

**Berryessa Union School District
1376 Piedmont Road
San Jose, CA 95132**

Measure L Citizens' Oversight Committee Meeting
October 5, 2016
6:35pm – 7:35pm

REGULAR MEETING MINUTES

Members Present: Kevin Costello, Chair
Marty Michaels, Vice Chair
Adrienne O'Leary
Amy Chen
Frank Cancilla
Susan Fowle

Members Absent:

District Staff Present: Will H. Ector Jr., Superintendent
Phuong Le, Deputy Superintendent, Administrative Services
Ken Tanase, Director of Bond Facilities and Modernization
Veronica L. Reyes, Account Tech II

Public Present: None

1. Call to Order

Minutes

Mr. Costello called the meeting to order at 6:35 pm.

a. Roll Call

Minutes

Kevin Costello, Chair
Martin Michaels, Vice Chair
Adrienne O'Leary
Frank Cancilla
Susan Fowle
Phuong Le
Ken Tanase
Veronica L. Reyes

- b. Adoption of Agenda – Motion to Approve by Marty Michaels, 2nd by Frank Cancilla
- c. Approval of Minutes from June 1, 2016 – Frank Cancilla motioned to approve the minutes with corrections.

2. **Public Comments** - None

3. **Reports**

a. Measure L Project Update

Ken Tanase presented the updated construction schedule as of 10/5/2016 and will provide an updated Construction Project update at the next meeting. Marty Michaels asked if the District ever considered making changes to other projects in order to keep the Central Kitchen on schedule. Phuong Le explained that the changes were made keeping in mind the student population that would be serviced through the Central Kitchen as well as the project budget. Reduction in square footage was made to the storage area only.

Amy Chen asked why input from school Principals on the FIS Space Design was so important, since movement of these positions happen every two years. Phuong Le explained that the school Principal plays a vital role in getting the staff involved because they have a vested interest in the school, and that in many cases the Principals stay longer than two years.

Marty Michaels asked if the children at the school sites were being kept informed on the Measure L Projects. Phuong Le mentioned that project information is best filtered through the Site Administrator, but thought it was a good idea to follow up on.

Adrienne O’Leary asked if there has been any feedback on how kids/staff like the FIS Space. Phuong Le said that the locations are not fully functional yet. She mentioned this was a good point in getting information on, once the spaces are fully functional, and Ken Tanase stated they are scheduled to be fully functional by November.

Phuong Le also shared that staff has learned from recent FIS projects regarding the timeline for ordering furniture. Due to the vendor lead times, furniture needs to be selected and ordered earlier, in order to meet deadlines.

b. Measure L Financial Report

Phuong Le presented the “Unaudited Multi-Year Summary as of 8/23/2016, and explained that the District is currently going through its’ annual Audit, therefore, the audited version will be presented at the December 7, 2016, meeting. The Project Budget 2015/16 Year to Date Final – 7/1/2015 – 6/30/2016 report was also presented.

Frank Cancilla requested that miscellaneous expenses be reported in a way that would help the committee identify those expenses.

Adrienne O’Leary questioned why the Air Conditioning item for modernization was not made a priority for Toyon. Phuong Le mentioned that this would be reviewed.

4. Review and Discussion

a. Vacant CBOC Position (Taxpayer)

Kevin Costello recommended keeping this item on the agenda until filled, and to re-advertise locally and in District 4 area.

5. Review and Action

a. Appointment of Chairperson for 2016-2017

Kevin Costello shared that he has enjoyed being Chairperson since the beginning of the Measure L Bond Program, but feels it should be a rotated position, as is the positions on the Board of Trustees. He asked for nominations or a volunteer to take over the post. Frank Cancilla nominated Marty Michaels, Kevin Costello, seconded the nomination. A vote was called for all in favor. Marty Michaels will begin as Chairperson at the December 7, 2016 meeting. Kevin Costello opened the floor for Vice Chair nominations/volunteers, Amy Chen volunteered. Frank Cancilla motioned to accept, Marty Michaels seconded. Amy Chen will begin as Vice Chairperson at the December 7, 2016 meeting.

b. Establish the 2017 CBOC Meetings

The 2017 CBOC Meetings to be as follows:

- Annual Report will be presented to the Board in February 2017
- Regular CBOC Meetings for 2017:
 - March 1, 2017
 - June 7, 2017
 - September 6, 2017
 - December 6, 2017

6. Adjournment

Motion was made to adjourn, seconded and passed to adjourn the meeting at 7:35 pm.

Minutes from October 5, 2016 approved on:

Martin Michaels, Committee Chairperson

Will Ector, Jr., Superintendent