

**Sequoia Union High School District  
Citizens' Bond Oversight Committee (Measure W)**

Unapproved Minutes of the Meeting  
December 11, 2025

**Location:** District Office, in-person

**Present:** Alan Sarver, Victor Torreano, Jon Shank, Joel Cadiz

**Others Present:** Janea Marking, Assistant Superintendent of Administrative Services; Christine Gong, Assistant Superintendent of Administrative Services; Narayan Naidu, Chief Facilities Officer; Andres Raddavero, Project Engineer

**1. Call to Order and Roll Call**

- a. Chair Alan Sarver called the meeting to order at 4:01 p.m.

**2. Recognition of Service and Moment of Silence**

- a. The Committee held a moment of silence in memory of deceased CBOC member Gerard Zelnick. Members shared remarks and memories in recognition of his service and contributions.

**3. Public Comment on Non-Agendized Items**

- a. There was no public comment.

**4. Approval of Minutes from September 24, 2025**

- a. Chair Sarver noted that supporting documents, including the community calendar and progress report, should be included with the prior meeting's minutes.
- b. **Action:** The minutes of September 24, 2025, were approved by roll call vote (4–0).

**5. Discussion: CBOC Email**

- a. Chair Sarver provided background regarding the creation of the CBOC email account. He reported that a recent message received concerned a non-bond issue. He also stated that the website will be updated to include additional committee information, including member names and documents, to enhance transparency.
- b. Mr. Torreano expressed concern that committee members may not be aware of messages if they are routed only to the Chair and staff. He noted his preference for members of the public to attend meetings to provide comment.

- c. Mr. Cadiz supported maintaining the email account but requested that all members be copied on correspondence.
- d. Mr. Shank suggested implementing an automatic reply acknowledging receipt of messages.
- e. Chair Sarver emphasized the committee's commitment to transparency and exceeding minimum requirements.

**Consensus Direction:**

The Committee agreed to:

- a. Maintain the CBOC email account;
- b. Distribute all email correspondence to all committee members and the Chief Business Official (CBO); and
- c. Implement an automatic reply providing information about public comment procedures.

No formal action was taken.

**6. Action: Annual Reorganization**

**a. Nomination for Chair**

- 1. Mr. Torreano nominated Mr. Sarver for Chair; Mr. Cadiz seconded.
- 2. **Action:** Approved 4–0.

**b. Nomination for Co-Chair**

- 1. Mr. Cadiz nominated Mr. Shank for Co-Chair; Mr. Sarver seconded.
- 2. **Action:** Approved 4–0.

**7. Action: Approval of Fiscal Year 2024–25 Revenue and Expenditures**

- a. Mr. Torreano inquired about classified staff expenditures, including timekeeping documentation, overtime amounts, and whether project managers are classified staff. Ms. Gong confirmed that project managers are classified staff. Staff provided a full-time equivalent (FTE) breakdown. No further questions were raised.
- b. **Action:** Mr. Torreano moved to approve the Fiscal Year 2024–25 Revenue and Expenditures; Mr. Cadiz seconded. Approved 4–0.

**8. Appointment: Annual Report Subcommittee**

- a. The committee agreed that the Chair will prepare the Annual Report.

**9. Recognition of Service – Christine Cong**

- d. The Committee expressed appreciation to Ms. Gong for her years of service, dedication, and support to the District and the Committee.

- 10. Information: Financial Quarterly Update (Sept. 2025 – Nov. 2025)**
  - a. Ms. Gong presented the quarterly financial update to the Committee.
- 11. Information: Progress Report on Measure W Projects**
  - a. Chief Facilities Officer Naidu presented the project progress report and responded to committee questions, including inquiries regarding solar requirements for new buildings and carports.
- 12. Committee Member Announcements/Reports**
  - a. There were no committee member announcements or reports.
- 13. Adjournment**
  - a. The meeting was adjourned at 5:27 p.m. on a motion by Mr. Torreano, seconded by Mr. Cadiz.