and safety protections are in place.

The discussion of the current budget focused on the \$2.6M in interest, generated by bonds purchased but not yet spent, that is currently unallocated but could be used for cost overruns, projects for which funding had not previously been available, or previously unidentified projects.

At the November 17, 2020 meeting, new members were welcomed. Greystone West Principal, Todd Lee was introduced. His firm has been hired by the District to provide construction/project management service and funds allocated as “program costs” will continue to be used for these services. It is anticipated that program efficiencies made possible by having a dedicated team to manage Measure E projects will minimize these costs. CBOC members discussed the following LGHS projects: the parking lot projects, the Cafe/Commons/Library/ Classroom Modifications project, the Music to Drama conversion; and, then discussed the SHS science classroom project. It was clarified that “Pending Projects” include those on the original prioritization list but not currently funded due to their priority ranking, availability of funds, and evolving needs. However, some might ultimately be fundable if the budget allows or priorities change. This would be part of the SBC process and dependent upon review and, if necessary, adjustment of project scope.

The CBOC remains vigilant in terms of monitoring the budget, exploring the alignment of current project budgets with projections. Market condition projections are also a factor and are anticipated to include some instability in the cost of building materials due to recent fires and, at the same time, more aggressive bidding after the first of the year, due to COVID.

The Technology Bond update included a review of projects and a discussion of the role of the District’s Technology Advisory Committee which includes providing a roadmap for the use of Measure E funds to support technology capital projects to be completed as part of the Measure E bond program. The District is very fortunate that Technology Bond revenue has and can continue to be used to respond to evolving student, staff and instructional needs, especially during the current pandemic. For example, all classroom A/V system upgrades included portable document cameras. These document cameras are invaluable tools to teachers who are now remotely presenting at home. Teachers use document cameras to record labs, work through math equations and mark up reading passages synchronously with their students. The outdoor wireless upgrades to both campuses allow our students to access the internet safely in campus common areas at any time. Bond technology hardware purchases combined with our district's continued use of Canvas and G Suite were instrumental in our successful implementation of remote learning this year.

At the February 4, 2021 meeting, Superintendent Grove outlined the history and current status of bond program/project management; noted that we are currently utilizing the services of Greystone West (GSW) to expedite progress; noted the great work of Facilities Director Palma for his work in this area, especially given that he was handling two roles. CBO Perley noted the costs associated with GSW will be paid from program costs, not specific project costs, and should be covered by overall savings. Mr. Lee, GSW, provided an update regarding current projects and CBO Perley shared updated budget documents; noted that listed expenses only reference monies actually paid, and do not include encumbrances/ commitments; noted a need to reformat the reports to that the committee can be more informed about the overall budget picture.

At the December 9, 2020 meeting of the Annual Report subcommittee (Ms. Musser, Ms. Ramon Herrera, and Ms. van Zuiden) the draft report was reviewed, discussed, modified and approved for submission to the full committee at its next meeting. The full committee also met on April 14, 2021 to formally approve the Annual Report for submission to the Board of Trustees on April 20, 2021.

Information regarding all meetings, including agendas, materials and minutes, have been posted to the district website and can be accessed by clicking [here](#).

Comments: The Chair would like to thank all of the CBOC members for their time and interest in serving on the CBOC. The voters can be assured that all CBOC members take their role seriously. The Chair would also like to thank the District for their willingness to provide the CBOC with the necessary information essential for our duties to be responsibly discharged. The information provided to date promises the necessary transparency deserved by the voters.

Conclusion:

- The CBOC finds that the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; that after review of all Measure E revenues and expenditures, the CBOC concludes that all funds were used for school facilities as set forth in the language of Measure E and that no money was used for teacher and administrator salaries.
- At the March 30, 2021 meeting of the Board of Trustees, LGSUHSD, Eide Bally, LLP, presented the Annual Audit Report. This audit, conducted per the requirements of Proposition 39, included an audit of Measure E expenditures and resulted in a clean audit with no findings.

Respectfully Submitted by the Membership of the CBOC – April 20, 2021:

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|-----------------------|--|
| William Becker: |  William Becker (Jun 14, 2021 17:34 PDT) |
| Mike Buncic: |  Mike Buncic (Apr 27, 2021 11:54 PDT) |
| Rita Cao: |  Rita Cao (Jun 10, 2021 17:15 PDT) |
| Kathy Granger: |  Kathleen Granger (May 4, 2021 22:23 PDT) |
| Carol Musser: |  Carol Musser (Apr 21, 2021 10:08 PDT) |
| Denise Ramon Herrera: |  Denise Ramon Herrera (Apr 27, 2021 11:04 PDT) |
| Michele van Zuiden: |  Michele van Zuiden (Apr 28, 2021 13:29 PDT) |