

**CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
NOTICE AND AGENDA**

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**

May 6, 2015

MINUTES

1. **CALL TO ORDER**

The meeting was called to order by Esther Mejia at 6:02 p.m.

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
Suzanne Rodarte, Member

DISTRICT ADMINISTRATION

Martin Galindo, Superintendent
Ruben P. Frutos, Assistant Superintendent Business Services
Carlos Jimenez, Director of Maintenance and Operations

2. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Javier Pacheco.

Visitors – Register No. 11-2014/2015

3. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

Motion: J. Chavez Second: T. Merino Vote: 6-0 PASSED

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

4. **PUBLIC COMMENTS**

Members of the public have an opportunity to address the committee.

None.

5. **ADOPTION OF MINUTES**

Recommendation is made that the minutes of April 1, 2015 be adopted as submitted.

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

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

6. **INFORMATION ITEMS**

None.

7. **NEW BUSINESS – ACTION ITEMS**

None.

8. **DISCUSSION ITEMS**

8.1 **Report on Activities** – E. Mejia

Ms. Mejia was unable to attend the Board of Education meeting on April 21, 2015 where Dr. Vargas was recognized for her four years of service to CBOC and the community. Dr. Merino had the privilege to present the recognition to Dr. Vargas for the work she has done for the community and her continued support to the school district. Another highlight from the Board meeting was the facilities update by Mr. Frutos, a pdf. of the presentation is available on the District website.

On April 30, 2015, there was a site facilities visit at North Park Middle School and El Rancho High School; Ms. Mejia requested for Mr. Frutos to provide the site facilities visit dates for May.

At the regular Board of Education Meeting on May 5, 2015, items related to the bond which were pulled included (Board Item 15.E.1: Facilities Consulting Services-Master Plan, Board Item 15.E.2: Master Architectural Services Agreement, Board Item 15.E.3: Architectural Structural and Mechanical Engineering Services for El Rancho High School Building “B” HVAC Project). These items will be presented at a Special Board Meeting on May 7, 2015 at 4:00 p.m. in the District Technology Room.

8.2 **2013-2014 Annual Report** – *E. Mejia*

This item was discussed after item 8.5. Ms. Mejia provided the committee with a copy of the draft audit report and commented that it was very short; the committee waited a long time for its delivery.

Additional concerns expressed by Ms. Mejia and the committee included: (1) the draft was dated February 2015, (2) for this year’s audit Measure A and EE were combined, last year they were separated, (3) because the audit was late CBOC’s annual report is late, (4) the possibility of withholding final payment, (5) an amount of \$13,000 was listed for postage for the year ending 2014. Mr. Frutos will pass on this concern to the auditor so it can be corrected. Discussion continued explaining the process the auditor uses to perform an audit.

A couple of recommendations for the annual report included: (1) to hire a new audit firm, (2) for the district to implement extensive internal control. The annual report will not be presented at the June 16, 2015 Board of Education meeting, the committee is waiting for the final audit report.

Ms. Rodarte asked for an update on the development of the sub-committee; Mr. Frutos responded that the committee will be developed when construction begins.

8.3 **Bond Expenditures Update** – *R. Frutos*

Trial Balance Financial Report as of February 28, 2015: Measure A balance is \$11,289,017 and Measure EE balance is \$2,638,068. Mr. John Chavez asked if the District ever receives interest for Measure EE; Mr. Frutos will report back when the District last received interest on Measure EE.

Trial Balance Financial Report as of March 31, 2015: Measure A balance is \$11,266,667 and Measure EE balance is \$2,638,068.

Bond Measure A expenditures as of February 28, 2015 totaled \$750.00; Bond Measure EE expenditures as of February 28, 2015 totaled \$1,600.00.

Bond Measure A and EE expenditures as of March 2015: there were none to report.

8.4 **Bond Projects Update** – *R. Frutos/C. Jimenez*

Facilities Master Plan “Board Reviewed Projects” – *R. Frutos*

- Staff brought to the board some of the projects they were intending on doing and the board decided to review the process and review the projects. One project that is moving forward is the HVAC project at the high school, the units are scheduled to be purchased and the hope is to have the project completed this summer.

On May 7, 2015 the board will give direction as to whether they want to continue moving in the direction staff has been moving in for the other projects or if they want to make changes.

Ms. Mejia asked if the North Park site visit was in regards to the location of the performing arts building; Mr. Frutos responded that there are two options for North Park MS, therefore the board will make a decision as to what the direction is, based on the available budget.

8.5 **Recruitment of CBOC Member** – *R. Frutos*

The District responded to an email inquiry but never received a response; Mr. Frutos suggested advertising in the Pico Rivera Profile one more time before we ask the Board to approve a waiver to move in a different direction; the District would also have to seek legal counsel to see what is authorized. Ms. Mejia requested the CBOC section of the website be updated and suggested posting the committee vacancy on all school site home pages.

9. **ADJOURNMENT**

The meeting was adjourned at 7:23 p.m.

Motion: J. Pacheco Second: T. Merino Vote: 6-0 PASSED

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