

# **El Rancho Unified School District Minutes**

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

June 03, 2015  
6:00 PM

El Rancho Unified School District  
Technology Room  
9333 Loch Lomond Drive  
Pico Rivera, CA 90660

### **Attendance Taken at 6:00 PM:**

#### Present:

Delia Alvidrez  
Rachel Canchola  
Alfred Renteria, Jr.  
Dr. Aurora Villon

#### Absent:

Jose Lara

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

The meeting was called to order by Dr. Aurora Villon, President at 6:00 p.m.

#### **1.A. ROLL CALL - Members of the Board of Education**

Dr. Aurora R. Villon, President  
Jose Lara, Vice President - absent  
Alfred Renteria, Jr., Clerk  
Rachel Canchola, Member  
Delia Alvidrez, Member

#### **1.B. 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  
Susana Rodarte, Member

**1.C. ROLL CALL - Members of the Administrative Cabinet**

Martin Galindo, Superintendent  
Dr. Roxane Fuentes, Assistant Superintendent, Educational Services  
Ruben Frutos, Assistant Superintendent, Business Services  
Mark Matthews, Director, Human Resources  
Katherine Aguirre, Director, Special Education

- Dr. Roxane Fuentes, Mark Matthews and Katherine Aguirre were excused.

**2. PLEDGE OF ALLEGIANCE**

RECORDER - Sandy Watkins  
VISITORS - Register No. 27-2014/2015

**3. ADOPTION OF AGENDA**

**3.A.** Approve Agenda for the Joint Board of Education/Citizens' Bond Oversight Committee Meeting of June 3, 2015.

**Motion Passed:** Passed with a motion by Alfred Renteria, Jr. and a second by Delia Alvidrez.

Yes Delia Alvidrez  
Yes Rachel Canchola  
Absent Jose Lara  
Yes Alfred Renteria, Jr.  
Yes Dr. Aurora Villon

**4. PUBLIC COMMENTS - Blue Speaker's Cards**

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.

- None

**5. STUDY SESSION**

**5.A. Citizens' Bond Oversight Committee Recruitment/Approval to Change Membership Category**

The District has actively taken steps to recruit a member for the current vacancy by:

- Notices and applications were sent to the schools for posting.
- Vacancy is posted on the District and school websites.
- Notice was published in the April edition of the Pico Rivera Profile.
- Notice was published in the Whittier Daily News.

The District will continue to explore options. Suggestions were made to review past applicants that were not selected as well as post the vacancy notice at City Hall, the library, the Chamber of Commerce and on social media.

The membership category of being an active member of a bonafide taxpayers' organization cannot be changed as it is a legal requirement mandated by Education Code. The District may contact a taxpayers' association to request assistance in finding a person to fill the vacancy or pursue a waiver. As long as there is a quorum of members, Committee business can be conducted as usual.

#### **5.B. Bond Audit Report Timeline and Presentation to the Citizens' Bond Oversight Committee**

The auditing firm had significant challenges providing the necessary reports for the 2013/2014 audit cycle in a timely manner. An audit timeline was not developed for that year and the audit process began very late. For future years, the District will develop a timeline and actively pursue timely completion of the audit process.

#### **5.C. Legal Responsibilities of Citizens' Bond Oversight Committee Members**

Discussion took place regarding the course of action to be taken should a CBOC member discover a discrepancy in what is presented to the public. In the event this occurs, the committee member should seek clarification from the Business Office, the Superintendent's Office or from the Board of Education.

The committee voiced concerns on how bond monies are spent, projects not coming to fruition and the ability to recoup funds paid to particular companies. Per bond legal counsel, legal action to recoup funds regarding the transactions in question have passed the statute of limitations, therefore the District has no recourse.

#### **5.D. Training for Citizens' Bond Oversight Committee Members**

The committee requested opportunities to obtain training specific to Bond Oversight Committees.

The following suggestions and recommendations were made:

- Annual updating of the CBOC handbook.
- Posting links related to Oversight Committees on the District website.
- Provide training on performance audits.
- Committee attendance to the annual California League of Bond Oversight Committees (CalBOC) conference.
- Participate in a Study Session with a bond attorney to review bond language specifics.

#### **5.E. Warrant List Availability and Irregularities**

The business office developed a new report that mirrors the information provided last year to reconcile the audit with the annual expenses. The prior year report was incorrectly labeled "Commercial Warrant Report" which is what was provided this

year, and the reports did not balance as in prior years. The new report will be referred to as an "Activity Report" which will be used to reconcile expenditures to the audit.

#### **5.F. School Visitations and Facilities Master Plan Meetings**

The committee requested to join District administration and Board members when conducting school visitations related to bond projects.

#### **5.G. Microsoft Reimbursement**

Discussion took place regarding student access to Microsoft Office. The District currently is offering Google Docs to students. District personnel will research making the Microsoft Office product available for students and Board members.

#### **5.H. Citizens' Bond Oversight Committee Annual Report: Date of Presentation to the Board of Education**

The completion of the Report was delayed due to not having the performance audit report available. The Board requested the establishment of a timeline for the process of putting the Report together and presentation to the Board.

#### **5.I. Citizens' Bond Oversight Committee as an Independent Entity / Responsibilities**

This item was discussed under agenda item 5.C.

#### **5.J. State of the District Presentations / Facilities Master Plan**

Superintendent Galindo and members of Cabinet have conducted presentations to senior citizen groups over the last couple of weeks on the progress of the District during the last two years. Part of these presentations are the Board identified projects that the District will begin in the near future. Mr. Galindo will continue to present to others in the city such as the Lions Club and Rotary Club.

#### **5.K. Update on Facilities Master Plan Projects / Summer Projects**

Presently, the Board of Education has authorized and given direction to staff to work with the architects to develop plans for the Facilities Master Plan projects:

- North Park Middle band/music building.
- El Rancho High new classrooms/science labs.
- Traffic mitigation at Durfee Elementary, Magee Elementary, Rivera Elementary, Rivera Middle and Valencia Elementary.
- El Rancho High HVAC replacement.
- Elementary and middle schools Innovation and Science labs.

Additionally, the District is planning the following summer facilities projects:

- Birney Elementary library and computer lab expansion.

- Magee Elementary renovation of multi-purpose room and administrative office.
- Education Center wall covering fire proofing.
- El Rancho High carpet and floor renovation.

### **5.L. 2016 Bond Election**

The District developed a Master Plan that calls for additional funding needed to implement the stipulated facilities projects. To complete the projects, the District is planning additional financing and evaluating the current bond capacity, the potential timing for issuance, as well as the availability of further funding in a future bond campaign.

### **5.M. 2015/2016 Joint Board of Education/Citizens' Bond Oversight Committee Meeting Calendar**

Schedule of Meetings of the Joint Board of Education / Citizens' Bond Oversight Committee for 2015 / 2016 will be held at 6:00 p.m. in the District Office I, Technology Room as follows:

September 2, 2015  
December 2, 2015  
March 2, 2016  
June 1, 2016

## **6. ADJOURNMENT**

### **6.A. Adjourn Joint Board of Education/Citizens' Bond Oversight Committee Meeting of June 3, 2015.**

The meeting adjourned at 8:10 p.m.

**Motion Passed:** Passed with a motion by Alfred Renteria, Jr. and a second by Delia Alvidrez.

Yes Delia Alvidrez

Yes Rachel Canchola

Absent Jose Lara

Yes Alfred Renteria, Jr.

Yes Dr. Aurora Villon

### **6.B. Future Board of Education Meetings**

- Tuesday, June 16, 2015, Regular Public Meeting (6:30 pm Open Session) at City Hall.

- Tuesday, August 18, 2015, Regular Public Meeting (6:30 pm Open Session) at City Hall.

Board of Education Meeting: June 3, 2015

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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, as written , as corrected

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Board President

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Superintendent

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