

**2021 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 12, 2021, 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
		Denise Ramon Herrera**	Denise Ramon Herrera**	William Becker	Mike Buncic
Kathy Granger**	Kathy Granger**				Jean-Marc F. Blanchard
					Chris Miller

* The District is currently recruiting for candidates to fill slots designated for “Parent of a Child AND Active in School Association.”

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

Proceedings and Activities:

Since the presentation of the 2020 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 3, 2022. During the regularly scheduled meetings, the CBOC reviewed Measure E project status and budget updates.

June 1, 2021 meeting: Mr. Todd Lee, Principal, Greystone West Construction (GSW) presented a summary of the Facility Needs Assessment, linked [here](#). This analysis examined buildings and grounds to determine their condition with an emphasis on elements with a prescribed lifespan such as roofs, Heating, Ventilation and Air-Conditioning (HVAC) units and floor coverings. This is a visual inspection and includes a consideration of the original installation date. Remaining lifespan is estimated, and a projected replacement date is assigned. Quantity is determined and the current replacement cost is escalated to the year assigned. Identified needs include, but are not limited to, the following: roofing, HVAC , windows, rust and asbestos abatement, and paths of travel. In addition, some remaining Measure E projects were included. This informs the use of remaining Measure E funds, District general funds that can be used for ongoing maintenance and deferred maintenance, and any designated deferred maintenance funds.

The CBOC also discussed the unallocated interest earned - a total of \$2.4M. The allocation of these funds is ultimately a Board decision. The interest could be used for remaining Measure E projects, which could include some of the needs identified in the Needs Assessment. Upcoming Measure E projects were also discussed and the role of the Site Bond Committees (SBC's) was shared, i.e., that the SBC for each site would prioritize remaining funds and projects and, with input from GSW, some projects may now be "bundled" with other similar projects to take advantage of economies of scale.

The role of the CBOC was again clarified - that they provide oversight to determine if Measure E monies were spent in accordance with the language of Measure E as presented to the voters; the SBC's prioritize projects and provide input to the Board; and the Board makes the final decisions.

September 22, 2021 meeting: Mr. Lee provided an update regarding projects currently underway. Discussions included the fact that the (DSA) Division of State Architect approval can take up to five (5) months and is required for most school projects. This delay has been built into project schedules and GSW continues to stay in touch with DSA to ensure no further delays. The review of the overall budget projected a deficit at Saratoga High of approximately \$2.6M and \$1.5M at Los Gatos High. Plans to address this shortfall include using the unallocated interest at Saratoga High, redefining the project scope for the "Commons, Cafe, Library, Classroom Modification (includes Wellness Center)". The CBOC expressed concerns about using all the unallocated interest at Saratoga High since the original division of Bond funds was based on student enrollment. It was clarified that the Board's original decision regarding the division of the allocation was just for the original amount, and the interest earned was not part of the original discussion so can be reallocated as needed.

Director of Technology, Ms. Julie Grenier provided an update regarding technology in the District, including the use of Measure E Tech Bond revenues and the Technology Advisory Committee (TAC). Ms. Grenier reported that, of the \$4M in technology funds already allocated as part of Measure E, approximately \$1.5M is remaining. Projects completed included classroom AV (Audio Visual) upgrades and WiFi expansion to fields and dead zones. Planned projects will include server upgrades and replacements, continued refresh of core networking equipment and safety and emergency preparedness upgrades. Projects currently underway include server upgrades, security enhancements, and essential components of new and renovated buildings. It was noted that the District was able to take advantage of funds provided as a result of the pandemic to facilitate virtual learning, thereby funding some Measure E technology projects with other funding sources. Ms. Grenier also reported regarding the District's TAC noting its overall charge is provide a road map to meet long term District technology needs and that the TAC's 2020-2021 goals are:

1. Objective 1: Advise on the process and procedures for capital project expenditures related to EdTech and technology infrastructure based on identified needs or District initiatives - completed
2. Objective 2: Advise on the development of a multi-year strategic plan specific to technology hardware and infrastructure replacements and upgrades - completed
3. Objective 3: Identify and advise on trends in educational technology systems to maintain attainable and supportive educational technology system growth - ongoing

January 19, 2022 meeting: Mr. Lee updated the CBOC regarding current projects. Of note is that the long-awaited Saratoga High Baseball Field renovations should be ready in time for the start of baseball season; and that the modernization of the Engineering Lab at Saratoga High should be ready in time for the start of fall semester 2022. Both of these projects had been subject to scope revisions. The Wellness Center at Los Gatos High should be in its new location by the beginning of the school year also.

It was noted that “Projects Pending Additional Funding” may no longer be listed but could be revisited in the event of a future Bond or other funding sources. Partnerships with key school groups could also be part of this discussion.

Director of Technology, Ms. Grenier provided another update, specifically noting that an updated Technology Plan will be brought to the Board of Trustees, which will include the use of Tech Bond revenues. Key concerns include the increasing number of devices, especially at the Los Gatos High campus, the age of District controllers, the need for a centralized management system and supply chain issues impacting delivery of key equipment. A needs assessment is planned to determine if current District funds allocated for refreshing of systems will be sufficient for anticipated future needs.

CBOC officers and committee representatives were elected.

The **Annual report subcommittee** (Ms. Ramon Herrera and Ms. Granger) met on February 3, 2022 to review, discuss, modify and approve the draft report for submission to the full committee on **March 2, 2022**. Once approved by the full committee, the Annual Report will be submitted to the Board of Trustees on **March 22, 2022**.

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 February 15th, 2022 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 – March 22, 2022:

William Becker: _____

Jean-Marc F. Blanchard _____

Mike Buncic: _____

Kathy Granger:

Chris Miller

Denise Ramon Herrera:
