

**2019 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 October 29, 2019 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 Comnty Member
Rick Tinsley	Rita Cao	Denise Ramon Herrera	Carol Musser	Shirley Cantu	Jill Van Hoesen
					Mike Buncic
					Michele van Zuiden

Proceedings and Activities:

Since the March 5, 2019 presentation of the 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 February 24, 2020. At three of the four regularly scheduled meetings, the CBOC reviewed project status and budget updates. At the fourth regularly scheduled meeting, the CBOC reviewed and approved the draft report for presentation to the LGSUHSD Board of Trustees on April 14, 2020.

At the May 1, 2019 meeting, Director of Capital Projects, Mr. Palma provided updates regarding projects and project lists; noting that “pending projects” are still listed but, due to recent site prioritization discussions, have moved lower on the list and funds not allocated; noting that “planned projects,” based on the same discussions, now have funds allocated. Mr. Palma also cautioned that these allocations are approximate and are pending actual bids and, ultimately, final costs. Additional updates focused on parking at Los Gatos High and upcoming summer projects.

At the September 17, 2019 meeting, much discussion focused on projects at Saratoga High School, including the M Wing, the 600 Wing HVAC and science classroom upgrades. In addition, LEED Certification and solar energy were discussed.

Members of the committee also reiterated their commitment to transparency and effective communication to ensure that the community-at-large is aware of project prioritization and the reasons some projects may/may not ultimately be completed using Measure E funds. In addition, the committee wants to ensure alignment with communication from the district's Budget Advisory Committee (BAC) regarding the district's financial position.

Director of Instructional Technology, Ms. Bonde presented an update regarding district technology; noting the initial Ethnographic Study, conducted in 2017 provided information about both technology and staffing needs. This study informed discussions by the Tech Bond Committee. Ms. Bonde noted a focus on infrastructure to support sustainability. Other topics for discussion included video surveillance and the status of the district's plans for BYOD (Bring Your Own Device). Ms. Bonde noted this is still evolving and that Saratoga Union and Los Gatos Union School Districts each handle this differently.

At the January 21, 2020 meeting, Mr. Palma reviewed projects currently "in process" at both high school sites. At Los Gatos High, the "Music to Drama" conversion is out to bid and, if it moves forward as planned, should be completed by October 2020; the "Cafe/Commons/Library" upgrades have been ongoing; however the cafeteria could require additional remodelling, based on the new cafeteria pilot, focused on providing healthier options for students and, ultimately, keeping students on campus during lunch; the Pleasant Avenue parking project is also planned for bid. At Saratoga High, the 900 Wing project is going through the review process at DSA (Division of State Architect) and, due to change in scope for the science classroom, some plan and budget revisions have been required; the baseball field turf project is in design and some scope changes being reviewed, which will ultimately require approval by the Board of Trustees due to the impact on costs.

Mr. Palma also announced plans to convene Site Bond Committees which will provide feedback to the Board of Trustees regarding project priorities. These two committees will provide representation from various stakeholder groups and will not be project specific, positioning them well to inform the Board.

At the February 24, 2020 meeting of the Annual Report subcommittee (Ms. Musser, Mr. Tinsley, and Ms. Van Hoesen) the draft report was reviewed, discussed, modified and approved for submission to the full committee at its next meeting.

At the March 10, 2020 meeting, the draft Annual Report was approved by the members of the CBOC for submission to the Board of Trustees on April 14, 2020.

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 December 10, 2019 meeting of the Board of Trustees 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 – they reported a clean audit with no findings.

Respectfully Submitted by the Membership of the CBOC – April 14, 2020:

Mike Buncic: _____

Shirley Cantu: _____

Rita Cao: _____

Carol Musser: _____

Denise Ramon Herrera: _____

Rick Tinsley: _____

Jill Van Hoesen: _____

Michele van Zuiden: _____