



CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)

MEETING MINUTES

Wednesday, July 10, 2019
Tour: 6:00 P.M., Meeting: 6:30 P.M.

Piedmont Hills High School, Room D113 (Building D)
1377 Piedmont Rd, San Jose, CA 95132

The following were in attendance.

CBOC

LoMonaco, Bud
Mueller, Raymond
Schimmel, Barry

CBOC Member(s) Not Present

Godbole, Rajesh

ESUHSD

Funk, Chris
Huynh, Tom
Kwong, Kelly
Lucas, Julio
Nguyen, Nhu
Nguyen, Sandy
Phelps, Randy
Soto, Moises
Tran, Shelby
Unger, Janice

Guest(s)/Community Member(s)

Gomez, Lety
Got-Lopez, Melissa
Hermange, Debbie
Meadows, Abigail
Navani, Vikas
Serrano, Brenda

Board of Trustees

Chavez, Lorena

1. CALL TO ORDER/ROLL CALL

Meeting was called to order at 6:30 p.m. by CBOC Vice-Chair Bud LoMonaco.

2. PUBLIC COMMENT

Melissa Got-Lopez (former CBOC member) introduced two special guests to the Committee, Debbie Hermange (parent at Mt. Pleasant High School) and Brenda Serrano (Trustee at Mt. Pleasant Elementary School District). Melissa Got-Lopez gave a brief overview of their current community involvement and interests in the District's Bond Program.

Board member Lorena Chavez also introduced guest Lety Gomez as a potential CBOC member. Vice CBOC Chair Bud LoMonaco welcomed the guests and thanked Melissa Got-Lopez for reaching out. He also thanked each of the guests for serving individually and in the capacities that they serve.

3. REVIEW AND APPROVE MINUTES FOR PRIOR MEETING

A motion to approve April 10, 2019 meeting minutes was made by member Barry Schimmel and seconded by member Raymond Mueller with the noted changes. Motion was carried (3-0). The



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motion passed unanimously with the request that the members' last names be used for all future minutes instead of their first names. The amended meeting minutes are to be presented to the Committee at the October CBOC meeting for approval.

*** Member Raymond Mueller questioned the meeting quorum because there were only three out of four active CBOC members present at the meeting. Nhu Nguyen informed that the District's legal counsel Rogelio Ruiz had confirmed via email that quorum would be met if three out of four members were present. Member Mueller requested that he receive a copy of the email.

ACTION ITEM: Nhu Nguyen to forward the email she received from Rogelio Ruiz to member Mueller.

4. ITEM(S) FROM CBOC CHAIR

4.01 Updated Item(s) From CBOC Vice Chair

The CBOC Selection Committee recommended the assignment of seats for new and renewing members for the 2019-2021 term:

- Lety Gomez (for the Community At-Large Category)
- Abigail Meadows (for Community At-Large Category)
- Melissa Got-Lopez (for Parent Active in Parent-Teacher Organization Category)
- Vikas Navani (for Bona Fide Taxpayer Association Category)

Member Melissa Got-Lopez informed the Committee that her son graduated from Mt. Pleasant High School in May; therefore, she no longer qualifies for the Parent Active in Parent-Teacher Organization Category. Member Melissa Got-Lopez will be moved to the Community At-Large Category in the new term. Renewing member Vikas Navani can fill the now-vacant category of Parent Active in Parent-Teacher Organization and let another new applicant, Debbie Hermange, take over the Bona Fide Taxpayer Association Category.

The proposed changes to the assignment of seats for the new and renewing members complete all required categories of the CBOC and are as follows:

- Lety Gomez (for the Community At-Large Category)
- Abigail Meadows (for Community At-Large Category)
- Melissa Got-Lopez (for Community At-Large Category)
- Vikas Navani (for Parents Active in Parent-Teacher Organization Category)
- Debbie Hermange (for Bona Fide Taxpayers Association Category)

Board member, Lorena Chavez, suggested that the Selection Committee confirm and formalize the recommendation to present to the Board of Trustees for approval at the August 15, 2019, Board Meeting.

4.02 Selection of Sub-Committee for CBOC On-Boarding Process

The Sub-Committee will be responsible for outlining welcoming procedures for new members, as well as developing guidelines to help new members understand their specific duties and responsibilities within the Committee.



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Melissa Got-Lopez (former/renewing CBOC member) commented that she is interested in the vacancy and would like to be on the Sub-Committee to assist with the CBOC on-boarding process. Member Barry Schimmel suggested they go back a couple of years and take a look at what Abigail Meadows and former Chair Vince Tran had done for the on-boarding process instead of reinventing the wheel. Member Raymond Mueller commented that when he joined as a new member, he did not have any formal training, so he would love to see this implemented for the new members.

4.03 Review Second Draft of CBOC Annual Report For Fiscal Year 2017-2018

Nhu Nguyen informed the Committee of member Raymond Mueller's request regarding adding names of current members to the report. These members did not sit on the committee during the reporting period; however, these members contributed to editing the report. Member Mueller felt that the current Committee members who are presenting and voting to approve the report should be listed on the report.

Melissa Got-Lopez (former/renewing CBOC member) suggested adding the 2018-19 members' names on page 9, under the section about how to become a member, how decisions are made, as this would be an appropriate spot/section to list out the names of the 2018-19 members. Vice-Chair Bud LoMonaco was also open to the idea of adding the fiscal year 2018-2019 as another column on the CBOC member list to put the names of the 2018-19 members. Superintendent Chris Funk felt that it was a great idea; however, he suggested the Committee let the East Side staff figure out the format and location where to place the names on the report. The suggestion was discussed and agreed upon.

ACTION ITEM: Nhu Nguyen to revise the Citizens' Bond Oversight Committee Annual Report to include the names of the CBOC members of the Fiscal Year 2018-2019.

Member Raymond Mueller brought up that the Committee Quote on the report was a different version from the one the Committee wrote and submitted. Nhu Nguyen (District Staff) responded that it was revised and shortened due to the size and format of the report layout. Nhu Nguyen also mentioned that it was due to a miscommunication between the editorial committee and herself that the quote was kept in the revised version. After some discussion, the Committee agreed on having the layout reformatted to fit the original Committee Quote.

ACTION ITEM: Nhu Nguyen to reformat the layout for the Committee Quote (page 1 of the Annual Report) so that it would fit the whole quote originally submitted by the members, even if the font has to be smaller.

5. REPORTS

5.01 Summer 2019 Update - Information Technology (IT) (presented by Randy Phelps, Chief Technology Officer)

Chief Technology Officer Randy Phelps emphasized that the past year had been a fantastic year for the IT division and that they could not have done it without the help of our taxpayers. He also stated



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that the bond is the key part of the partnership with the teachers and the community. He then went into detail about the different IT projects that had been implemented or are currently being implemented throughout the District.

Community Wireless:

James Lick community wireless has been active for two years, pushing five bytes of data with student accounts. A student with an account can get internet access. James Lick community can access the wireless to look for jobs and go on youtube to fix a fence. It is serving about 75 percent of our community. When we first joined forces with the city to work on the community wireless, we agreed to work on three communities. James Lick was the most difficult to do. W.C Overfelt should start in the fall, within the budget– it is ready to go and paid for. Community wireless is not to replace people's existing internet like Comcast or AT&T, but for the kids and parents that do not have access to wireless. There is no limit on bandwidth.

Sprint grant:

This is separate from the bond, but because we have the bond, it opens up the opportunity to apply for this grant. The grant enables the District to provide cell phones to students district wide at no cost to the District. We are in the second term of the grant. We were one of the 11 districts to get the grant, approximately 2.5 million dollars grant that was only available for high schools. We will receive an additional 800 devices for student use with 5gb per month plans.

MUNIS:

The incoming ERP system (Human Resource and Finance systems) was implemented last spring and will be live in the fall. It will give transparency, the ability to track things efficiently, and a lot more visibility. All users of the system were invited to test the system out and gave feedback– the voice of the people. It is an amazing solution compared to what we currently have. It merges our student data and financial data.

Safety:

Safety plan improves how the bell and paging system ring. Charters and District bell and page ring at different times/sounds; but when there is an emergency, the bells will ring at the same time. The smart card system is in the works.

Software Resources:

We provided Google Suite, Microsoft Office 365, and Adobe Suite to all users. Access to major magazines and research tools is also available for all users. With the current magazine access, kids can have the resources they need in order to do their school work well.

Network:

We currently have 10GB connections for all of the sites and from the district office. We paid for the fiber connection to the county; if our network fails, we can rely on the County and vice



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versa. We work with all feeder districts in the county to buy into this program to create loops of fiber, which will be a great thing.

Devices:

We have provided 801 Chromebook carts districtwide. Our staff gets to carry high-quality notebooks and pick what they want between Apple and PC. People do not have the same need. The IT department noticed that when people have the things they really wanted, and if we buy them really good ones, they tend to take better care of them. When people need a machine, we let them come in and get a new one. The old one can always be used by someone else.

Randy concluded his presentation with the expenditure report.

5.02 Capital Program Budget Adjustment Report *(presented by Janice Unger, Director of Bond Purchasing & Contracts)*

Janice Unger provided the Capital Program Budget Adjustment Report through May 31, 2019, that had been approved by the Board of Trustees. She briefly explained the purpose of the report as it was the monthly report that went to the Board for project budget approval. The report showed all changes, augmentations, and adjustments to any project budgets under the threshold amount of \$500,000. Julio Lucas mentioned that this report was recommended by our previous performance auditors, and our goal was to share this report with the CBOC members.

5.03 Budgets and Expenditures Report *(presented by Janice Unger, Director of Bond Purchasing & Contracts)*

Janice Unger presented the Board Approved Budgets and Expenditures on all bond measures through May 31, 2019. She provided updates and a summary of the overall budget in a graph format with brief content information of the different pages within the report. Julio Lucas also mentioned that because some projects were paid from multiple funding sources, we sometimes have residual funding from other measures within the program that will help support other projects under what was called project savings. Superintendent Chris Funk commented on how the board created the allocation based on the size of the school site. For example, Independence High School was our largest school, so they would receive the most money. It was the principals who would be working with the school site councils to envision what to do next.

The report was well-received by the Committee. Motion to accept the CBOC Reports was made by Raymond Mueller and seconded by Barry Schimmel. Motion was carried (3-0). The motion passed unanimously.

6. CONFIRMATION OF NEXT MEETING

The Committee agreed on Wednesday, October 9, 2019, at 6:30 p.m. at W.C. Overfelt High School.

7. ADJOURNMENT

Vice-Chair Bud LoMonaco adjourned the meeting at 8:33 p.m.



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Minutes approved by: Abigail C. Meadows [Signature]
Print name Signature
10/9/2019
Date

Questions/Answers/Comments (Q/A/C)

5.01 Summer 2019 Update - Information Technology (presented by Randy Phelps, Chief Technology Officer)

- Q: Are "users" the machines that are within the system? (Raymond Mueller)
A: No, users are people. We have approximately 35,000 users in our system. It's everyone from parents, students to teachers. (Randy Phelps)
- Q: Is there a process for all schools to have security cameras? (Melissa Got-Lopez)
A: All the schools currently have security cameras. All we are doing is just improving and fine-tuning them. (Randy Phelps)
- Q: Does every school have a Business Center so kids can actually print? Do kids have copy cards? (Melissa Got-Lopez)
A: No, schools don't have Business Centers because schools are not businesses. We let the schools pick where they want their printers because the sites pay for their copiers. So, they decide how many copiers they want while we run the software that makes them work. We give suggestions. At three of our sites, students do have access to copiers and they do have copy cards.
- Q: Is the MUNIS system on the cloud or on-premise? If it's on the cloud, how will we handle data in terms of privacy issues, data issues? How do we store those data? (Vikas Navani)
A: Our student information management system is in the cloud and Munis will also be in the cloud. When we put it in the cloud, they have staff 24 hours a day, seven days a week, 365 days a year watching their tasks under contract. Those cloud providers can do security better than a school district can. (Randy Phelps)

5.02 Capital Program Budget Adjustment Report (presented by Janice Unger, Director of Bond Purchasing & Contracts)

- Q: Any big numbers we should pay attention to? (Lorena Chavez)
A: Each page is a separate report. With all of the reports, the goal is to share with you what we submitted to the board and got approved. (Julio Lucas)
- Q: Is the last page the summary of all reports? (Raymond Mueller)
A: No. (Janice Unger)
- Q: Would it be okay to email you questions if we have any afterward? (Lorena Chavez)
A: Yes. (Janice Unger)

5.03 Budgets and Expenditures Report (presented by Janice Unger, Director of Bond Purchasing & Contracts)



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- Q: How is the Adult Transition Program North? (Bud LoMonaco)
A: It is in the Division of State Architect (DSA) stage right now. The DSA is the regulatory agency that oversees our work. We send the drawings to them for them to look at fire safety, access, compliance, and instructional safety. (Julio Lucas)
- Q: Electronic Board. Is it possible to have a similar look and feel (with each school having its own identity and culture) for all schools? (Vikas Navani)
A: Yerba Buena left it intentionally. Technology is great but technology ages. There is maintenance and a whole process to it. The electronic board is made up of little squares and each little square (the surface) costs \$500 to replace. So, when the little squares go foul, instead of replacing them, they were moved to the bottom because they are too expensive to fix. Therefore, technology might not be the piece to chase as an identity piece. (Julio Lucas)
- Q: What is the timeline of the Adult Transition Program North? When do we expect to hear back from the DSA? (Bud LoMonaco)
A: We should hear back from the DSA in about eight weeks. From there, we will have a construction cycle of about ten months. (Julio Lucas)

6.01 Confirmation of Next Meeting Date, Time, and Location - Wednesday, October 9, 2019, @ 6:30 PM

- C: Julio Lucas introduced and welcomed Tom Huynh (District Senior Project Manager) to the group. He briefed the group on Tom Huynh's former position as the principal at Yerba Buena and mentioned that he and Tom had been to all sites and working a lot with the site leadership (site principals specifically). Lorena Chavez and Bud LoMonaco welcomed and thanked Tom Huynh for joining the team.