

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**

June 4, 2014

MINUTES

1. **CALL TO ORDER**

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

ROLL CALL – Members of the Citizens' Bond Oversight Committee

Esther Mejia, Chairperson
Dr. Teresa Merino, Vice Chairperson (absent/excused)
John Chavez, Member
Vincent Chavez, Member
Javier Pacheco, Member (absent/excused)
Suzanne Rodarte, Member
Dr. Linda Vargas, Member (absent/excused)

DISTRICT ADMINISTRATION

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

2. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Esther Mejia.

Visitors – Register No. 13-2013/2014

3. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

Motion: V. Chavez 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
 L. Vargas: Not Present
 E. Mejia: Yes

4. **PUBLIC COMMENTS**

Members of the public have an opportunity to address the committee.

Ms. Rachel Canchola, Board Member and Community Member complimented the committee on an outstanding annual report that was presented to the Board of Education. Ms. Canchola referred to the Measure “A” warrant list, and questioned payments made to Pacifica Services Inc. As a board member Ms. Canchola was under the impression the District didn’t have any current contracts with Pacifica Services.

5. **ADOPTION OF MINUTES**

Recommendation is made that the minutes of May 7, 2014 be adopted as submitted.

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

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

6. **NEW BUSINESS – ACTION ITEMS**

None

7. **DISCUSSION ITEMS**

7.1 Report on Activities – *E. Mejia*

On May 20, 2014 the annual report was presented to the Board of Trustees. Ms. Mejia sent a request for a joint meeting with the board of trustees and is waiting to hear back; she was hoping to have a meeting in June so there would be one meeting recorded on the next annual report. Ms. Mejia thanked those members of the committee that were able to attend the board meeting.

Ms. Mejia attended the third Steering Committee meeting for the facilities master plan. Mr. Ortiz presented a snapshot of all the facilities; she has requested that the meeting handouts be emailed to each committee member, “Facilities Assessments, Demographics and Enrollment Projections,” Enrollment Forecast Report 2014,” and “Analysis of Enrollment Projections Fall 2014.”

Ms. Rodarte asked about the site visit to San Marcos that Ms. Mejia attended as part of the Steering Committee. Ms. Mejia reported that the visit was very inspirational; she created a video of the visit and emailed the video to everyone. She thought the layout of classrooms was amazing, there was student work everywhere; it was a nice learning environment. The campuses were beautiful and the students were very hands on; in fact the tour was conducted by the students.

7.2 Bond Expenditures Update – *L. Covarrubias*

Ms. Covarrubias provided five handouts, (1) Bond Fund 21, Trial Balance – Financial Report, as of May 31, 2014. Measure A: beginning balance \$12,556,042, expenditures \$844,091, net balance \$11,788,078. Measure EE: beginning balance \$782,454, expenditures \$942,920, net balance \$1,924,329.

(2) Bond Fund 21.0 Expenditure Summary for April 2014. Total expenditures for Measure A were \$11,759.43 which included payments to US Bank, DGS, Erikson-Hall Construction and B & S Construction Services. Total expenditures for Measure EE were \$8,910.40 which was payment to Nixon Peabody LLP for legal services.

(3) District purchase request form. This is an on-line form used by staff for submitting a request for expenditures. Since the purchase request is the first step to generating a purchase order Ms. Covarrubias wants to make sure that all the necessary fields are included when using bond funds. This will assist with making bond purchase orders more clear and transparent for the committee and community. Recommended fields to be added include: the bond measure, the project name, project location and board approval. Ms. Mejia suggested adding a field for “requested by,” and including the district project code with the project name.

(4) Sample Dropbox invitation: a dropbox invitation was sent to all CBOC members; the dropbox will be used to share files and will send an alert when new files are available. If anyone should need hard copies of documents those will also be provided.

(5) El Rancho E-Rate funding fast facts; handout includes information on Priority I Funding, E-Rate funded sites and an E-Rate checklist which outlines the application steps. Ms. Covarrubias also provided a document from the Universal Service Administrative Company (USAC) titled “E-Rate Discounts for Schools and Libraries.”

In response to Ms. Canchola’s question regarding payments to Pacifica Services, Inc. Ms. Covarrubias wasn’t with the District during the period of the annual report but recalls when she came to ERUSD in July 2013 there were a couple of payments to Pacifica for prior year expenditures. Currently the District doesn’t have a contract with Pacifica Services, Inc. and there are no pending payments.

7.3 Bond Projects Update – *C. Jimenez*

Ms. Mejia had previously requested site visits to Burke Middle and Salazar/Meller Campus; from the dates provided by Mr. Jimenez; June 25, 2014 was selected.

7.4 2014-2015 CBOC Meeting Calendar – *E. Mejia*

It was recommended to continue with monthly meetings on the first Wednesday of each month. A new calendar will be posted on the website.

8. **ADJOURNMENT**

The meeting was adjourned at 6:36 p.m.

Motion: V. Chavez 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
 L. Vargas: Not Present
 E. Mejia: Yes