

EL RANCHO UNIFIED SCHOOL DISTRICT

**Joint Meeting of the Board of Education
and the
Citizens' Bond Oversight Committee**
Conducting the District's Business in Public

**ERUSD Conference Room (Student Services Building)
9333 Loch Lomond Drive
Pico Rivera, CA 90660**

September 19, 2013
6:00 p.m.

MINUTES OF BOARD & COMMITTEE ACTIONS

1. CALL TO ORDER

The meeting was called to order by Delia Alvidrez, President, at 6:05 p.m.

1.1 ROLL CALL – Members of the Board of Education

Delia Alvidrez, President
Rita Jo Ramirez, Vice President (absent)
Rachel Canchola, Clerk
Alfred Renteria, Jr., Member
Dr. Joseph Rivera, Member

1.2 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

1.3 ROLL CALL – Members of the Administrative Cabinet

Martin Galindo, Superintendent
Leticia Covarrubias, Chief Business Officer, Business Services
Carlos Jimenez, Director, Maintenance and Operations

2. PLEDGE OF ALLEGIANCE

RECORDER Sandy Watkins
VISITORS Register No. 04-2013/2014

6. STUDY SESSION

6.1 Facilities Master Plan Development Presentation by Gary Christofi, Christofi Architects, Inc. (continued)

5. How long does it take to develop a Master Plan? *Normally, four to six months.*
6. Is there any consideration in creating/building new facilities instead of doing improvements to older, outdated facilities? *Consideration needs to be given to the age of the facility; typically educational facilities have a life span on 50-75 years.*
7. Does building a new facility or repairing an older facility require a cost analysis? *Typically a cost analysis is done by the architect with a structural engineer and cost estimator.*
8. Need to ensure that buildings meet seismic codes and regulations.
9. Who would lead the process of developing a Master Plan? *The Superintendent oversees the committees which are comprised of district staff, the architect and project manager.*
10. The current pool project at El Rancho High – is it being built to competition standards? *We are building a brand new pool which will meet CIF competition regulations. Drawings, including dimensions, will be made available.*
11. Can a concession stand be built near the pool? *This can be considered for the future.*
12. Do we have blue prints and plans so any architect hired by the District has access to them? *Paper blue prints are stored in the vault in the Maintenance department. We currently have a combination of paper and electronic plans.*
13. How do we make sure that everyone is in sync through the Master Plan development process? *It's important that ideas are brought forward from the beginning in order to remain focused.*

6.2 Items tabled from the June 26, 2013 Joint Board / CBOC Meeting:

- 2011/2012 Annual Report Recommendation #3
The Citizens' Bond Oversight Committee must have a full understanding of the projects funded by the bond(s) and the process used to prioritize and complete these projects. The development of a Measure EE Facilities Master Plan can facilitate the understanding of how and when the projects will be completed and who will be responsible to ensure the satisfactory and timely completion of these projects.

This item was addressed by Mr. Christofi's presentation.

6. STUDY SESSION

6.2 Items tabled from the June 26, 2013 Joint Board / CBOC Meeting: (continued)

- 2011/2012 Annual Report Recommendation #7
The Citizens' Bond Oversight Committee recommends that the District consider increasing the number of CBOC members and/or develops a list of alternate members. During the period covered by this report, several members resigned and their positions remained vacant for several months.

Recommendation was made to not make any changes at this time due to the requirement of new members needing to fit a particular category.

6.3 Development of the Citizens' Bond Oversight Committee Handbook

- A copy of the draft handbook was shared with the Board and Cabinet. Further refinement of the handbook will be done at future CBOC meetings.

6.4 School Site Visitations

- Dr. Villon shared that the committee have visited school sites to view the facilities and status of modernization projects. She questioned where computer equipment from the closed schools had been moved to. Dr. Villon asked if portable buildings at closed schools can be used to accommodate over-crowding at current schools.

6.5 Receive Information on Internal Audit of Pacifica Services

- Leticia Covarrubias presented the findings of an internal audit that was conducted of Pacifica Services related to contracts and expenditures. The Board and Committee requested further information and or action from District personnel as follows:
 1. Conduct a comprehensive audit.
 2. Provide a specific list of payments made.
 3. Schedule a meeting with Leticia Covarrubias and Alfred Renteria to review documents.

6.6 Receive Information on Amendment of Board Item No. 15.4 E, approved April 18, 2013 implementation of deferred maintenance summer projects. Estimated project cost is \$900,000.00, payable from Deferred Maintenance and Capital Funds Measure "A" General Obligation Bond Funds.

- Martin Galindo shared legal opinion on whether or not projects submitted for approval meet the criteria for bond funding.

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7. **ADJOURNMENT** – 9:50 p.m.

Motion: Renteria

Second: Rivera

Vote: 4-0 PASSED
(Ramirez-absent)