

**MEASURE “A” AND “EE”
CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING**

El Rancho Unified School District

6:00 p.m.

**Professional Development Center
9333 Loch Lomond Drive (at the corner of Loch Lomond and Citronell)
Pico Rivera, CA 90660**

December 06, 2017

MINUTES

1. **CALL TO ORDER**

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

ROLL CALL – Members of the Citizens’ Bond Oversight Committee

Esther Mejia, Chairperson
Carolyn Castillo, Member
Vincent Chavez, Member
Suzanne Rodarte, Member

DISTRICT ADMINISTRATION

Karling Aguilera-Fort, Superintendent
Cheryl Plotkin, Interim Chief Business Officer
Carlos Jimenez, Director, Maintenance and Operations (Not Present)

2. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Carolyn Castillo.

Visitors – Register No. 3-2017/2018

3. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

Motion: V. Chavez Second: C. Castillo Vote: 4-0 PASSED

Vote: C. Castillo: Yes
 V. Chavez: 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 the Special CBOC Meeting on June 22, 2017 be approved as presented.

Motion: S. Rodarte Second: C. Castillo Vote: 3-0 PASSED

Vote: C. Castillo: Yes
V. Chavez: Abstain
S. Rodarte: Yes
E. Mejia: Yes

Recommendation is made that the minutes of the Special CBOC Meeting on July 20, 2017 be approved (with corrections under 7.2).

Motion: S. Rodarte Second: C. Castillo Vote: 3-0 PASSED

Vote: C. Castillo: Yes
V. Chavez: Abstain
S. Rodarte: Yes
E. Mejia: Yes

6. **INFORMATION ITEMS**

7. **DISCUSSION ITEMS**

7.1 **Report on Activities** – *Esther Mejia*

Ms. Mejia attended the Science Lab ribbon cuttings at STEAM and Rivera Middle School. Ms. Castillo attended the Innovation Lab ribbon cutting at Rivera Elementary School and community meetings for the solar panel project. Ms. Mejia thanked Mr. Vincent Chavez and Ms. Castillo for attending the Board of Education meeting where Mr. John Chavez was recognized. Vincent Chavez asked if the award was sent to Mr. Chavez and Mr. Aguilera-Fort confirmed that the award was sent to Mr. Chavez's family.

7.2 **Bond Expenditures Update** – *C. Plotkin*

Ms. Castillo asked when does the district foresee the bond projects to be completed and the bond funds expended and closed out? Mrs. Plotkin shared that there is approximately \$400,000 left in Measure A and EE and it would be the Board of Education to decide what items in the ballot measure they would like to use the funds.

Bond Measure A expenditures for August 2017 totaled \$374,958.15; Bond Measure EE expenditures totaled \$93,478.31.

Bond Measure A expenditures for September 2017 totaled \$149,580.91; Bond Measure EE expenditures totaled \$37,312.29.

During the review of the expenditure reports the following questions were expressed by the committee; responses will be addressed by Mrs. Plotkin through email.

- *Why was there an increase in HPLE billing?*
- *What procedures are in place for keeping expenditures from exceeding budget, referring to the bottom of Smith Emery Lab Invoice 444531-8 dated 06/30/2017.*
- *Saifco Construction- Who is the "owner" authorizing change orders?*
- *Sehi Invoice-why did we have to pay for the labels?*
- *Colbi Technologies- Is this program only for Measure EE or will it be used for Measure ER? If so, will the invoice be split?*
- *Makerbot- Appears to be one 3D printer- Where is it located?*
- *Matt Chlor invoice was missed on May invoice. Was there a PO for that invoice and an explanation as to what was done?*
- *Why didn't the committee receive the October expenditure reports?*

- 7.3 **Bond Project Update** “Facilities Master Plan “Board Approved Projects” – *J. Ortiz*
Mr. Ortiz provided a visual “Progress Update” of the Innovation and Science Labs. Presentation included a schedule of ribbon cutting ceremonies and teacher training dates that took place in October and November 2017. Included in the presentation was a Bond Projects Financial Update. Projects are complete with the exception of remaining furniture to be purchased for North Park band building. Once the teachers and students use the space for at least one year, HPLE will do a post-occupancy analysis.

Mr. Vincent Chavez asked, that if until the balance of bond funds is used up, if this committee would continue to function and review those expenditures until the expenditures are completely done.

Ms. Mejia added that this committee has been asking, because technically all members have termed out (except Ms. Castillo) but are still functioning. The committee hasn't been recognized by the Board at a board meeting approving the committee to serve a third term which is allowed by California Ed. Code.

- 7.4 **2016-2017 Annual Report** – *Esther Mejia*
Ms. Mejia asked for the status of the audit report and a reminder of a request to have a CBOC member present for the exit conference. Mrs. Plotkin will follow-up with the auditors and email an update to the committee.

8. **NEW BUSINESS – ACTION ITEM**

None.

9. **ADJOURNMENT**

The meeting was adjourned at 6:43 p.m.

Motion: C. Castillo Second: V. Chavez Vote: 4-0 PASSED

Vote:	C. Castillo:	Yes
	V. Chavez:	Yes
	S. Rodarte:	Yes
	E. Mejia:	Yes