



**San Jose Unified School District
Measure C Bond Oversight Committee Meeting
September 30, 2003**

1. Welcome and Introductions

The meeting of the Measure C Bond Oversight Committee was called to order at 6:30 p.m. in Room 129, 855 Lenzen Avenue, San Jose, California, by Steve Wincor.

Those in attendance included:

Steve Wincor	BOC Chair	Veronica Lewis	SJUSD Board	Joe Aversano
Joan Cooper	BOC Member	Carol Myers	SJUSD Board	Debbie Doty
Lynne Kinsey	BOC Member	Jerry Matranga	SJUSD	Cheryl Butterson
Kris Cunningham	BOC Member	Ty Williams	SJUSD	Craig Rouse
Leslie Reynolds	BOC Member	John Cimino	SJUSD	Susan Davenport
Joel Zizmor	BOC Member	Florence Eng	SJUSD	Dave Giannelli

It was noted that Susan Davenport is now working for Kitchell Construction.

Lynne Kinsey asked why the members removed from the Measure C Bond Oversight Committee as of June 5, 2003 have not been replaced. Steve Wincor noted that there have been several new members who have joined the BOC recently.

2. Approval of Minutes

Minutes of the January 21, 2003 Measure C Bond Oversight Committee meeting were approved.

3. Old Business

- Due to the postponement of the August 5, 2003 meeting until September 30, 2003, John Cimino proposed that the date of the next meeting be extended until early December, 2003. Florence Eng will attend the BOC Liaison meetings to align the future meeting dates with the fiscal reporting timelines.

4. Design Report - presented by John Cimino:

- There are several significant milestones to report:
 - All projects in the Measure C, Scope AB have been bid out.
 - The 6 year bond program is currently within budget.
 - The entire scope of work has been performed on schedule.
 - All funding requested from the State - over \$93 million - has been received.
 - The District has hired Kitchell Construction to act as Program Manager for the Scope D portion of Measure C.

5. Quarterly Report Construction Project Status – presented by Ty Williams

- Ty Williams noted that the final Measure C projects have been bid out. Some work remains to be completed during 2004 at Castillero, Steinbeck and Gunderson. Summer 2003 construction work is complete at Gardner and Grant.

- Ty noted that this has probably been the best summer of construction yet. The Construction Department took on a large scope of work and the schools understood the expectations of the construction projects.

6. Quarterly Reports – Construction Project Status

PCM3 Construction Project Status Report - presented by Cheryl Butterton

<u>Phase I Schools:</u>	Anne Darling	<u>Phase II Schools:</u>	Hacienda
	Bachrodt		Reed
	Booksin		Portables
	Simonds		
	Schallenberger		

Construction completed. DSA Certification received for Booksin, Schallenberger and Reed. All other projects in DSA closeout

Phase III Schools: Allen
Hester
Terrell

Construction completed, all projects in DSA closeout.

Additional Summer 2000 Construction Performed:

Riverglen at Broadway Two-Story
Riverglen at Broadway Modernization
Hammer Elementary School Miscellaneous Projects
Off Broadway at Speak Continuation High School

Construction completed. DSA certification received for Off Broadway at Speak Continuation High School. All other projects in DSA closeout.

Phase IV Schools: Almaden Elementary
Erikson Elementary
Lowell Elementary
Olinder Elementary
Williams Elementary
Hammer Elementary
Grant Elementary
Willow Glen Elementary
2001 Summer Portables at Willow Glen and Bachrodt

Construction completed. DSA Certification received for Williams, Erikson, and Bachrodt portables. All other projects in DSA closeout.

Phase V Schools: Carson Elementary
Graystone Elementary
Randol Elementary
Los Alamitos Elementary
Washington Elementary

Construction completed. All projects performing contract closeout and DSA closeout.

Phase VI Schools: Gardner Elementary
(SUMMER 2003) Gardner Elementary Portables/Estrella Childcare Center
Grant Elementary
Grant Elementary Portables
2003 Portables – Anne Darling, Simonds, Steinbeck

Gardner Elementary Modernization

- ❑ Construction is substantially complete
- ❑ Punchlist work currently in process
- ❑ Construction contract closeout in process

Gardner Elementary Portables/Estrella Childcare Center

- ❑ Construction is substantially complete
- ❑ Punchlist work currently in process
- ❑ Construction contract closeout in process

Grant Elementary Modernization

- ❑ Construction is substantially complete
- ❑ Punchlist work currently in process
- ❑ Construction contract closeout in process

Grant Elementary Portables

- ❑ Construction is complete
- ❑ Punchlist work is complete
- ❑ Construction contract closeout in process
- ❑ Notice of Completion has been filed

2003 Portables Anne Darling Elementary

- ❑ Construction is substantially complete
- ❑ Punchlist work currently in process
- ❑ Construction contract closeout in process

2003 Portables Simonds Elementary

- ❑ Construction is substantially complete
- ❑ Punchlist work currently in process
- ❑ Construction contract closeout in process

2003 Portables Steinbeck Middle School

- ❑ Construction is substantially complete
- ❑ Punchlist work currently in process
- ❑ Construction contract closeout in process

Comments:

Veronica Lewis noted that construction of the Estrella Childcare Center was not funded through Measure C and that this should be indicated on future reports.

Kitchell Construction Project Status Report presented by Dave Giannelli

1. The following projects are complete:

- Cory Elementary School
- Trace Elementary School
- Bret Harte Middle School
- Peter Burnett Middle School
- Willow Glen Middle School
- Leland High School
- Lincoln High School
- Pioneer High School
- San Jose High School
- Willow Glen High School

2. John Muir Middle School is complete pending the closeout of Bid Package #1 – General Construction. Kitchell is currently trying to negotiate a credit for work that was not performed by the General Contractor.
3. The following sites were under construction during Summer 2003:
 - Hoover Middle School
Construction Status - Phase II work was substantially complete for the first day of the 2003-2004 school year. Final punchlist items are currently underway.
 - Castillero Middle School
Construction Status - The Summer 2003 Sequence Work is complete. The staff moved back into the affected areas of the school. Punchlist work on the summer sequence is currently underway.
In addition to the modernization, portable demolition and replacement was completed on site.
The next sequence or work is scheduled for Summer 2004.
 - Steinbeck Middle School
Construction Status - The Summer 2003 Sequence Work is complete. The staff moved back into the Administration area and portions of three classroom wings.
The next sequence of work has started and is scheduled for completion on October 17, 2003.
The final sequence of work for 2003 is scheduled to start on October 20, 2003 and be complete by December 22, 2003.
The last sequence of the modernization is scheduled for Summer 2004.
 - Gunderson High School
Construction Status - The Summer 2003 Sequence Work is complete and the staff has moved back into the Administration area and Library.
In addition to the modernization, new portables were installed during Summer 2003. The portables are currently being used as interim housing for the next sequence of work, which is currently underway and scheduled to be complete by December 22, 2003.
The final phase of modernization of the site is scheduled for Summer 2004.

Comments:

Steve Wincor asked that, for purposes of standardization, the PCM3 and Kitchell Construction Status Reports use the same terminology as used in the Quarterly Progress Report.

7. Quarterly Report - Budget Status, presented by Florence Eng

Steve Wincor asked Florence Eng to add footnotes to the report entitled “Capital Project Funds Cost Summary Per School Site” for the column labeled “% of Revised Budget” to explain the sites that show a percentage of the revised budget in excess of 100%.

Steve also asked that the Quarterly Reports include individual reports for each school site in addition to the general reports.

Budget Summary

	Original <u>Budget</u> \$	Revised <u>Budget</u> \$	Total Costs <u>as of 06.30.03</u> \$	Revised <u>Budget</u> %
Scope A/B	165,000,000	169,748,110		
Scope C	36,407,044	31,045,806	178,538,322	88.9
Program Costs	22,459,948	27,821,186	19,361,227	69.6
Family Early Learning Center	-	3,345,692	1,574,335	47.1
	<u>223,866,992</u>	<u>231,960,794 A)</u>	<u>199,473,884</u>	<u>86.0</u>

Bond Proceeds		164,505,011	
State Fund		73,507,955	
Interest Income		16,123,855	
Other Local Revenue		1,394,572	
		<u>255,531,393</u>	
Transfers			
- Deferred Maintenance	-3,867,818		
- Building Fund	-568,456	-4,436,274	
Total funding available		<u>251,095,119</u>	
Less: Budgeted Amount		231,960,794 A)	
Available for Scope D		<u>19,134,325</u>	

8. Measure C State Audit by State Controllers Office, presented by Ty Williams

- Ty Williams reported that the District has not yet received a final audit report from the State Controllers Office, but the last meeting with them was positive. The Audit Committee had misinterpreted some aspects of the State Code but they were satisfied with the explanations provided by the District.

9. Santa Clara County Civil Grand Jury Report, presented by Ty Williams

- In the inquiry into the management and oversight of the SJUSD 1997 Measure C Bond Funds the Santa Clara Civil Grand Jury concluded that the District has exercised suitable financial management and oversight, while providing appropriate reporting to the public, and found no evidence of any inappropriate use of funds.
- However, the Grand Jury did ask the District to make several changes including:
 - 1) Use of a new Change Order form that contemplates the percent of the affected contract.
 - 2) Implementation of a new policy tracking Time & Materials Change Orders on a daily basis.
 - 3) Providing documentation of soft costs and reporting of these soft costs with the financial reports. This is currently being done.

10. Scope D Report, presented by Susan Davenport

Requests for proposals have been posted for construction management and design services. Some Scope D projects will start immediately, but the majority of projects will commence in Summer 2004 with completion anticipated in September or October, 2004.

Scope D Status Report Prepared by Kitchell Construction:

The District has recently received approximately \$19 million additional funding from the State. This funding is for the modernization projects which have been completed or were under construction during the summer of 2003. The funds received will reimburse the Measure C Fund, freeing up Measure C monies for additional work. This final phase of work will be known as Scope D. The following projects have been identified as Scope D projects:

- **Window Coverings:**

The Phase II Window Covering Project will complete the installation of window darkening curtains in permanent classrooms and mini-blinds in portable classrooms that was started with the Phase I Window Covering Project. This project is scheduled to begin in October 2003. The following schools are included: Carson, Graystone, Los Alamitos, Randol, Willow Glen High School and Gunderson.
Current Scope D Project Budget (includes hard and soft construction costs): \$187,200

- **Playground Improvement:**

The Playground Improvement Project will mean the installation of five (5) new playgrounds, the repair of twenty (20) existing playgrounds, the installation of concrete ramps and borders and the installation of new soft fall on playgrounds throughout the District. Scope D funding allows for a more enhanced scope than was identified as a part of the Measure F Program. This project is scheduled to begin in early 2004. Playground improvements will be completed at twenty-eight (28) sites utilizing Scope D monies: Allen, Almaden, Bachrodt, Booksin, Carson, Cory, Anne Darling, Empire Gardens, Erikson, Gardner, Grant, Graystone, Hacienda, Hester, Los Alamitos, Lowell, Olinder, Randol, Reed, River Glen, Schallenberger, Simonds, Terrell, Trace, Washington, Williams and Willow Glen Elementary(s).
Current Scope D Project Budget (includes hard and soft construction costs): \$1,100,000
In addition to the Scope D projects, playground improvements will be completed at three (3) sites as a part of Measure F. The following sites cannot be completed with Scope D funds because the schools were not listed in the Measure C Bond language: Canoas, Galarza and Hammer Elementary(s).

- **Arts Education Center at Hoover Middle School:**

Scope D monies in the amount of \$3.5 million have been allocated for the completion of the Arts Education Center at Hoover Middle School. This project, which has been estimated at approximately \$5.6 million, has multiple funding sources and is currently underway.
Current Scope D Project Budget (includes hard and soft construction costs): \$3,500,000

- **Family Early Learning Center:**

Scope D monies in the amount of \$3 million have been allocated for the completion of the Family Early Learning Center on the campus of San Jose High. This project, which has been estimated at approximately \$7.7 million, has multiple funding sources and is currently underway.
Current Scope D Project Budget (includes hard and soft construction costs): \$3,000,000

- **Enclosure of the Open Plan Classrooms at Gardner Elementary:**

This project was completed as part of the Gardner Elementary School modernization during the summer of 2003.
Current Scope D Project Budget (includes hard and soft construction costs): \$400,000

- **Gardner Perimeter Fencing in Partnership with the Redevelopment Agency of San Jose:**

This project will be completed in partnership with the Redevelopment Agency of San Jose. Due to lack of RDA funding, this project is currently on hold.
Current Scope D Project Budget (includes hard and soft construction costs): \$175,000

- **Emergency Lighting System(s) at Castellero, Steinbeck and Gunderson:**

Scope D funding has been allocated for the repair of the existing Chloride Emergency Lighting Systems at Castellero, Steinbeck and Gunderson. These projects are scheduled for Summer 2004.
Current Scope D Project Budget (includes hard and soft construction costs): \$215,000

- **Parking Lot and Classroom Conversion to Science Labs at Leland High School:**

This project will provide the construction of a new parking lot and the conversion of regular classrooms to science labs at Leland High School. The classroom conversion is necessary due to the demolition of portable classrooms that currently house science labs. Construction is scheduled for Summer 2004.
Current Scope D Project Budget (includes hard and soft construction costs): \$593,000

- **School Restroom Upgrades:**

These projects are being completed utilizing Scope D and Measure F funding. Restroom upgrade construction is scheduled for Summer 2004.

Current Scope D Project Budget (includes hard and soft construction costs): \$2,800,000

- **Air Conditioning in Theaters or Multi-Purpose Rooms at Middle and High Schools:**

This project will bring equity to middle and high school sites that currently lack air conditioning in the Theaters or Multi-purpose rooms. Note: There is no plan at this time to provide air conditioning in the gyms.

Current Scope D Project Budget (includes hard and soft construction costs): \$1,100,000

- **Bleacher and Gym Floor Replacement at Gunderson and Leland High School(s):**

These projects, which are scheduled for Summer 2004, will provide installation of motorized bleachers and new gym floors at Leland and Gunderson High Schools(s).

NOTE: Due to possible Worker's Compensation issues with manually moving the bleachers, motorized bleachers will be installed at these sites. At a later time the District will address the safety and equity issues of motorized bleachers at the other sites.

Current Scope D Project Budget (includes hard and soft construction costs): \$1778,800

- **Sinks & Casework in 76 Elementary Classrooms:**

Scope D monies have been allocated to complete the installation of sinks and casework in 76 elementary classrooms. This project is being completed in order to provide equity across District Elementary School Sites. Sink and casework construction is scheduled for Summer 2004. The following schools are included in this project: Almaden, Bachrodt, Booksin, Carson, Cory, Anne Darling, Erikson, Grant, Graystone, Hacienda, Hester, Lowell, Olinder, Reed, Schallenberger, Trace and Williams.

Current Scope D Project Budget (includes hard and soft construction costs): \$584,000

- **Demolition and Replacement of Modulars:**

Scope D monies have been identified to complete the following portable replacement projects:

Washington Elementary: Demolition and replacement of three (3) portables

Willow Glen Middle: Demolition and replacement of three (3) portables

Leland High: Demolition of four (4) portables and relocation of four (4) portables

Current Scope D Project Budget (includes hard and soft construction costs): \$975,000

Comments:

Steve Wincor asked that the District identify the funding sources for Scope D. Steve also asked that in planning the projects for Scope D, the District not tear down work that was originally paid for with Measure C monies. Steve requested that equity be maintained throughout the District when considering this new scope of work. John Cimino replied that the #1 goal of all bond work is to create equity throughout the District. The #2 goal for Scope D will be to provide sinks and casework in schools that did not receive them as part of Measure C.

11. Non-Bon Project Report, presented by Ty Williams

- The new school at Horace Mann was completed this summer and the District was very pleased to see the students return to their beautiful new facilities.

- The students of Empire Gardens are now using the interim site at Hoover while their new school is under construction. Demolition of the old Empire Gardens site is complete and new construction is underway with completion scheduled for Summer, 2004.
- The Family Early Learning Center at San Jose High Academy is nearing completion.
- The Implementation Plan for Measure F will be presented to the SJUSD Board for adoption at the October 16, 2003 Board meeting. The school principals and Measure F Citizen's Bond Oversight Committee all reviewed the Implementation Plan and offered their comments to fine tune the plan for each site. The sites now have a better understanding of the plan and are excited to see it implemented.
- The District is currently conducting a product analysis for softfall and rubberized surfaces to determine the best product for playground use. Wood borders surrounding playground areas will be replaced with concrete borders, thus utilizing a maintenance-free material.
- The District has hired Pat Kohl as the new Energy Manager. The District has reduced energy use but has not apparently saved money due to the increase in energy costs. Installation of microturbines at all middle and high school sites should be complete by December, 2003. The use of photovoltaics for more efficient energy use is also being considered. Jerry Matranga has issued a Request For Qualifications for an energy consultant to evaluate energy usage District-wide. The District currently spends more money on utilities than on textbooks. The District will be installing appropriate control systems throughout the District to save energy and resources. Steve Wincor suggested that the District use a reporting system to monitor sprinkler and lighting systems.

Comments:

Carol Myers expressed concern about the noise level of the air conditioning units in the classrooms. Ty said that preventative maintenance teams are currently evaluating these units. The grills in the air conditioning units are undersized and will be replaced. Steve Wincor asked that there be an assessment of the air conditioning units at the sites. John Cimino noted that there are regular meetings with site staffs to discuss construction updates and processes.

12. Public Comment:

This portion of the Agenda provides an opportunity for members of the public to directly address the Bond Oversight Committee on any item of interest to Measure C; however, provisions of the Brown Act [Govt. Code 54954.2(a) and .3] preclude any action being taken on any item not appearing on the posted agenda for action. Time limits allocated to public testimony are 2 minutes for individuals and 5 minutes for organization.

No public comments were made.

13. Action Items:

1. Add footnotes on the financial reports to explain the column for "Percent of Revised Budget."
2. Identify the budget funding sources for Scope D.
3. Add individual school reports in the next financial quarterly reports.
4. Coordinate the terminology in all reports.

14. Meeting adjourned at 8:05 p.m.

Minutes prepared by Debbie Doty.