



# Evergreen School District

*From strong roots grow bright futures*

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**Measure M Bond  
Citizens' Oversight Committee Meeting  
June 10, 2015  
10:00 a.m. – 11:00 a.m.**

**District Office  
Superintendent's Conference Room  
3188 Quimby Road  
San Jose, CA 95148**

## **AGENDA**

- I. Call to Order
- II. Introductions
- III. Review Responsibilities of Committee
- IV. Selection of Officers
- V. Review of Measure M Documents
- VI. Public Comment
- VII. Next Meeting
- VIII. Adjournment



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## Measure M Bond Citizen's Oversight Committee Meeting Minutes

**Date:** 6/10/2015

**Time:** 10:00 AM

**Location:** District Office- Superintendent's Conference Room

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### Committee Members Present:

Sabya Das

Latha Krishnamurthi

Laura Luu

Gordon Lee

Burton Smith

Nancy Vierra

Melanie Dovano Volpicella

### District Staff Present:

Rick Navarro

Dave Sinclair

Trudy Tran

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### I. Call to Order

The meeting was called to order by Rick Navarro at 10:10 am. This was the first meeting of the Measure M Bond Citizen's Oversight Committee.

### II. Introductions

District staff offered a brief introduction of themselves:

Rick Navarro- Director of Operations

Dave Sinclair- Construction Manager

Trudy Tran- Accounting Analyst

followed by committee members offering a brief introduction of themselves:

Business Community- Nancy Vierra (Plaza Dental Group)

Senior Citizens' Organization- Burton Smith

Taxpayer's organization- Gordon Lee

Parent- Melanie Dovano Volpicella (Matsumoto & Chaboya)

Parent active in PTA- Laura Luu (Clark-PTA)

At large- Sabya Das (Matsumoto)

At large- Latha Krishnamurthi (Matsumoto)

### III. Review of Responsibilities of Committee

Binders were distributed to each committee member. Rick Navarro led a review of the procedures, policies, and guidelines for the committee.

(Attachment provided: ESD, Election 2014, General Obligation Bonds, Citizen's Oversight Committee Procedures, Policies, & Guidelines)

As committee is required to comply with the Brown Act, Rick will be providing committee with access to text of the Brown Act.

### IV. Selection of Officers

Officers were selected and endorsed unanimously by the committee to serve as outlined under the "Members: Meetings" of the Procedures, Policies & Guidelines, as follows:

President- Melanie Dovano Volpicella

Representative- Gordon Lee

Secretary- Nancy Vierra

## **V. Review of Measure M Documents**

Rick Navarro led an overall review of the Measure M Documents along with the Financial Activity Report.

(Attachment provided: Financial Activity Report, 1st and 2nd Quarters of 2015 ( From 01/01/2015 thru 05/22/2015))

Trudy Tran provided details on items of the Financial Activity Report. Committee questioned it's ability to look at budgets; clarification was provided, as the committee may review all expenditures > \$10K. Trudy reviewed the borrowing formula and demand of current projects. An escalation of current projects from \$20M to \$27M was disclosed.

Funding for projects was based on the Facilities Master Plan and needs assessment.

Dave Sinclair offered a review of projects:

Cedar Grove- preplanning stage, slated to start June 2016

OB Whaley & KR Smith- windows and vents for natural lighting and air quality

Chaboya- re-roofing, as roof was 20 years old

The committee inquired how contracts were awarded; staff verified that ESD abides by and follows procedures set forth by California Uniform Public Construction Cost Accounting Act (CUPCCAA.)

As the committee reviewed Financial Activity Report, the following questions/concerns were raised:

-payments made to Apple Computer Inc. in excess of \$250K

Committee questioned purchase of iPad vs. Chromebook (or comparable less expensive product) and district standard for technology. Rick to f/u regarding standards of ESD.

-security at Matsumoto as campus easily accessible; committee to consider request for review by ESD

## **VI. Next Meeting**

The next meeting was confirmed for September 16, 2015 at 9:00 am.

## **VI. Adjournment**

The meeting was adjourned at 11:15 am.

**FINANCIAL ACTIVITY REPORT  
2ND QUARTER OF 2015  
(FROM 5/22/15 TO 6/30/15)**

DATE	REFERENCE	DESCRIPTION	AMOUNT
			EXPENDITURE
<b>REVENUE</b>			
6/12/2015	TF-150448	INTEREST FROM 21	(243.38)
		<b>TOTAL</b>	<b>(243.38)</b>
<b>EXPENDITURE</b>			
5/29/2015	PY-052915	BN-EOM 05/29/15	1,382.10
5/29/2015	PY-052915	BN-EOM 05/29/15	737.70
5/29/2015	PY-052915	BN-EOM 05/29/15	172.53
5/29/2015	PY-052915	BN-EOM 05/29/15	1,900.05
5/29/2015	PY-052915	BN-EOM 05/29/15	5.99
5/29/2015	PY-052915	BN-EOM 05/29/15	198.16
5/29/2015	PY-052915	PY-05/29 SINCLAIR, DAVID	12,076.58
6/04/2015	PO-540351	DANNIS WOLIVER KELLY	1,173.00
6/18/2015	PO-552339	DIVISION OF THE STATE ARCHITEC	5,250.00
6/18/2015	PO-552340	DIVISION OF THE STATE ARCHITEC	5,250.00
6/30/2015	EP-500275	AEDIS ARCHITECTURE	10,088.96
6/30/2015	EP-500276	AEDIS ARCHITECTURE	2,592.00
6/30/2015	EP-500277	AEDIS ARCHITECTURE	65,745.50
6/30/2015	EP-500240	AMAZON	76.05
6/30/2015	EP-500344	AZDOC INC.	1,235.00
6/30/2015	EP-500345	AZDOC INC.	8,100.00
6/30/2015	PY-063015	BN-EOM 06/30/15	1,846.57
6/30/2015	PY-063015	BN-EOM 06/30/15	982.35
6/30/2015	PY-063015	BN-EOM 06/30/15	229.74
6/30/2015	PY-063015	BN-EOM 06/30/15	1,900.05
6/30/2015	PY-063015	BN-EOM 06/30/15	7.96
6/30/2015	PY-063015	BN-EOM 06/30/15	263.46
6/30/2015	EP-500110	DANNIS WOLIVER KELLY	2,397.00
6/30/2015	EP-500332	DANNIS WOLIVER KELLY	3,136.50
6/30/2015	EP-500352	MOHAWK GROUP	70,601.05
6/30/2015	PY-063015	PY-06/30 SINCLAIR, DAVID	16,022.41
6/30/2015	EP-500351	STATE ROOFING SYSTEMS, INC.	249,274.30
6/30/2015	JE-150591	STATE ROOFING SYSTEMS, INC.	13,119.70
6/30/2015	EP-500348	VAVRINEK TRINE DAY & CO., LLP	5 % retention
		<b>TOTAL EXPENDITURE</b>	<b>481,764.71</b>

Silver Oak carpet tile; rubber base installation; demo & disposal  
 Salary in June  
 Chaboya Re-roofing Bldg D & G project  
 5 % retention

**FINANCIAL ACTIVITY REPORT**  
**3RD QUARTER OF 2015**  
**(FROM 07/01/2015 TO 09/09/2015)**

DATE	REFERENCE	DESCRIPTION	AMOUNT
REVENUE			EXPENDITURE
	N/A	N/A	-
<b>EXPENDITURES</b>			
7/9/2015	PO-620037	DIVISION OF THE STATE ARCHITECTURE	1,220.00
7/16/2015	PO-620038	DIVISION OF THE STATE ARCHITECTURE	1,360.00
7/29/2015	JE-160008	STATE ROOFING SYSTEM, INC.	(13,119.70) Reverse the A/P accrued of 5% retention was setup in 6/30/15
7/30/2015	PO-620039	BLUEBEAM SOFTWARE	498.00
7/31/2015	PY-073115	BN-EOM 07/31/15 - PERS	1,446.67
7/31/2015	PY-073115	BN-EOM 07/31/15 - SSOC	773.22
7/31/2015	PY-073115	BN-EOM 07/31/15 - MEDI	180.83
7/31/2015	PY-073115	BN-EOM 07/31/15 - H & WL	1,702.46
7/31/2015	PY-073115	BN-EOM 07/31/15 - SUIN	6.28
7/31/2015	PY-073115	BN-EOM 07/31/15 - WCMP	219.56
7/31/2015	PY-073115	PY-07/31 SINCLAIR, DAVID	12,546.24 Salary in July 2015
8/27/2015	PO-620030	ADVANCE SECURITY SYSTEM	19,760.00 Purchase of security camera system for Evergreen school
8/27/2015	PO-620111	AMAZON	106.47
8/27/2015	PO-620111	AMAZON	136.89
8/27/2015	PO-620111	AMAZON	136.89
8/27/2015	PO-620150	FREMONT MILLWORK COMPANY	6,310.00 Ipad cart storage cabinets (5) at Norwood Creek school
8/31/2015	PY-083115	BN-EOM 08/31/15 - PERS	1,490.07
8/31/2015	PY-083115	BN-EOM 08/31/15 - SSOC	795.93
8/31/2015	PY-083115	BN-EOM 08/31/15 - MEDI	186.14
8/31/2015	PY-083115	BN-EOM 08/31/15 - H & WL	1,702.46
8/31/2015	PY-083115	BN-EOM 08/31/15 - SUIN	6.46
8/31/2015	PY-083115	BN-EOM 08/31/15 - WCMP	225.97
8/31/2015	PY-083115	PY-08/31 SINCLAIR, DAVID	12,912.58 Salary in August 2015
9/3/2015	PO-551757	MOHAWK FACTORING LLC	83,329.49 Carpet tile & rubber base installation including demo and disposal for Silver Oak school project
		<b>TOTAL EXPENDITURE</b>	<b>133,932.91</b>