

**SANTA CRUZ CITY SCHOOLS
BOND OVERSIGHT COMMITTEE MEETING
SANTA CRUZ CITY SCHOOLS DISTRICT OFFICE
133 MISSION STREET, SANTA CRUZ, CA
JANUARY 8, 2019**

Minutes

Call to Order

Vice Chair Tom Parker called the meeting to order at 6:10 p.m. in the Santa Cruz City Schools District Office. Asst. Supt. Pat Gaffney welcomed all present to the meeting and previewed the agenda.

Attendance at Meeting:

Colleen Harrison – Business Community
Maryanne Campbell – Elementary & Middle School Parent
Steve Houser – At Large
Steve Kingsley-Jones – Elementary & Middle School Parent
Thomas Parker – Senior Community, Vice Chair

Absent:

Kurt Meeker – At Large
John McKelvey – At Large
William Tysseling – At Large, Chair

Staff:

Patrick Gaffney, Asst. Supt., Business Services, SCCS
Catherine Meyer-Johnson, Executive Asst., Business Services, SCCS
Trevor Miller, Director, Facility Services, SCCS

Public Visitors:

None.

Public Comment

None.

Approval of Minutes for 9/25/18 Meeting

Members reviewed the draft Minutes for the 9/25/18 meeting of the BOC. The Minutes were approved (M/S/P, Kingsley-Jones/Parker/5-0). Members expressed appreciation for receiving the draft minutes shortly after the 9/25/18 meeting.

Election of Officers

This item was tabled until later in the meeting in hopes that all expected attendees would arrive.

Receive and Review 2017-18 Measure A Financial Statements and Performance Audit

Jeff Jensen of Crowe Horwath presented the Measure A audits.

Measure A Performance Audit

Mr. Jensen referred Members to the auditor's introductory letter at the end of the Measure A Performance Audit, which gives background on Measure A, specifies the four accountability measures required by Education Code, details the methodology used by the auditor and provides the auditor's conclusion. A sample of expenditures representing 70% of the total expenditures was studied. The conclusion of the performance audit was that during 2017-18 the District had spent Measure A bond funds appropriately on those projects identified by the District's Board and approved by the voters.

Measure A Financial Statements

Mr. Jensen walked Members through the 2017-18 Measure A Financial statements. A sample of expenditures was studied. Balance sheets showing the beginning and ending dollar amounts were noted, and tied to the Performance Audit. 14% of Measure A funds have been expended. The audit examined a sample of expenditures to determine if there are any internal controls deficiencies, material weaknesses, and significant deficiencies. None were identified, providing a “clean” audit result.

It was asked whether bid procedures were examined as part of the internal controls. Mr. Jensen answered that the auditors validate that controls are in place. It is the Board’s responsibility to decide whether good decisions were made. The Board is informed of the process used to select vendors when their contracts are presented for approval. Public Contract Code is followed.

Receive and Review 2017-18 Measure B Financial Statements and Performance Audit **Measure B Performance Audit**

Mr. Jensen presented the Measure B Performance audit along the same lines as the Measure A Performance audit. \$27.2 million was issued and just under \$4 million spent in 2017-18. A sample of expenditures representing 52.56% of the total expenditures was studied. The Performance Audit’s conclusion was that during 2017-18 the District had spent Measure B bond funds appropriately on those projects identified by the District’s Board and approved by the voters.

Measure B Financial Statements

The Financial Statements were detailed as were the Measure A Financial Statements. No internal controls deficiencies, material weaknesses, and significant deficiencies were identified, providing a “clean” audit result.

It was asked whether the District is expending bond funds at the rate expected. Facilities Director Trevor Miller stated that we are a little behind, but expect expenses to ramp up in the near future.

Bond Project Update

Pat Gaffney presented a slideshow on the Bond Budgets, which provided an overview of expenditures through November 2018. For each school site, the proposed bond projects were shown with their funded allocations, the amount expended on each project, and the amount projected to be spent in 2018-19. Discussions regarding expenditures are ongoing at the sites.

Trevor Miller spoke about the card access projects, which will replace traditional key access at the site classrooms. This wireless system operates on two AA batteries. If cards are lost, they can easily be removed from the system. Teachers can initiate a lockdown for the classroom. If adjacent classrooms also initiate lockdown, the entire school will be locked down. This dramatically improves response time. Temporary access can be given, as well, with start and end times specified. Some parking lots will have swinging gates with can be opened by a card within 100 feet, eliminating the need for a staff member to leave their vehicle to unlock the gate. The wireless system bypasses the wiring within door jambs required by other systems. The long term cost is significantly less than a key system. SCCS will be the largest K-12 district to use this system so far.

Another big project at the sites is improvements to the data infrastructure. Our current system is outdated, and unreliable, which can affect students’ learning. Education is increasingly data-based. The SCCS infrastructure network refresh project will include: designing a new, state-of-the-art, data network; installing new Cat-6 cabling and single-mode fiber at all school sites; installing new switches and access points at all sites; and configuring the end result for security and performance.

It was asked whether the cost of these big ticket projects reduces other projects at the sites. Sites are continuing to have priority discussions as the cost of projects becomes known.

Members asked about the multi-project overhead shown on each site’s budget. Staff explained that this budget item is calculated as 5% of each site’s total budget. It covers fixed project costs, which are spread over all the sites. Staff were asked to recheck this budget line for each site.

Trevor Miller provided some updates on projects, including:

- Bay View: Site work for new portables will be bid at the end of January. Buildings will be delivered in early June. Fire line work will be done to separate potable water from that which cannot be drunk.
- Delaveaga: New classrooms will be delivered in June, along same timeline as Bay View.
- Gault: New classrooms are a site priority. The goal is to eliminate all portable classrooms except the one shared with Campus Kids Connection. A two story modular structure will be assembled on site. The challenge is to design the structure without creating “dead space” on campus where students cannot be seen. Due to a manufacturing backlog, this project will be done in 2021. Plans are not yet available. It is expected that the design will have some aspects which reflect the school’s Mission style, but mostly, it will be a modular building. Once the structure is designed, the plans will be used at three sites, which will result in some savings. Maryanne Campbell, a Gault parent, stated that a big issue for Gault parents is parking, and safe drop-off for students. There is no on-site parking at Gault. Parents park on surrounding streets. She asked if the trees were eliminated in front of the school, could a drive through lane be created. Trevor Miller responded that at present, there is no alternative. The City of Santa Cruz will have input. Establishment of a traffic corridor could eliminate street parking.
- Natural Bridges: An artificial field is planned for Natural Bridges. The field is a community asset. There are no plans to light the field. Lights are used at night at the three high school campuses.
- Westlake: A new classroom building is planned.
- Branciforte Small Schools: A new building in a different location will replace the relocatable housing AFE. A sidewalk is to be installed.

Bond Projects Photo Presentation

Trevor Miller presented a slide showing some of the improvements in process or completed at the sites.

Featured were:

- Roof work at Natural Bridges.
- Staircase improvements at Branciforte Small Schools.
- Damage found in roof timbers
- New water valves at Natural Bridges
- Tennis courts were resurfaced at Harbor and Soquel High schools. Santa Cruz High’s tennis courts will be done next summer.
- Removal of old trees and old parking lot at Harbor High.
- Installation of sound absorbing panels in the Santa Cruz High gym.
- Work to address water intrusion at SCHS.
- A new water line is being installed for the new pool at Soquel High. Work is on hold until the ground dries out so that soil can be compacted.
- At Mission Hill Middle School, the front entrance remodel has been completed. Now there is a spot for students to sit and wait for pick-up by their parents, and a rain shelter trellis in the style of MHMS has been built. Now all students enter through one door, which is ADA accessible. Steve Kingsley-Jones, a MHMS parent, commented that the new concrete in front of the school is slippery. Staff will check into this.
- The Delaveaga parking lot has been expanded to include 28 more spaces, and the drop-off area has been doubled, with permeable concrete which will direct run-off into a bioswale.
- Natural Bridges now has ADA parking spots painted. There were issues with the Natural Bridges gym floor, which absorbed moisture from the ground below. The court has been moved to the center of the gym, and the bleachers eliminated. This created space on either side of the court. Lighting improvements have been made. The outside of the gym will be renovated in about 60 days, after DSA approval.
- At Harbor High, cages have been installed around enough lockers for the senior class. Vandalism at Harbor happens at night. A new “smart” security camera system has been installed. A person will not be able to enter campus without being seen. An off-site security person can speak directly to intruders and notify the police. There has been no vandalism since the system was initiated. This is a pilot system; if successful, it may be used at other sites.

Trevor Miller was asked which improvements gave him the most satisfaction. He said that the projects at Gault, Mission Hill and Branciforte Small Schools will bring back the beauty and culture of these classic buildings. The Harbor High field improvements were much needed and have given the school something to be proud of.

Next meeting

Members will finalize the annual report at the next BOC meeting. It was not on tonight's agenda. Staff would like to have it in time for the February Board meeting. It was proposed that a short meeting be scheduled for this one task. The meeting is scheduled for January 30, 2019, at 6:00 pm at the District Office at 133 Mission Street, Santa Cruz.

Election of Officers

A motion was made to re-elect the current chair, Bill Tysseling, and the vice-chair, Tom Parker. The motion carried unanimously (M/S/P: Parker/Kingsley-Jones/5-0).

There being no further business, Vice Chair Parker adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Patrick Gaffney
Assistant Superintendent
Business Services

Catherine Meyer-Johnson
Executive Assistant
Business Services