CUPERTINO UNION SCHOOL DISTRICT

Measure Z Citizens' Bond Oversight Committee
Regular Meeting
01/21/2026 - 07:00 PM

CUSD Administrative Office, Big Conference Room
1309 S. Mary Avenue, Suite 150, Sunnyvale, CA

MEETING MINUTES

A. CALL TO ORDER

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 - present
- Committee Member Deb Stoddard - absent
- Committee Member Maribel Wallace - present
- Committee Member Mariia Tkachenko - absent
- Committee Member Mark Burns - present
- Committee Member Nicholas Marcott - absent
- Committee Member Priya Shastri - absent
- Committee Member Santosh Rao - present

Staff Present:

- Todd Shimada, Bond Program Administrator, CUSD
- Kavitha Lakshmanan, Administrative Secretary to CBO, CUSD
- Mahmoud Abed, Chief Technology Officer, CUSD
- Jeff Scogin, Ann Kennedy Group
- Mike Chegini, Ann Kennedy Group
- Tony Kanastab, Project Director, Brailsford & Dunlavey
- Mark Newton, Bond Program Manager, Brailsford & Dunlavey
- Ryan Holman, TBK Construction Management Corp
- Kevin Gericke, TBK Construction Management Corp
- Jeff Jensen, Crowe LLC

2. Approval of the January 21, 2026 Meeting Agenda

Motion: Amend the agenda to include Action: E.2: Committee Members Attendance and approve the amended January 21, 2026 Measure Z CBOC regular meeting agenda.
Motion made by: Mark Burns
Motion seconded by: Ramon Juraboev
Voting:

Sanjay Tandon — Yes
Ramon Juraboev - Yes
Bhavani Shankar Garikapati - Yes
Maribel Wallace - Yes
Christina Chu - Yes
Mark Burns - Yes
Santosh Rao- Yes

Motion passes

B. MINUTES APPROVAL

1. Approval of the October 29, 2025 Meeting Minutes

Motion: Approve the October 29, 2025 Measure Z CBOC regular meeting minutes.
Motion made by: Mark Burns
Motion seconded by: Sanjay Tandon
Voting:

Sanjay Tandon — Yes
Ramon Juraboev - Yes
Bhavani Shankar Garikapati - Yes
Maribel Wallace - Yes
Christina Chu - Yes
Mark Burns - Yes
Santosh Rao- Abstain

Motion passes

C. PUBLIC COMMENT

No comments

D. INFORMATION/DISCUSSION

1. Bond Program Update

Todd Shimada, Bond Program Administrator, provided an update on the Bond Program projects.

- Roofing & Playgrounds: Replacements are complete at Lincoln, Montclaire, West Valley, and Miller, all passing warranty inspections. TK/K playground retrofits are finished at eight sites and are undergoing certified safety inspections.
- Security fencing installation is nearly complete at Lincoln and Montclaire. Work at Nimitz, Eisenhower, and Stocklmeir is at 85%, pending final gate installations and punch list completions.
- The District has initiated the Request for Qualifications (RFQ) to secure the architectural and general contractor teams for new gyms at Kennedy, Hyde, and Miller.
- Planning has started at the Operations Center, with a Request for Proposal (RFP) issued to select an architectural design firm.
- Site assessments for hydration stations are complete.

Member Questions

- What building codes are being followed for current and upcoming roof replacements?
  - All projects comply with the 2024 and 2025 building codes, specifically focusing on fire-retardant requirements. While standards have shifted, we ensure all materials meet or exceed current fire codes.
- What is the approval process for these projects?
  - Projects initiated in 2025 and moving into 2026 are now required to go through DSA (Division of the State Architect) approval. This is particularly important when the weight of the new roofing material differs from the material being replaced.
- What are the benefits of the new roofing material compared to the old gravel roofs?
  - The new materials meet modern fire-retardant standards and provide significantly higher insulation value than traditional gravel roofs, leading to better energy efficiency.
- How are roofing and playground projects prioritized?
  - Priorities were established via assessments conducted prior to the bond measure passing. We evaluated life expectancy and overall condition, beginning with those roofs identified as needing immediate replacement.
- What are the expected warranties for these upgrades?
  - Roofing: 30-year warranty. Playgrounds: 15-year warranty.
- Can these new roofs support solar panel installations?
  - Our process involves checking the structural integrity of the existing roof to ensure it can hold the weight of solar arrays. At sites like CMS, we coordinate the roof replacement first, followed by the installation of the solar arrays.
- How is the budget managed for the remaining five playground and roofing projects?
  - These projects are currently covered under our financial plans. The Board will approve a Master Project List as more specific projects are finalized.
- Are the gymnasium projects adequately funded, or do we need to prioritize specific schools?
  - We have adequate funds to cover basic needs across all schools. Our strategy is to build a standardized gym design across all three campuses. We are currently meeting with Middle School teams to gather feedback and ensure the designs meet their needs.
- Do we have formal condition assessment reports for these new projects?
  - Not yet. Once an architect is brought on board, they will conduct formal studies regarding location, structural needs, and site-specific conditions.

2. Independent Audit Report Presentation

Jeff Jensen, Crowe LLC, presented the Independent Audit report which includes the Measure Z GO Bonds Performance Audit and Financial Statements for the period ending June 30, 2025 and highlighted key aspects of the report:

- The audit was conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States.
- In all significant respects, Cupertino Union School District expended Measure Z GO Bond Funds for the period June 30, 2025 only on the purposes approved by the voters and only on specific projects developed by the District's Board of Education.

Member Questions:

- Does the purchase of software meet the spirit and intent of the law regarding bond proceeds and capital expenses?
  - Yes. While bond proceeds generally cannot be used for short-term items, software is an allowable expense if it is part of an approved bond project list and the expense relates directly to one of those items. We follow strict guidance from bond counsel to ensure all software purchases pass legal and regulatory requirements for capital expenditures.
- How was the $1,769,234 million sample threshold handled in the audit, and is there a fixed dollar breakdown for selection?
  - There is no fixed dollar breakdown. The auditor uses a random selection process for both large and small transactions. This method allows the team to gain a comprehensive overview of both qualitative and quantitative facts, helping to identify and mitigate risks to the district.
- Is the specific threshold disclosed during this process?
  - No, the specific material amount is not disclosed to ensure the integrity and randomness of the audit selection.

- Member would like to look at the documents submitted to Crowe in regard to the audit sample.

3. 2025-26 FY Q1 Financial Reports

Jeff Scogin, Ann Kennedy Group presented the 2025-26 Q1 Financial Reports

Member Questions and Comments:

- Can you comment on the negative remaining balance for the Technology - Infrastructure project?
  - As of the September report, the Technology - Infrastructure project (66-8586) has a budget of $361,000 but has already seen expenditures of $691,261, resulting in a negative balance of ($330,261). To rectify this, the project team plans to increase the budget to a level they feel is necessary to cover the actual costs.
- The report shows this project is at 191% financial completion. Can this be better visually represented?
  - Yes, a change will be made to the status tick mark color to highlight that the budget has been exceeded.
- What is the current status of the "Future Projects" budget?
  - There is currently $248,229,968 allocated to Future Projects (66-TBD9). The Board has not yet fully allocated these funds, but the strategy is to use this pool to backfill budgets for middle school gymnasiums, kitchen upgrades, and various technology needs as they arise.
- As a committee, what is our mechanism for flagging projects with significant issues or overages?
  - The committee has the authority to request a "deep dive" into any particular project that shows significant budgetary or scheduling concerns.
- How do we determine the boundaries of what the committee can and cannot legally ask regarding bond expenditures?
  - We rely on guidance from Bond Counsel to rectify and clarify the scope of the committee's responsibilities.
- Member would like to receive line item details of each project expense.

E. ACTION

1. CBOC Annual Report

The Annual Working Group comprising Chair Sanjay Tandon, Vice Chair Ramon Juraboev, and Member Mark Burns worked with Mike Chegini, Ann Kennedy Group to generate this concise and informative report of the Measure Z 2024-25 activities. Staff asks the Committee to approve this report.

Member Comments:

- Format is good
- Include before and after photos of projects
- In the coming years, show final numbers spanning multiple fiscal years.

Motion: Approve the Annual Report with the incorporation of the recommended changes.
Motion made by: Maribel Wallace
Motion seconded by: Mark Burns
Voting:

Sanjay Tandon — Yes
Ramon Juraboev - Yes
Bhavani Shankar Garikapati - Yes
Maribel Wallace - Yes
Christina Chu - Yes
Mark Burns - Yes
Santosh Rao- Yes

Motion passes

E. 2: Committee Members Attendance
Committee members discussed possible options to address the issue of absentee members.

Motion: To authorize District staff to contact the two members who have been absent for two consecutive meetings to confirm their interest in continuir

- If a member expresses that they are no longer interested in serving, or if they fail to respond to the inquiry, a formal recommendation shall be b member and declare the seat vacant.
- Upon Board approval of the removal, the District will immediately begin the formal process to seek replacements to ensure the committee rema its bylaws.

Motion made by: Maribel Wallace
Motion seconded by: Ramon Juraboev
Voting:

Sanjay Tandon — No

Ramon Juraboev - Yes
Bhavani Shankar Garikapati - No
Maribel Wallace - Yes
Christina Chu - Yes
Mark Burns - Yes
Santosh Rao- No

Motion passes

F. INFORMATION

1. Member Questions/Comments

Member Question:

- What are the new projects that the Board is in the process of identifying?
  - District leadership has completed 13 of 23 scheduled school planning meetings with principals. These meetings involve reviewing both currently approved projects and potential new scope additions. The selection process for these new projects is centered on ensuring equity across all school sites.

2. Follow Up Items

Staff shared explanations for the requested follow-up items:

- Bond Counsel summary — eligibility criteria for technology expenditure
  - Todd Shimada, Bond Program Administrator, shared the attached handout with the Committee.
- Status of updated Project List/reporting format
  - The reporting format was updated to include completed percentage values for project and financials.
- CBOC site visit
  - Members suggest either small group (sub-committees) informal site visits or site visits that are part of a regular meeting agenda.
  - Informal visits may be easier to coordinate, although they will not be documented in meeting minutes, while site visits that are agendized will be recorded in meeting minutes.
  - Staff to get back to the Committee with possible options for site visits.
- Bond List Revision Control
  - Jeff Scogin shared the Bond List Revisions
  - Members asked to see the details of the Project List earlier to review any new projects and to ensure alignment of projects to Bond ballot language.

G. AGENDA SETTING/FUTURE MEETINGS

Future Agenda Items:

- Site visit options
- Detailed list of project spend
- Items provided to Crowe for auditing

H. ADJOURNMENT

Meeting adjourned at 9.15 PM.
Christina Chu left meeting at 8.40 PM