



## **CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC) MEETING**

Hillsborough City School District

February 22, 2024

Meeting held via Zoom

### **I. OPENING ITEMS**

#### **A. Call to Order**

The meeting was called to order by CBOC Chair Alan Rittenberg and second by Bonnie Feldman

#### **B. Roll Call**

##### **CBOC Members:**

Alan Rittenberg  
Mairin Macaluso  
Sara Heston  
Bonnie Feldman  
Kirsten Patel  
Clement Chen

##### **HCSD Staff Members:**

Joyce Shen  
Michelle Yau  
Larry Raffo  
Ron Russo

##### **HCSD Board Members:**

An Chen

##### **Van Pelt Construction Services:**

Eric Van Pelt  
Merry Te

##### **Auditor:**

Sheldon Chavan

#### **C. Welcome and Introductions initiated by Alan and Eric**

### **II. REPORTS DISCUSSION AND POSSIBLE ACTION**

- A. Approve Meeting Minutes from January 26, 2024
  - 1. CBOC Chair Alan Rittenberg called to vote.
  - 2. The committee voted unanimously to approve the minutes
- B. Prepare Draft Board Report. Eric presented the CBOC Report
  - 1. Eric discussed the current CBOC Membership for HCSD
  - 2. Eric discussed the CBOC Charter, a high-level review of the charter and statutory requirements. He also discussed the role of the committee vis-a-vis the board.
  - 3. Eric discussed layered oversight of bond expenditures, noting that the board has ultimate authority over allocating bond resources and project prioritization.
  - 4. Eric addressed the importance of CBOC and their charters.
    - a) Sara questioned the CBOC Charter's "to inform the public concerning the expenditures and bond revenues" and asked how much of that the CBOC is responsible for. Per Eric, the CBOC does not have a requirement to send out newsletters, but it is able to provide organic communication to the public.
  - 5. Sara mentioned that Louann sent an email regarding the Brown Act and needed clarification about how CBOC Members can speak with the public. Eric responded that committee members can only meet within CBOC meetings to discuss items that will be voted on in the future. An chimed in and stated that CBOC members should be comfortable discussing concerns directly with the CBOC President and Eric. She loved that the CBOC members have many roles in the community, and it helps us understand the levels of communication being sent to each person. It will help us understand how to better communicate with each role.
  - 6. Clement brought up concern regarding Charter #1 "to promptly alert the public to any waste or improper expenditures of school construction bond money." He mentioned it is implicit in the CBOC charge. He stated he did not see that in the statute. Larry suggested rearranging the charters where charter #1 is moved to the end and "promptly" is removed. Sara suggested it states "to alert the public to any waste or improper expenditures of school construction bond money that they are aware of." Eric will review the exact language the charter ties to and email Alan his findings.
- C. Communication with the Public
  - 1. Sara questioned how newsletters are being distributed. Eric stated that they are sent to the board and posted on the website, but moving forward, he will also send them to CBOC.
  - 2. Sara asked how public forums were publicized. Eric stated they would be published online. We'll work with the principal and vice principal for specific schools to communicate with the students through various methods, such as email. Larry mentioned that if school sites request

updates, they can ask them via parent group meetings, school site council meetings, staff meetings, or any public meeting at a school site or district level, which can be a forum for information shared on the bond.

3. Bonnie provided her perspective as a parent to children at Crocker and North; she has yet to receive notifications on the bond measure. Being an active parent who attends HSF and many other meetings, she has heard some information but is concerned about the general public being notified. Bonnie confirmed that the parents received a principal newsletter and a letter from Louann. Within these newsletters are websites for reference. Eric stated that the HCSD district staff would discuss utilizing email and social media better to get these announcements out to the community.
  4. Alan questioned how people in the community are getting information regarding bond revenue if they are not parents to current students. Larry stated we are early in the program, and once projects are getting started, there will be more information to send out. An mentioned she is a part of the town communications committee and stated they can put information in their newsletters. However, she advised waiting until we are farther along in the project to where we have completed submissions for approvals because we do not want to delay any projects.
  5. Sara requested a communication plan for the year to map out upcoming projects so the committee could coordinate how to relay this information to the public. Eric agreed and will work on agendaizing this plan with Alan for the forthcoming meeting.
- D. Eric discussed the approved project list.
- E. Eric discussed Major Takeaway from 2023
1. Performance audit returned with no findings
  2. The financial audit returned with no findings
  3. Smaller projects, such as painting at North and South, were completed
  4. Classroom technology is complete
  5. Larger projects, such as Crocker and West MPR, District-Wide Roofing and HVAC, Solar, and multiple projects, are in planning phases.
  6. CBOC meetings will be held quarterly, and site visits will be held once a year
  7. CBOC had requested to review the communications plan
- F. Bonnie discussed Louann, mentioning that the district is looking into mobile power stations due to the possible power outages. Bonnie stated she saw the maintenance team working on the rooftops fixing leaks. Bonnie asked if the district would be asking to use the bond money for these projects.
1. Eric confirmed we are working on looking into generator hookups for each campus in case of power outages, but nothing is finalized at this time. As for the maintenance issues, those will come out of a maintenance fund, as the bond money will need to be used for capital projects. There are some instances where the bond language will allow for money to be used

for emergent issues, but as of right now, we have not encountered that at HCSD.

- G. Clement had questions about the annual report and asked if CBOC needs to affirm to the district that all funds are appropriately expended.
  - 1. Eric stated that we have never used a defined statement in the board report, but if the committee would like to add it, they can. He does not believe there is a requirement for that, but he will look into this concern.
- H. Clement asked Alan if we could calendar the rest of the meetings for next year. Alan agreed we could proceed with adding CBOC meetings, but the site visit meetings will be held when the projects are active.
- I. Clement suggested including captions for any photos being presented. Eric agreed to add captions.
- J. Alan requested that all CBOC items be sent to the committee three working days before the next meeting.

**III. STAFF REPORTS**

- A. There were no staff reports.

**IV. COMMITTEE MEMBER REPORTS**

- A. Sara wanted clarification on what is happening with the maker space at Crocker during construction, as there are rumors it will go away. Larry and Eric confirmed there will be a makerspace. Eric stated we have not got into that part of the process regarding where we will be relocating it. Larry chimed in and stated other programs are impacted by construction, and Ron and himself are working out the logistics for where to place them in the interim.

**V. PUBLIC COMMENTS FROM THE COMMUNITY**

- A. There were no comments from the public.

**VI. CLOSING ITEMS**

- A. Next meeting: May 10th, 2024.
- B. CBOC Chair Alan Rittenberg Bonnie Feldman's Second adjourned the meeting