

CITIZENS BOND OVERSIGHT COMMITTEE MEETING

El Rancho Unified School District

**Meeting of the Measure “EE” Citizens Bond Oversight Committee
6:00 p.m.**

**Student Services/Professional Development Center
9333 Loch Lomond Drive
Pico Rivera, CA 90660**

December 11, 2013

MINUTES

1. CALL TO ORDER

The meeting was called to order by Dr. Aurora Villon at 6:06 p.m.

ROLL CALL – Members of the Citizens Bond Oversight Committee

Dr. Aurora Villon, Chairperson
John Chavez, Member
Vincent Chavez, Member
Esther Mejia, Member
Dr. Teresa Merino, Member
Dr. Linda Vargas, Member (late)

DISTRICT ADMINISTRATION

Martin Galindo, Superintendent (absent)
Leticia Covarrubias, Chief Business Officer
Carlos Jimenez, Director of Maintenance and Operations (absent)

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Dr. Aurora Villon.

Visitors – Register No. 06-2013/2014

3. ADOPTION OF MINUTES

Recommendation was made that the minutes of November 6, 2013 be adopted as submitted.

Motion: J. Chavez Second: E. Mejia Vote: 5-0 PASSED

4. **DISCUSSION ITEMS**

4.1 Update on recruitment of new CBOC members.

4.2 Bond expenditures update – *Leticia Covarrubias*

Bond expenditures under measure A for the month of November 2013 were \$562,656.70 for roofing & painting projects, environmental consulting services and asbestos removal and disposal.

Bond expenditures under measure EE for the month of November 2013 were \$77,419.89 for AAA Solar Electric and technology support.

Ms. Covarrubias will provide a project allocation update at the next CBOC meeting.

4.3 Bond projects update – *Leticia Covarrubias for Carlos Jimenez*

Locker room/pool project: the schematic drawings will be reviewed by the end of the week approving a design. In response to a questions by Dr. Villon, Ms. Covarrubias will provide a general timeline for the locker room/pool project at the next CBOC meeting.

Facilities Master Plan: a contract agreement for facilities master plan consulting services will be presented for approval at the Board of Education Meeting on December 12, 2013.

4.4 CBOC Handbook Update.

Each item will have its own individual tab which will make it easier to add items to the handbook. The committee agreed that the handbook should be organized to make the information flow. Suggested order included: 1. Overview, 2. Roles and Responsibilities, 3. Flow Chart, 4. By-laws, 5. Committee, Administration, Board of Trustees, 6. CBOC Annual Report, 7. Audit Report, 8. Codes and Regulations, 9. Proposition 39 Requirements, 10. Brown Act, 11. Robert's Rule of Order. Another recommendation was to add one page for the general mission statement, page two to include the names of the Board of Education and page three the include the Committee Member names. The committee was advised to submit all additional recommendations to Ms. Covarrubias. Ms. Covarrubias shared the fact that this handbook is one of its kind in the State of California, she has researched for a handbook of this type, and found that there are bits and pieces of information everywhere but no district that she is aware of has a handbook like this, she is really proud of this handbook and all the work that the committee has put into it and feels it is going to be a valuable resource.

4.5 Revisit recommendations and critical questions from CBOC Annual Report.

The committee will submit input (regarding summary questions/answers) to Ms. Covarrubias; a finished copy will be presented at the next CBOC meeting.

Critical questions 1-9 were reviewed:

1. The Measure EE Citizens' Bond Oversight Committee was asked by the District to assume the responsibility of a non-existent Measure A oversight committee. How were projects approved with Measure A funds without the existence of a required oversight committee? *There was a committee appointed in 2004, which reviewed and accepted the completed projects, unfortunately that committee dissolved after the resignation and retirement of many members; it is unsure of what can be done about the lack of supporting documents.*
2. Who was responsible for the selection of the final architect and construction firms working with Measure A funds and what criteria were used to select the finalist? *The District had a board approved architect on contract, the District was responsible for the selection using a request for proposal process.*
3. Who at the District is responsible to insure that an annual report is presented by the Citizen's Bond Oversight Committee and why are there no past reports on file? *The only annual report on file is the one generated by the current committee, it is unknown why it was never done in the past. The Business individual or designee would assist the CBOC to develop the annual report. The annual report is a compliance piece and now that it is part of the handbook it will be created systematically.*
4. How is it that in 20 years of receiving bond funds no consideration has been given to making all of the District facilities accessible to people with disabilities. The high school stadium is not accessible to people with disabilities. *It was recommended to revise the question by removing the phrase "no consideration" since progress has been made to make all facilities accessible for people with disabilities, the high school stadium remains to be in compliance.*
5. Why has the board/District resisted to holding a study session with the Citizen's Bond Oversight Committee? *Quarterly joint study sessions are now taking place with the Board of Education and District Administration.*
6. If the El Rancho High School locker room and swimming pool projects will cost approximately \$4,914,727.68 and \$681,491.22 of additional funds have been paid to different vendors, where have the remaining \$6,403,781.10 of Measure A funds been allocated? *At that time 6.4 million was an accurate response.*
7. CBOC has been informed on numerous occasions that the selection of the Citizens' Bond Oversight Committee is the responsibility of the District Superintendent and the Board. Being that the committee is supposed to be an independent committee representing the voting community of Pico Rivera, why did the District select two non-residents of Pico Rivera and former employees of the District to sit on the committee? Both of these members

were rehired in temporary positions by the district during their membership in CBOC and although the Chairperson of CBOC asked repeatedly for their letters of resignation, they were not provided. *Law does not limit all members to be residents of Pico Rivera. Since there is no legal requirement it would be up to the Board to approve changes to the by-laws. This item will be discussed further at the next CBOC meeting.*

8. Measure EE was approved by the voters on November 2010. Why is it that in over two years the District has not developed a Facilities Master Plan? *The development of the Facilities Master Plan is in the process.*
9. Has the District actively pursued other funding sources (grants) that could help with some of the construction and school safety projects? Other districts have taken advantage of grants available to improve substandard and health related conditions and to bring their facilities up to par with accessibility issues. If the district has pursued these sources CBOC would like to receive a list of the grants received and/or applied for. It is important that the residents of Pico Rivera know that the entire upgrade and upkeep of the District does not rest on their shoulders only but that it is being subsidized by other funding sources. *Ms. Covarrubias will provide a list of grants/other funding sources (as information only) at the next CBOC meeting and informed the committee since all grants are board approved the board agenda is a good resource for keeping informed.*

5. **ACTION ITEMS**

- 5.1 Accept resignation of Dr. Aurora Villon from the Citizen's Bond Oversight Committee (Dr. Villon has been elected to serve on the ERUSD Board of Education).

Motion: J. Chavez Second: T. Merino Vote: 5-0 PASSED

6. **ADJOURNMENT**

The meeting was adjourned at 7:21 p.m.

Motion: L. Vargas Second: T. Merino Vote: 6-0 PASSED