

El Rancho USD Minutes

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

January 28, 2015

Wednesday, 05:30 PM

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

Attendees

Delia Alvidrez

Rachel Canchola

Alfred Renteria

Aurora Villon

Ruben Frutos

non-voting

Martin Galindo

non-voting

1. CALL TO ORDER

Minutes

The meeting was called to order by Dr. Aurora Villon, President at 5:32 p.m.

a. ROLL CALL - Members of the Board of Education (1)

Dr. Aurora R. Villon, President

Jose Lara, Vice President

Alfred Renteria, Jr., Clerk

Rachel Canchola, Member

Delia Alvidrez, Member

Minutes

- Jose Lara - 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

- All members of the Citizens' Bond Oversight Committee were present.

c. ROLL CALL - District Administration

Martin Galindo, Superintendent

Ruben Frutos, Assistant Superintendent, Business Services

2. PLEDGE OF ALLEGIANCE

a. RECORDER - Pat Camacho

VISITORS - Register No. 17-2014/2015

3. ADOPTION OF AGENDA

a. Approve Agenda for the Joint Board of Education / Citizens' Bond Oversight Committee Meeting of January 28, 2015. (D) (V)

Recommendation is made that the Agenda be adopted as submitted.

Minutes

- PASSED 4-0

Motion made by: Alfred Renteria

Seconded by: Delia Alvidrez

Votes

Delia Alvidrez	Yes
Rachel Canchola	Yes
Alfred Renteria	Yes
Aurora Villon	Yes

4. 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

5. STUDY SESSION

a. Review 2012/2013 Annual Report Critical Questions and Recommendations (D)

Minutes

- **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.

Follow-up:

What projects were the funds used on? CBOC requests the plan that was sent to the State to receive matching funds.

Answer: Two prior business officers transferred expenses from the general fund into the bond to cover roofing, painting and asbestos, which all fall within the bond language

allowing for projects to be completed using bond funds. Deferred maintenance at that time was flexed and became part of the general fund, therefore State matching funds not being available.

We continue to track and monitor maintenance department expenditures through utilizing the Deferred Maintenance budget account (fund 14). In order to do so, a transfer of funds to that account must be done. The Board item verbiage is specific to allow for the opportunity to receive State matching funds in the event funding is made available, either directly from the State or through mandated costs reimbursement.

- **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.

Follow-up: E-Rate is a discount for services or purchase of equipment. The District does not receive any funding therefore, a reimbursement cannot be made.

- **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.

Follow-up: This is related to the practice gymnasium: inspectors found a structural challenge in which a cross beam was required thus delaying the schedule of completion. The settlement was done in order to conclude and close out the project.

- **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.

Follow-up: There was a compromise in the release of a project with Harbor Construction Company. The settlement was done in order to conclude and close out the project.

- **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.

Follow-up:

In an effort of transparency, the CBOC requests for the District to reconsider documents are uploaded as "searchable" PDF files.

Answer: The District gives its best effort in saving documents to PDF when possible. There are exceptions when proprietary software is used, i.e. budget documents, which cannot be saved to PDF and require to be manually scanned for uploading.

- **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."

Follow-up:

The CBOC would like assurance from the Districts lawyer that the item did not need to be officially ratified to list the correct funding source.

Answer: Legal opinion is not typically sought in instances like this. A correction was done due to a typographical error with the funding source (nonexistent) listed on the Board agenda item.

- **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.

Follow-up:

Did the auditors make any findings or recommendations to recover overpayment in past years?

Answer: The answer is still unknown as the District has not yet received the final audit report.

- **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.

Follow-up: The CBOC requests the District to involve the City of Pico Rivera in joint efforts to fund projects.

Answer: The District administration cautioned the Committee that this request is not within its scope of responsibility, but stated that the District is currently working with the City on several joint use projects.

b. Close Out Bond Projects Update (D)
Minutes

Ruben Frutos, Assistant Superintendent Business Services, provided an update on the status of close out of bond projects.

- Projects from 1998 to 2009: Of the 45 outstanding projects, 40 have been closed, three have been cancelled and two remain open.

- Projects from 2001 to 2010: Of the 11 outstanding projects, seven have been closed, two have been cancelled and two are about to be closed.

- There is an outstanding project at Salazar High School that we are unable to verify the inspection for close out.

- The most current projects at Rivera including two classrooms, underground work and facilities including the restrooms from an unclosed library project from 2006 are set to close in 2015.

c. Questions / Discussion Topics (D)
Minutes

Facilities Master Plan:

- **The Committee requests a copy of the adopted plan.**

Answer: The document is currently on the District website under the Facilities Master Plan tab.

- **Discuss the lack of a location being identified for the Magnet High School and District Offices in the Facilities Master Plan.**

Answer: The Magnet High School, closed schools, and the District Offices were not a part of the scope of work addressed in the Facilities Master Plan.

- **Were Food Services recommendations addressed in the Facilities Master**

Plan?

Answer: As a part of the Facilities Master Plan, almost every school cafeteria was recommended to be replaced.

6. ADJOURNMENT

a. Adjourn Joint Board of Education / Citizens' Bond Oversight Committee Meeting of January 28, 2015. (D) (V)

Minutes

The meeting adjourned at 7:03 p.m.

Motion made by: Alfred Renteria

Seconded by: Delia Alvidrez

Votes

Delia Alvidrez	Yes
Rachel Canchola	Yes
Alfred Renteria	Yes
Aurora Villon	Yes

b. Future Board of Education Meetings

Tuesday, February 3, 2015, Regular Public Meeting (6:30 pm Open Session) at City Hall.

Tuesday, February 17, 2015, Regular Public Meeting (6:30 pm Open Session) at City Hall.

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 February 17, 2015, as written , as corrected

Dr. Aurora R. Villon, President

Martin Galindo, Superintendent
