

## *El Rancho USD Minutes*

### **SPECIAL Joint Board of Education and Citizens' Bond Oversight Committee Meeting**

**August 13, 2014**

**Wednesday, 05:30 PM**

ERUSD Conference Room (Student Services Building)  
9333 Loch Lomond Drive  
Pico Rivera, CA 90660

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#### **Attendees**

Delia Alvidrez

Jose Lara

Alfred Renteria

Aurora Villon

Ruben Frutos

*non-voting*

Roxane Fuentes

*non-voting*

Martin Galindo

*non-voting*

Mark Matthews

*non-voting*

#### **1. CALL TO ORDER**

##### Minutes

The meeting was called to order by Dr. Aurora Villon, President at 5:34 pm.

##### **a. ROLL CALL - Members of the Board of Education (V)**

Dr. Aurora R. Villon, President

Jose Lara, Vice President

Alfred Renteria, Jr., Clerk

Rachel Canchola, Member

Delia Alvidrez, Member

##### Minutes

- Jose Lara arrived at 7:18 pm

- Rachel Canchola - Absent

##### **b. ROLL CALL - Members of the Citizens' Bond Oversight Committee**

Esther Mejia, Chairperson

Dr. Teresa Merino, Vice Chairperson

John Chavez, Member

Vincent Chavez, Member

Javier Pacheco, Member

Susana Rodarte, Member

Dr. Linda Vargas, Member

##### Minutes

- Susana Rodarte - absent

##### **c. ROLL CALL - District Administration**

Martin Galindo, Superintendent

Roxane Fuentes, Assistant Superintendent, Educational Services

Ruben Frutos, Assistant Superintendent, Business Services

Mark Matthews, Director, Human Resources

Katherine Aguirre, Director, Special Education

Minutes

- Katherine Aguirre - Excused

**2. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

Minutes

- None

**3. ADJOURN TO CLOSED SESSION**

Minutes

- 5:36 pm

**4. CLOSED SESSION**

**a. Procedure**

Closed Session is conducted in accordance with applicable sections of California law. Closed Sessions are not open to the public. If additional time is required, the Board will reconvene Closed Session at the end of the regular meeting.

**b. Public Employee Appointment/Employment (Pursuant to Government Code §54957) (D)**

Title: Assistant Principal, Curriculum & Instruction (1 position)

**5. RECONVENE IN OPEN SESSION**

Minutes

- 6:12 pm

**a. PLEDGE OF ALLEGIANCE (D)**

RECORDER - Sandy Watkins

VISITORS - Register No. 04-2014/2015

**6. ADOPTION OF AGENDA**

**a. Approve Agenda for the Joint Board of Education / Citizens' Bond Oversight Committee Meeting of August 13, 2014. (D) (V)**

Recommendation is made that the Agenda be adopted as submitted.

Minutes

- PASSED 3-0 with amendments

Amendments:

- Item 9. C.1.a Name added, Jazmin Chavez

Motion made by: Alfred Renteria

Seconded by: Delia Alvidrez

Votes

Delia Alvidrez	Yes
Jose Lara	Not Present
Alfred Renteria	Yes
Aurora Villon	Yes

**7. PUBLIC ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**

Minutes

- Martin Galindo announced that no action was taken in Closed Session.

**8. PUBLIC COMMENTS - Blue speaker's Cards**

**a. Procedure** (D)

Public Comments is the time when members of the audience may address the Board. Please be aware that Government Code 54954.2 prohibits the Board from taking action at this meeting if the item does not already appear on the posted agenda. In the interest of time, your remarks will be limited to three (3) minutes. We ask that you confine your comments to new ideas to avoid repeating what has already been said. Comments on the same topic will be limited to a maximum of fifteen (15) minutes. Please do not refer to students, employees, parents, or other individuals in a derogatory or potentially offensive manner.

For your information, Board and Cabinet members may take notes, either written or on an electronic device during Public Comments.

Minutes

- None

**9. NEW BUSINESS - ACTION ITEMS - DIVISION OF HUMAN RESOURCES**

**a. Certificated Personnel Register No. 5-2014/2015** (D) (V)

Minutes

- PASSED 3-0

Motion made by: Alfred Renteria

Seconded by: Delia Alvidrez

Votes

Delia Alvidrez	Yes
Jose Lara	Not Present
Alfred Renteria	Yes
Aurora Villon	Yes

**b. Classified Personnel Register No. 5-2014/2015** (D) (V)

Minutes

- PASSED 3-0

Motion made by: Delia Alvidrez

Seconded by: Aurora Villon

Votes

Delia Alvidrez	Yes
Jose Lara	Not Present
Alfred Renteria	Yes
Aurora Villon	Yes

**c. Certificated Personnel Register No. 6-2014/2015 (General Fund)** (D) (V)

Minutes

- PASSED 3-0 with amendments

Amendments:

- Item 9.C.1.a Name added, Jazmin Chavez

Motion made by: Alfred Renteria

Seconded by: Delia Alvidrez

Votes

Delia Alvidrez	Yes
Jose Lara	Not Present
Alfred Renteria	Yes
Aurora Villon	Yes

**d. Classified Personnel Register No. 6-2014/2015 (General Fund) (D) (V)**

Minutes

- PASSED 3-0 with amendments

Amendments:

- Item 9.D.3.h Pulled

Motion made by: Alfred Renteria

Seconded by: Delia Alvidrez

Votes

Delia Alvidrez	Yes
Jose Lara	Not Present
Alfred Renteria	Yes
Aurora Villon	Yes

**10. STUDY SESSION**

**a. Review of the Citizens' Bond Oversight Committee's Annual Report (D)**

Minutes

The following critical questions and recommendations were discussed:

Critical Questions:

**Critical Question #1:** Since the last annual report, what process is in place to ensure that bond projects are approved in a timely manner and completed as scheduled?

**Answer:** The District will use a "progress payment approach" which includes a series of milestones in the contract for payment.

**Critical Question #2:** ERUSD has a "Deferred Maintenance Plan." Why has the district not shared the plan with the CBOC as part of best practices?

**Answer:** The State of California is no longer giving us funds for deferred maintenance. It is now embedded in our budget as part of the general fund. Maintenance to schools is required to come from the general fund; bond funds should not be used for maintenance.



**Critical Question #3:** When E-Rate is approved, how will the CBOC be notified of reimbursement to Bond Measure EE?

**Answer:** E-Rate reimbursement is in a lump sum. An analysis will be completed to see what percentage comes from the bond and what percentage comes from E-Rate.

**Critical Question #4:** During the 2012-13 fiscal year, \$353,688.33 was used towards technology consulting services. When will the Board of trustees consider hiring a qualified Director of Technology to replace the technology consulting services that encroach on Bond Measure EE funds? Since the CBOC has a general mandate to ensure that bond funds are reasonably spent, we recommend the Board of Trustees consider discontinuing this exorbitant expenditure.

**Answer:** The District committed itself to the contract for the consultant. Due to the sophistication of the network, we went from a structure of servers to virtual servers that operate on VM Ware. It is difficult to get people who are certified in VM Ware; the District lacks the expertise in this area. We are currently looking for ideas for a phase out plan as well as finding alternate funding for this expenditure.

**Critical Question #5:** May the CBOC obtain a copy of work completed for the \$43,323.83 paid out to Flewelling and Moody from Measure A bond funds and review with the Board of Trustees at the Joint Board/CBOC meeting?

**Answer:** The District will research records and will provide any available information to the Board and Committee.

**Critical Question #6:** May the CBOC review the \$230,113 settlement paid out from Measure A bond funds for year ended June 30, 2012 and review with the Board of Trustees at the Joint Board/CBOC meeting?

**Answer:** The District will research records and will provide any available information to the Board and Committee.

Recommendations:

**Recommendation #1:** In the spirit of transparency, the CBOC recommends that Board of Trustees 2013 board minutes and 2014 documents are uploaded as "searchable" PDF files. This can be achieved by using OCR (Optical Character Recognition) software on scanned documents or saving documents as a PDF file if applicable.

**Answer:** Using OCR software requires documents to be scanned page by page which is time consuming and costly. The recommendation was made by District administration to continue using PDF files and using Adobe software to search documents.

**Recommendation #2:** The CBOC recommends the Board of Trustees consider directing the accounting department to create an itemized budget spreadsheet (with Board approved budget amount/actual/year to date/site location) and use as an attachment for all board approved bond projects so that the CBOC can effectively oversee bond projects. (e.g. Templates provided by Rio Hondo College.)

**Answer:** The District Standardized Account Code Structure (SACS) does not allow for transferring information into an external document such as the template provided by Rio Hondo College. It was determined that a separate, bond specific document would not be created. District administration may provide training for the Board and CBOC on how to read and understand budget reports in the format they are submitted to the County.

**Recommendation #3:** Although the district purchases of two MacBook Pro notebooks and telephones fall under allowable technology, CBOC is mandated to oversee fund expenditures were effective. The CBOC finds the use of funds for those purchases were not effective use of bond funds. The Facility Master Plan will reveal prioritized district needs and therefore the CBOC recommends bond funds are spent judiciously.

**Answer:** A suggestion was made to have all bond purchases reference what goal or object the purchase refers to and the Board approval date listed on the purchase order.

**Recommendation #4:** The CBOC recommends the presentations of significant changes to bond projects scope of work or increased cost of work be made at "Joint Board-CBOC" meetings so that Board of Trustees have enough time to fully understand changes and ask relevant questions prior to item going on regular board meeting agenda for approval. Such a meeting would also give the CBOC members an opportunity to ask questions and fully understand the process.

**Answer:** An internal control system is in place with projects being presented first to the Board and then progress of the projects brought forth to the CBOC at a regularly scheduled meeting which allows for CBOC members to request an explanation.

**Recommendation #5:** When bond funds are allocated to a project and such does not come to fruition, such funds are not reasonably spent (e.g. Caldwell Flores). The CBOC recommends that when the district enters into a contract with a company, due diligence is exercised to see the project completed to avoid loss of bond funds.

**Answer:** An explanation of the referenced example expenditure was provided. The Board reminded Committee members, that as a member of the community, they can approach Board members with any question or concern they may have.

**Recommendation #6:** The CBOC recommends that all purchase orders to be paid from Measure A or Measure EE bond funds, list board approval item and date.



**Answer:** In an effort of transparency, all related details will be listed.

**Recommendation #7:** The CBOC recommends the Board of Trustees reimburse Measure EE for P184034 \$7,528.00 since that expenditure was board approved to be paid out from the "Information Technology General Fund". (Exhibit C Approved 9/13/12 Item 14.4 G).

**Answer:** This is an appropriate expenditure from Bond funds and should have stated "payable from bond funds."

**Recommendation #8:** The CBOC recommends that general accepted accounting practices be applied when paying out invoices. Purchase order and invoice amount must match. Amount paid out should not exceed invoice amount. (e.g. Exhibit D CED Purchase Order P184242 Invoice 4366-496763)

**Answer:** This is a taxation issue and a tax reconciliation will be prepared and the process will be corrected.

**Recommendation #9:** The CBOC recommends the Board of Trustees include the City of Pico Rivera in the Facilities Master Planning process to explore "joint use".

**Answer:** This recommendation is currently underway and is continuing.

**b. Presentation of the Citizens' Bond Oversight Committee Handbook to the Board of Education** (D)

**c. Future Meeting Dates** (D)

Minutes

- The Board of Education and the Citizens' Bond Oversight Committee agreed to meet quarterly.

**11. ADJOURNMENT**

**a. Adjourn Joint Board of Education / Citizens' Bond Oversight Committee Meeting of August 13, 2014.** (D) (V)

Minutes

- The meeting adjourned at 7:58 pm.

Motion made by: Delia Alvidrez

Seconded by: Alfred Renteria

Votes

Delia Alvidrez	Yes
Jose Lara	Yes
Alfred Renteria	Yes

Aurora Villon                      Yes

**b. Future Board of Education Meetings**

Tuesday, September 2, 2014, Regular Public Meeting (6:30 pm Open Session) at City Hall.

Tuesday, September 16, 2014, Regular Public Meeting (6:30 pm Open Session) at City Hall.

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**NOTE:** Exhibits listed herein are a part of these minutes and are filed in the Official Board Minutes Record Book of the Board of Education, which is open for public inspection.

Minutes approved September 2, 2014, as written , as corrected

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Dr. Aurora R. Villon, President

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Martin Galindo, Superintendent

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