

UNADOPTED

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

Measure L Citizens' Oversight Committee Meeting  
December 7, 2016  
6:30 p.m. – 7:30 p.m.

**REGULAR MEETING MINUTES**

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

Member Absent: Frank Cancilla

District Staff Present: Phuong Le, Deputy Superintendent, Administrative Services  
Margot Sandoval, Administrative Assistant, Business Services  
Dave Johnston, Director of Technology Services  
Tony Kanastab, Consultant-Director of Bond Facilities and  
Modernization

Public Present: None

**1. Call to Order**

**Minutes**

Mr. Marty Michaels called the meeting to order at 6:45 p.m., thanked Ms. Phuong Le for the venue, and Mr. Margot Sandoval for the agenda.

a. Roll Call

**Minutes**

Martin Michaels, Chair  
Amy Chen, Vice-Chair  
Adrienne O’Leary  
Kevin Costello  
Susan Fowle  
Phuong Le  
Margot Sandoval  
Dave Johnston  
Tony Kanastab

b. Adoption of Agenda

**Minutes**

Motion to approve by Ms. Susan Fowle, 2<sup>nd</sup> by Ms. Adrienne O’Leary

c. Approval of the October 5, 2016 CBOC Meeting Minutes

**Minutes**

Motion to approve by Ms. Susan Fowle, 2<sup>nd</sup> by Ms. Amy Chen

Mr. Marty Michaels asked if the students were kept informed regarding the Modernization projects at their school. Ms. Phuong Le replied that she believes that the information is filtered through the site Administrator, and requested the Bond Director, Mr. Tony Kanastab, to communicate with the Principals.

Ms. Adrienne O’Leary asked about FIS feedback from students, and if the air conditioning was on the priority list for Bond modernization. Ms. Phuong Le, mentioned that the feedback she has received is from staff and that currently the priority for Toyon is the Paving project.

Mr. Marty Michaels asked about the current CBOC vacant position. Ms. Phuong Le stated that there have not been any applications. However, it is advertised in the District newsletter. Ms. Phuong Le requested that the committee keep to the agenda, since this item is listed under item #4.

Mr. Marty Michaels said he would contact the District 4 Councilmember to advertise the open position.

**2. Public Comments**

**Minutes**

There were no comments

Ms. Phuong Le introduced Ms. Margot Sandoval, Mr. Dave Johnston, and Mr. Tony Kanastab, the new Director of Bond Facilities and Modernization as of Dec. 12, 2016.

Ms. Adrienne O’Leary and Ms. Amy Chen asked why the other Directors of Bond left their position. Ms. Phuong Le explained that they might have some qualifications and may not have others. To complete the project, some changes were not up to the employee make. Mr. Tony Kanastab was the replacement.

### 3. Reports

#### a. Measure L Project Update

##### Minutes

Ms. Phuong Le presented the update, and mentioned that the new central kitchen will have newer equipment. The Child Nutrition Services department will continue to serve meals to students at 10 elementary schools and three middle schools, and continue to provide meals that meet the freshness and nutrition requirements.

The Wifi at Toyon School is always dropping on the Chromebooks. Mr. Dave Johnstone stated that Kelvin Chan, the Technology Manager, is working with Maria Smith to fix the problem. Ms. Susan Fowle stated that there has been a wireless access point or switch issue since the cables came out.

A question was asked about expanding Vinci Park Elementary School from a K-5<sup>th</sup> grade school to a K-8<sup>th</sup> grade school. Ms. Phuong Le explained that if it was expanded, it would be expanded where the grass are is, currently.

Mr. Kevin Costello asked why the District has a declining enrollment. Ms. Phuong Le explained that the District has an older community. The enrollment in the 1990's was at 9K-10K. Currently the District has about 7,300 enrolled students.

It was requested that Mr. Tony Kanastab provide a project schedule until complete. Mr. Tony Kanastab explained that a project might be finished, but it is not considered complete, until it is approved by DSA. DSA oversees the projects and it can take as long as six months after the project is finished for them to state it is complete.

Ms. Phuong Le stated that the District was in the process to contract for School Facility Consulting Services to assist the District with the process to identify and assist with State's Prop 51 Bond funds, which the District might be eligible to apply for and receive funds. At this time, it is not known how many funds the District may qualify for. Therefore, in order not to over commit, the District cannot state how these funds will be used for at this time.

A question was asked on the cost for each FIS. Mr. Tony Kanastab stated that the budget for each elementary school was 486K, plus escalation, and 550K for the middle schools.

b. Measure L 2016-17 1<sup>st</sup> Quarter Financial Report

**Minutes**

Ms. Phuong Le reviewed the report with the committee. It was noted that the balance at the bottom of the page was accidentally cut out. The total 2016-17 Operating Budget is \$77M

c. Review of the 2015-20106 Annual Independent Financial and Performance Audit Report

**Minutes**

The Auditor was not able to be present. Ms. Phuong Le presented the Bond Audit Report to the committee. She state that opinion of the Auditor is that the District's Audit is an "Unmodified Audit Report", which is very important. The balance sheet was review.

Ms. Phuong Le explained to the CBOC regarding the Internal Control over Financial Reporting, page 10 of the audit report. She explained that the auditors check the process, but not daily transactions. They check that the internal control is functioning correctly.

Several financial questions were asked. It was requested the District's Financial Advisor be invited to the March 1<sup>st</sup> meeting to answer some of the financial questions.

Mr. Marty Michaels thanked Ms. Phuong Le.

**4. Review and Discussion**

a. Vacant Position (Taxpayer)

**Minutes**

Discussed in item 1c, above

**5. New Business**

**Minutes**

- Ms. Amy Chen requested a copy of the Measure L Ballot
- Ms. Phuong Le recommended the CBOC Bylaws be in the packet
- Mr. Marty Michaels will present the CBOC Annual Report to the Board on February 28, 2016.

**6. Adjournment**

**Minutes**

Meeting adjourned at 8:18 p.m