



CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC) MEETING MINUTES

Hillsborough City School District

February 2, 2026 @ 12:30 PM

District Office Collaboration Center: In-Person

I. OPENING ITEMS

A. Call to Order

The meeting was called to order by CBOC Chair Clement Chen and second by Sara Heston

B. Roll Call

CBOC Members:

Clement Chen

Bonnie Feldman

Sara Heston

Shelby van Doren

Deb Kelly

Lori Williams (Absent)

HCSD Staff Members:

Ron Russo

Joyce Shen

Larry Raffo

HCSD Board Members:

An Chen

Chavan & Associates Auditor:

Angela Lee

Van Pelt Construction Services:

Eric Van Pelt

Louann Carlomagno

Sadhana Dantuluri

Merry Te

II. REPORTS DISCUSSION AND POSSIBLE ACTION

A. Approval of December 15, 2025 Meeting Minutes: [Link Here](#)

1. President Clement Chen motioned to approve the meeting minutes;
Bonnie Feldman seconded the motion. Minutes unanimously approved.

B. [Annual Audit Report](#) Presentation by Chavan & Associates, LLP - Angela Lee

1. Highlights from the Report are on the following pages:

- a) Page 4 - Balance Sheet
- b) Page 6 - Reporting Entity - identifies the Citizens' Bond Oversight Committee
- c) Page 8 - Encumbrances - description of encumbrance accounting
- d) Page 10 - Summary of Deposits - equals the amount shown on the Balance Sheet
- e) Page 12-13 - Note 3 - Measure H General Obligation Bond
 - *"The Bonds are payable solely from ad valorem property taxes levied and collected by the County of San Mateo. The Board of Supervisors of the County has power and is obligated to annually levy ad valorem for the payment of interest on, and principal of, upon all property subject to taxation by the District without limitation or rate or amount (except personal property which is taxable at limited rates)."*
- f) Page 14 - Expenditures by Site for the year ended June 30, 2025
- g) Page 15-16 - Note 3 discusses Citizens' Oversight Committee
- h) Page 17 - Schedule of Findings and Recommendations
 - *Tests resulted in no findings and recommendations*
- i) Page 18 - Status of Prior Year Findings and Recommendations
 - *No prior year findings and recommendations to be reported*
- j) Page 21 - *Results of tests indicated that the District expended Measure H funds only for the specific projects approved by the voters in accordance with Proposition 39, and outlined in Article XIIA, Section 1(b)(3)(C) of the California Constitution*
- k) Page 23 - Paragraphs 4., 5. and 6., verifications by the auditors
 - *"We did not identify any exceptions to the procedures performed above, in all significant respects. Based on the procedures performed, the District has properly accounted for the expenditures held in the Measure H Fund and that such expenditures were made for authorized bond projects. Our audit was made for the purposes set forth in the Objectives section of this report and would not necessarily disclose all instances of nonperformance."*

C. [Annual Report to the HCSD Board of Trustees 2023-2024](#) (for reference)

D. [DRAFT Annual Report to the HCSD Board of Trustees 2024-2025](#) (updates and changes to the presentation will take place at the meeting)

1. Discussions made, CBOC members provided feedback to update slides

E. [Measure H Current Construction Update](#)

1. *Crocker*

a) *Crocker Culinary Arts*

- Phase I completed in Summer 2025 - includes new sink, painting, refrigerator and more
- Phase II to begin in Summer 2026 - includes new lighting, pantry, furniture and flooring

b) *Crocker Makerspace* - Upcoming Summer 2026 project where Makerspace relocates from current MPR to the lecture hall. Drawings will be sent to the Division of the State Architects (DSA) for approval.

c) *Crocker Field* - Two-thirds of the field will become parking since the contractors will use the front of the campus as a staging area for the Crocker MPR and Administration Building project, the rest of the field will be available for PE and HREC activities. There will be enough space for at least one soccer field and the baseball field will remain untouched. The facilities committee is currently reviewing the pricing for turf versus natural grass field options for future use.

d) *Crocker Infrastructure Upgrades* - The District has worked closely with PG&E to finalize designs for a new transformer, which safely changes voltage levels, and switchgear, which controls, protects, and isolates electrical equipment. The installation will include trenching during Spring Break, adding new conduits, and constructing a concrete pad for the equipment. These upgrades will boost the campus's electrical capacity and reliability, supporting future construction projects.

2. *West MPR* - The MPR is coming to life! The foundation has been set as contractors poured cement and installed the steel beams. They are working on adding bolts and welding, along with installing the decking.

3. *District Wide Classroom Furniture* - All sites received new furniture including desks, chairs, rugs, and more. Previous furniture was donated to a nearby school district.

III. STAFF REPORTS

A. There were no staff reports.

IV. COMMITTEE MEMBER REPORTS

A. There were no committee member reports.

V. PUBLIC COMMENTS FROM THE COMMUNITY

A. There were no comments from the public.

VI. CLOSING ITEMS

A. Next meeting: May 11, 2026 - Wrap up, Summer Projects, Upcoming CBOC dates for 2026-2027 School Year

B. CBOC Chair Clement Chen called the meeting to order.

1. Sara Heston Seconded to adjourn the meeting