

CITIZENS BOND OVERSIGHT COMMITTEE MEETING

El Rancho Unified School District

Meeting of the Measure "EE" Citizens Bond Oversight Committee
6:00 p.m.

District Technology Room
9333 Loch Lomond Drive
Pico Rivera, CA 90660

February 5, 2014

MINUTES

1. CALL TO ORDER

The meeting was called to order by Esther Mejia at 6:01 p.m.

ROLL CALL – Members of the Citizens Bond Oversight Committee

Esther Mejia, Chairperson
Dr. Teresa Merino, Vice Chairperson (absent)
John Chavez, Member
Vincent Chavez, Member
Javier Pacheco, Member
Suzanne Rodarte, Member
Dr. Linda Vargas, Member (late)

DISTRICT ADMINISTRATION

Martin Galindo, Superintendent (absent)
Leticia Covarrubias, Chief Business Officer
Carlos Jimenez, Director of Maintenance and Operations

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Esther Mejia.

Visitors – Register No. 08-2013/2014

Ms. Mejia asked for a motion to approve the agenda as presented.

Motion: J. Chavez Second: S. Rodarte Vote: 5-0 PASSED

Vote: J. Chavez: Yes
 V. Chavez: Yes
 E. Mejia: Yes
 T. Merino: Absent
 J. Pacheco: Yes
 S. Rodarte: Yes
 L. Vargas: Absent

3. **ADOPTION OF MINUTES**

Recommendation is made that the minutes of January 8, 2014 be adopted as submitted.

Motion: J. Chavez Second: V. Chavez Vote: 5-0 PASSED

Vote: J. Chavez: Yes
 V. Chavez: Yes
 E. Mejia: Yes
 T. Merino: Absent
 J. Pacheco: Yes
 S. Rodarte: Yes
 L. Vargas: Absent

4. **PUBLIC COMMENTS**

None

5. **ACTION ITEMS**

None

6. **DISCUSSION ITEMS**

6.1 Facilities Master Plan – *Mr. Jaime Ortiz, HPLE*

Mr. Jaime Ortiz introduced Ellen Cooper and Jim Haley from High Performance Learning Environments (HPLE). Mr. Ortiz provided a handout/presentation, “Facilities Master Plan Update” which included 1. Introductions 2. Progress to date 3. Trending topics, 4. School transformation and development survey, 5. Next steps.

6.2 CBOC Member Orientation Presentation – *L. Covarrubias*

Ms. Covarrubias provided a handout/presentation, “Citizens’ Bond Oversight Committee Orientation” which was reviewed with the committee. Ms. Covarrubias recommended providing orientation training annually to keep informed of any changes.

6.3 Bond Expenditures Update – *L. Covarrubias*

Ms. Covarrubias provided two handouts, (1) Bond Fund 21, Trial Balance – Financial Report, as of January 31, 2014. Measure A: beginning balance \$12,556,042, net balance \$11,968,987. Measure EE: beginning balance \$782,454, net balance \$2,888,445. Mr. Pacheco requested details of the financial report and Ms. Rodarte asked if the committee could be provided financial training similar to what was provided to the Board of Education; both will be provided at the next CBOC meeting.

Bond expenditures summary for January 2014 included: Measure A expenditures of \$2,573.00 and \$1,176.00 to Erickson-Hall Construction, relating to the high school locker room project, \$1,250.00 to Forensic Analytical Consulting Services, relating to the girls locker room. Measure EE expenditures of \$1,804.69 to DRG, relating to the technology project and \$1,700.00 to San Gabriel Valley Newspaper relating to CBOC member recruitment. It was also recommended to include additional details under the invoice description on the monthly expenditure report.

6.4 Financial Disclosure/Conflict of Interest Statements – *L. Covarrubias*

Forms were provided to the committee with an instruction packet; completed forms will be collected at the next CBOC meeting.

6.5 2012-2013 General Obligation Bond Audit Report – *L. Covarrubias*

A copy of the audit report was provided to the committee. Ms. Covarrubias explained the reason for the audit (which is performed by an independent audit firm) and guided the committee through the financial and performance sections of the report.

6.6 CBOC Member Composition (Residents/Non-Residents) – *L. Covarrubias*

In order to provide feedback to the Board of Education, Ms. Mejia asked each individual member for their position on the member composition of the citizens' bond oversight committee being specifically resident or non-resident; three members were in favor of residents only and three members were in favor of the existing composition allowing non-residents; this information will be shared with the Board.

6.7 Bond Projects Update – *C. Jimenez*

El Rancho High School Locker Room/Pool project: this project has progressed to the final decisions regarding the schematic design; an updated budget cost and delivery schedule will be presented for approval at the next Board of Education meeting on February 18, 2014.

Culinary Arts Project: Mr. Jimenez has not been involved at this stage but believes that discussion and plan development are taking place with the high school staff and administration.

Rivera Elementary Relocatables: Although not a bond project, Mr. Jimenez informed the committee that the DSA plan check was approved and the District is getting ready to put together a project budget. This project is being funded through Developer Fees.

6.8 Update on the District's Fiscal Crisis – *L. Covarrubias*

Ms. Covarrubias provided and reviewed an important handout/presentation "Local Control Funding Formula/Local Control Accountability Plan." This same information was shared at the Board of Education Meeting February 4th and is currently being shared at different school sites for parents and staff. The importance of sharing the information is because the District is presently in a fiscal crisis. The current fiscal condition will affect the District's rating and ability to sell additional bonds. Mr. John Chavez asked Ms. Covarrubias to look into the possibility of tying in with the City of Pico Rivera since the City has a higher rating than the School District.

7. **ADJOURNMENT**

The meeting was adjourned at 7:33 p.m.

Motion: J. Chavez Second: J. Pacheco Vote: 6-0 PASSED

Vote: J. Chavez: Yes
 V. Chavez: Yes
 E. Mejia: Yes
 T. Merino: Absent
 J. Pacheco: Yes
 S. Rodarte: Yes
 L. Vargas: Yes