

# CITIZENS' BOND OVERSIGHT COMMITTEE MEETING

## 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

November 4, 2015

### MINUTES

1. **CALL TO ORDER**

The meeting was called to order by Esther Mejia, Chairperson at 6:00 p.m.

***ROLL CALL*** – Members of the Citizens' Bond Oversight Committee

Esther Mejia, Chairperson  
Dr. Teresa Merino, Vice Chairperson (Excused)  
John Chavez, Member  
Vincent Chavez, Member  
Javier Pacheco, Member (Absent)  
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 Vincent Chavez.

*Visitors* – Register No. 3-2015/2016

3. **ADOPTION OF AGENDA**

*Recommendation is made that the agenda be adopted as submitted.*

Motion: J. Chavez    Second: V. Chavez    Vote: 4-0    PASSED

Vote:        J. Chavez:    Yes  
              V. Chavez:    Yes

T. Merino: Not Present  
 J. Pacheco: Not Present  
 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 September 2, 2015 be adopted as submitted.*

Motion: J. Chavez    Second: V. Chavez    Vote: 4-0    PASSED

Vote:    J. Chavez:    Yes  
           V. Chavez:    Yes  
           T. Merino:    Not Present  
           J. Pacheco:    Not Present  
           S. Rodarte:    Yes  
           E. Mejia:    Yes

6. **INFORMATION ITEMS**

Mr. Frutos reported that the District will move forward with approval of the CBOC candidate, filling the category of the member “active in a bona fide taxpayer organization.” Based on the election results (Dr. Merino being elected to the Board of Education) and the resignation of Mr. Pacheco the District will recruit for two new members.

7. **NEW BUSINESS – ACTION ITEMS**

None.

8. **DISCUSSION ITEMS**

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

Ms. Mejia reported that CBOC was part of a subcommittee for the selection bond counsel. On October 26, 2015 Ms. Mejia attended the meeting to review the request for proposals which recommended three firms to bring forward to the Board. The following day interviews were held and Mr. Pacheco and Dr. Merino took part.

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

Trial Balance Financial Report as of September 30, 2015: Measure A balance is \$10,988,395 and Measure EE balance is \$2,609,177.

Bond Measure A expenditures as of July 31, 2015 totaled \$38,596.75; Bond Measure EE expenditures as of July 31, 2015; there were none to report.

Bond Measure A expenditures as of August 31, 2015 totaled \$236,167.54; Bond Measure EE expenditures as of August 31, 2015 totaled \$14,058.58.

Bond Measure A expenditures as of September 30, 2015 totaled \$97,716.58; Bond Measure EE expenditures as of September 30, 2015 totaled \$12,479.03.

Ms. Mejia questioned a September bond fund expenditure for the Adult School Construction of the administration building and asked if the project began as a bond project. Mr. Frutos will research and if needed make necessary adjustments (also the Rivera relocatable classroom project).

Ms. Rodarte asked if there were any outstanding DSA closeout projects (uncertified projects). Of the remaining projects South Ranchito MPR came off the list, the Adult School is in the submittal process and will soon be coming off the list. El Rancho High School, the architect is attempting to close out the new gym project in which the District will be down to the original high school modernization project which is the biggest challenge.

Ms. Rodarte asked for an update on the Microsoft Office and asked why schools can't use bond funds verses using their Title 1 funds to purchase chrome carts? Mr. Frutos responded with the following: (1) Microsoft Office; there are two phases pending; phase 1 is the active directory and phase 2 is to issue an email address to every student; Mr. Frutos will get an update from the technology team. (2) Bond funds verses Title 1 funds for technology equipment: the bond language is very specific for technology and doesn't include educational equipment.

8.3 **Bond Projects Update** – R. Frutos/C. Jimenez/J. Ortiz

Facilities Master Plan “Board Approved Projects:” Mr. Ortiz presented a media presentation of the current bond projects (innovation labs, science labs, North Park band building & traffic mitigation). Project signs “funded by your bond dollars” are being installed at the project locations in a high visible location.

Ms. Mejia asked for the status of the accounting software training; Mr. Frutos responded that District staff has been trained and HPLE has participated in the process. The understanding is that the “Account-Ability” software will allow for better tracking and better reporting; for every project the entire payment cycle will be documented using the software.

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

This item was discussed under Item 6. Information Items.

9. **ADJOURNMENT**

The meeting was adjourned at 6:57 p.m.

Motion: S. Rodarte    Second: J. Chavez    Vote: 4-0    PASSED

Vote:    J. Chavez:    Yes  
           V. Chavez:    Yes  
           T. Merino:    Not Present  
           J. Pacheco:    Not Present  
           S. Rodarte:    Yes  
           E. Mejia:      Yes