A. CALL TO ORDER

Committee Chair Sanjay Tandon called the meeting to order at 7:00pm.

1. Roll Call

Staff conducted Roll Call to establish Quorum:

- Chair Sanjay Tandon - present
- Vice Chair Ramon Juraboev - present
- Committee Member Bhavani Shankar Garikapati - present
- Committee Member Christina Chu - absent
- Committee Member Deb Stoddard - present
- Committee Member Maribel Wallace - present
- Committee Member Mariia Tkachenko - present
- Committee Member Mark Burns - present
- Committee Member Nicholas Marcott - absent
- Committee Member Priya Shastri - absent
- Committee Member Santosh Rao - absent

Staff Present:

- Chris Jew, Chief Business Officer, CUSD
- Kavitha Lakshmanan, Administrative Secretary to CBO, CUSD
- Todd Shimada, Bond Program Administrator, CUSD
- Mahmoud Abed, Chief Technology Officer, CUSD
- Jeff Scogin, Ann Kennedy Group
- Tony Kanastab, Project Director, Brailsford & Dunlavey
- Mark Newton, Bond Program Manager, Brailsford & Dunlavey

2. Approval of the October 29, 2025 Meeting Agenda

Motion: Approve the October 29, 2025 Measure Z CBOC regular meeting agenda.
Motion made by: Mark Burns
Motion seconded by: Bhavani Shankar Garikapati
Voting:

- Sanjay Tandon — Yes
- Ramon Juraboev - Yes
  Bhavani Shankar Garikapati - Yes
- Deb Stoddard - Yes
- Maribel Wallace - Yes
- Mariia Tkachenko - Yes
- Mark Burns - Yes

Motion passes

B. MINUTES APPROVAL

1. Approval of the June 11, 2025 Meeting Minutes

Chair Sanjay Tandon asked members and staff to introduce themselves before approval of minutes.

Motion: Approve the June 11, 2025 Measure Z CBOC regular meeting minutes.
Motion made by: Deb Stoddard
Motion seconded by: Mariia Tkachenko
Voting:

- Sanjay Tandon — Yes
- Ramon Juraboev - Yes
  Bhavani Shankar Garikapati - Yes
- Deb Stoddard - Yes
- Maribel Wallace - Yes
- Mariia Tkachenko - Yes
- Mark Burns - Yes

Motion passes

C. PUBLIC COMMENT

No comments

D. INFORMATION/DISCUSSION

1. Bond Program Update

Todd Shimada, Bond Program Administrator provided a quarterly update on the Bond Program projects, acknowledging the Citizens' Bond Oversight Committee (CBOC) as an integral part of the overall program.
Summer 2025 Quick Start Projects: The program initiated "Quick Start" projects over the summer of 2025 to maximize time since the bond passed in November 2024. Most of these projects did not require submission to the Division of the State Architect (DSA).

- Roof Replacements: Completed life-extending replacements (30-year life) with zero safety incidents. Four additional schools are slated for Summer 2026.
- Safety and Security Fencing: Perimeter fencing raised from 4ft to 6ft at the final five school sites. New code-compliant gates are being finalized.
- Play Structure Upgrades: Phase 1 retrofits for 4-year-olds (lower decks, shade, age-appropriate equipment) are complete and safety-certified.
- Future Security: Plans include electronic locks and intercoms to funnel visitors through front offices while maintaining after-hours community field access.

Comments and questions:

- Is maintenance included?
    - replacing — permitted as per bond. One-time replacement of roof, removing, decking, rebuilding. Avoid routine maintenance
- Acronym Clarification- DSA (Division of the State Architect): The state agency that reviews and approves elements of construction projects related to fire/life safety, accessibility, and structural items. This process is required for permitting and involves fees based on the project's value. The review process involves submissions, comments, corrections, and final approval.
- Roof replacement- are there any other schools in the next 4–5 years?
    - Summer of 2026, we have 4 schools.

2. Review of Bond Project List and Fiscal Reports

Review of Bond Project List: Presented by Todd Shimada

- Staff and program management (Brailsford & Dunlavey) have been working to create an organized bond project list, focusing on the next two years as approved by the Board. The list shared with the CBOC is the same one presented to the Board on October 9th, 2025.
- The list groups projects by scope for clarity:
    - Health & Safety/Code Compliance/Security: Fencing, PA systems.
    - New Program Integration: Focus on Transitional Kindergarten (TK) and Middle School electives.
    - Building Systems Replacement: Roofing, HVAC, electrical.
- Modernization:
    - Classrooms: Interior modernization for schools (Collins, Eaton, Murdoch, Patell, parts of Lincoln and Lawson) that were modernized before Measure H (approx. 2005-2010).
    - Infrastructure/Plumbing: Aging infrastructure (sewer lines, water pipes, restrooms) is included under the general modernization category. Staff will create a separate line item for plumbing/restrooms in future reports to highlight this scope.
    - Targeted New Construction: Gymnasiums at Hyde, Kennedy, and Miller; a Central Kitchen at the operations yard.
- New Gymnasium Details:
    - New construction of a gym with a High School regulation-size court (current gyms are Junior High length). It will include restrooms, bleachers, and storage. A locker room is an optional alternate. Impact: Aims to allow middle schools to host home playoff games and rent facilities
    - The current plan is to build a brand new gym while retaining the existing one for two interior spaces (PE, inclement weather, etc.). Staff will finalize placement with school sites.

Comments and Questions:

- Committee inquired about the possibility of school site visits.
    - Staff recommended planning CBOC school visits for next summer (2026) to view completed projects like playgrounds and paving.
- Technology — please provide clarifications on the charge of capital assets, software, contracts? Ensure separation between capital and hardware.
    - Mahmoud Abed, Chief Technology Officer, responded to this discussion.
    - Student and Staff Devices: The bond will cover the cost of laptops, iPads, and other devices for students and staff, shifting this expenditure from the general fund to the bond.
    - Cabling and Network Infrastructure: This includes upgrading Ethernet network and fiber cabling at school sites. This work is strategically tied to the E-Rate federal program to maximize savings and discounts. A project is currently underway at three schools and will cycle through the rest of the district.
    - Data Center: The bond will fund the refresh of the data center and the overall network infrastructure.
    - Intercom/Clock/Bell System: This is a major project under the bond. The current system is extremely old, unsupported, and must be replaced to ensure functional communication tools across the district.
    - A significant discussion was held regarding the challenge of modern technology being delivered as a service, which complicates the distinction between capital expenditure (eligible for bond funding) and operational expenditure (not eligible).
    - Staff's approach is to treat the initial purchase of equipment and the embedded license/service required to make the technology functional as a capital cost. Any costs that arise after the initial purchase (the "maintenance cost" or renewal) will have to be funded outside of the bond (i.e., by the General Fund).
    - Newer camera systems are often subscription-based. Staff will need to be careful to structure the purchase as a defined capital expenditure cycle (e.g., a 10-year purchase) with subsequent costs being operational.
    - Committee Concerns and Actions: Committee members requested greater clarity and transparency in the project list description to explicitly define what the technology funding covers (e.g., "one-time purchase" vs. "professional software") and what it does not.
    - Staff will consult Bond Counsel to review any "gray area" items to ensure the committee has full confidence that all expenditures comply with regulations.

Questions and Comments

- How will the District cover the operational/licensing costs once the initial bond-funded period expires?
    - Staff confirmed the District actively plans and budgets for these future costs through the General Fund to avoid a "funding cliff" and ensure continuity of service.
- No PTA Funding?
    - Staff confirmed there is a push from the Superintendent to maintain a baseline standard of technology and materials across all schools, which the District provides and is not placed upon the PTA or parents to fund.

Scope Matrix- Presented by Todd Shimada

- A detailed matrix maps scope items (roofing, fencing, tech) to individual elementary and middle schools. These assessments remain subject to minor adjustments based on upcoming school site meetings.
- Of the $347M total bond, approximately $98M (nearly one-third) has been board-approved or proposed. The program is currently on a six-year timeline, with staff aiming for faster completion.
- A two-year master schedule is in place to minimize school disruption:
    - Major Construction: Reserved for summers and breaks.
    - Low-Impact Work: Scheduled for overnight shifts (e.g., PA systems/fire alarms) to accelerate the three-year completion goal for communication upgrades.

Fiscal Reports: Presented by Jeff Scogin, Ann Kennedy Group

- The list includes the project number, project name, status, budget (Measure Z contribution), and scope of work to align with the general types of projects approved by voters in the ballot language.
- Any modification to a project's budget, name, or scope must first be approved by the Board of Education. After Board approval, the change is brought to the CBOC for review. A Bond List Revision Document will clearly define the prior scope, new scope, budget change, and the source of any funds being moved.
- The list includes a line item for Future Projects to account for the remaining funds to bring the total project list up to the full $347 million bond amount.

Quarterly Project Summary Report (Q4 - Ended June 30th)

- The committee reviewed the Quarterly Project Summary Report for Q4 period ending June 30, 2025.
- The report is generated from a tool that syncs directly with the district’s financial system to provide live, real data for project management.

- "Percent Complete (Construction)" currently shows 0% as schedules are being loaded. Once active, this will use an algorithmic calculation that project managers can override to reflect true field progress.
- Key Performance Indicators (KPIs): The report includes status indicators for project health: Projects are tracked via a "Stoplight" status system:
    - Checkmark: On track (cost and schedule).
    - Caution: Problem identified with a near-term solution.
    - Red X: Problem identified with no immediate solution.
    - Members expressed high satisfaction with the report's transparency and level of detail.

E. ACTION

1. Selection of Annual Report Working Group

The Chair initiated a discussion regarding one of the Committee's key activities: the requirement for an Annual Report.

- The draft Annual Report will be reviewed, edited, and approved by the full committee.
- The report-drafting process is scheduled to occur over the next two months (November and December). The content will cover activity up to June 30th 2025.
- The Chair requested two volunteers from the committee to work closely with the Chair and the staff to draft the report.
- The kickoff meeting will likely be a Zoom call to establish the committee's desired focus for the report. Subsequent collaboration will primarily be through email to maintain a small group size (Chair + two volunteers) and avoid reaching a quorum (which is five or more) and violating the *Brown Act.*
- The committee's input will focus on project highlights, comments, and how to present the auditor's statement.
- A web-based format will be concise and to the point, using the report as a communication device to report on findings, not as marketing material, which has been legally problematic in other districts.
- The Chair called for volunteers for the small drafting task force. Two members volunteered : Ramon Juraboev and Mark Burns.

Motion: Selection of an Annual Report Working Group comprising Chair Sanjay Tandon, Vice Chair Ramon Juraboev, and Committee Member Mark Burns
Motion made by: Sanjay Tandon
Motion seconded by: Bhavani shankar Garikapati
Voting:

- Sanjay Tandon — Yes
- Ramon Juraboev - Yes
  Bhavani Shankar Garikapati - Yes

- Deb Stoddard - Yes
- Maribel Wallace - Yes
- Mariia Tkachenko - Yes
- Mark Burns - Yes

Motion passes

F. INFORMATION

1. Member Questions/Comments

No Questions/Comments

2. Follow Up Items

- Members requested that the committee contact list be shared.
    - Staff will share the list via email.
    - Staff reminded the members that do not "reply all" to emails as that can quickly violate Brown Act. Always use BCC (Blind Carbon Copy) for group emails to avoid this issue.
- Vice Chair Ramon Juraboev handed out a document to all members titled : "Measure Z CBOC - One-Page Handout" as guidance to staff outlining several oversight control principles and vetting procedures that have been prepared and shared previously with Staff, focusing on ensuring proper project eligibility and financial management.
    - Handout attached
    - They are intended as guidance and do not require a vote, as Staff (Chris) has already provided a response that meets committee's approval.
- Measure Z CBOC- One Page Handout - by RJ 10.29.2025

G. AGENDA SETTING/FUTURE MEETINGS

H. ADJOURNMENT

Chair Sanjay Tandon adjourned the meeting at 8.12 pm.