



**Citizens' Bond Oversight Committee (CBOC) Meeting Minutes
Alum Rock Union School District Office – Instructional Services Conference Room**

December 18, 2018 6:30p.m. –8:00p.m.

Attendance:

- Kolvira Chheng, Assistant Superintendent, Business Services
- Louie Moran, Facilities/Bond Director, Business Services
- Patricia Tovar, Executive Assistant, Business Services
- Members: Alison, Cingolani, Ray Mueller, Frank Chavez, Robert Duran, Flor De Leon

Absent:

- Minh Pham, Francine Brissey

Guest(s)/Public

- Janet Odell, Community Member

Ms. Cingolani, Interim CBOC Chairperson, called the meeting to order at 6:36 p.m.

INTRODUCTIONS

Ms. Cingolani requested introductions from everyone and to welcome our newest member under *Community at Large*, Robert Duran. Mr. Duran gave a brief background, currently with Reading Partners, and has worked with non profits for the past 14 years. Introductions from Mr. Chavez, Ms. Tovar, Ms. Odell, Mr. Moran, Mr. Mueller, Ms. Cingolani, and Ms. De Leon*.

**Ms. De Leon arrived at 6:38 p.m.*

Mr. Mueller noted that his term will be ending at the end of March 2019.

APPROVE AGENDA

Mr. Chavez moved to approve the agenda; Mr. Mueller seconded the motion. The agenda was approved unanimously. 4-2 (absent Members Francine Brissey, Minh Pham).

PUBLIC COMMENT

Ms. Cingolani opened up the floor to public comments and no public comments.

INFORMATION/DISCUSSION/ACTION

APPROVAL OF MINUTES – November 13, 2018

Mr. Mueller motioned to approve the November 13, 2018 minutes; Mr. Chavez seconded. The minutes were approved unanimously. 4-2 (absent Members Francine Brissey, Minh Pham).

Mr. Mueller needs to leave after the action items.



**INFORMATION/DISCUSSION/ACTION
WEBSITE SUBCOMMITTEE UPDATE**

Mr. Mueller briefed the committee on the necessity of updating the website and looking for one or more people to manage the website. Angel Rodriguez is support staff and works in the Superintendent's Office and has been extremely helpful in assisting with our postings and updates to the CBOC website. Mr. Mueller and Ms. Brisseley are on the subcommittee, and are working on creating a list of suggested updates. A reminder we cannot have a third member on subcommittee as that will produce a quorum, therefore if any interests, Mr. Mueller kindly suggests to step down; Mr. Duran shared interest to observe and/or join. When the time comes to step down for Mr. Mueller that Mr. Duran can step in than to avoid any a Brown Act conflict and work with Angel. Mr. Mueller asks the committee if there are any specific requests to please send them to either Ms. Brisseley or himself to incorporate your wishes.

**Mr. Chheng arrived at 6:45 p.m.*

**INFORMATION/DISCUSSION
REVIEW OF CBOC BYLAWS – Possible Membership Requirements**

Ms. Cingolani brings up a possibility/consideration of having a member outside of the District join the committee (to consider possible members outside of District boundaries, therefore and/or revise the bylaws to include into the committee). Mr. Mueller feels that the member should reside within the District as it's our tax dollars. (Ms. Cingolani refers to Ed Code 15282). Mr. Chavez agrees to keep members within the District. Mr. Mueller asks what's the bond language state. Mr. Chheng responds that there's a reference to Ed Code 15282. Ms. De Leon comments that it's important to have a member live in the area or have a child attend our schools.

Public Comment:

Ms. Odell agrees the need to reside within the District or have children attend our schools.

Ms. Cingolani requests to include language that must reside in the District.

Mr. Mueller motioned to include language that the member(s) must reside in the District/update bylaws; Mr. Duran seconded. The motion was approved unanimously. 4-2 (absent Members Francine Brisseley, Minh Pham).

Mr. Mueller leaves at 6:58 p.m.

**INFORMATION/DISCUSSION
CURRENT BOND FUNDS AVAILABLE
TIMELINE FOR BOND FINANANCED CONSTRUCTION PROJECTS PLANNED**

Ms. Cingolani asked if the bond audit report is on track. Mr. Chheng responded that yes it will be ready, anytime; the report will be taken to the January board meeting. Ms. Cingolani asked the committee if they are aware that the Santa Clara County Office of Education (SCCOE) is fiscally overseeing the District.

Ms. Cigolani stated currently the District is in a much better position with stability and consistency than in prior years with staff turnover; Mr. Chheng's team came in to pick up the pieces from many years and cleaned up processes. Ms. Cingolani asked if we are caught up with the auditors and the fiscal team. Mr. Chheng responded that yes we are caught up and to distinguish between some of the tasks that were called out such as cash reconciliation. Cash reconciliation has been caught up for months now and now very minimal leftover to avoid any uncertainties. Mr. Chheng continued that the Board adopted a resolution at last month's board meeting that requires the District to retain a consultant to do an analyzes of the account and to provide a report, part of the condition.



**INFORMATION/DISCUSSION
CURRENT BOND FUNDS AVAILABLE**

TIMELINE FOR BOND FINANCED CONSTRUCTION PROJECTS PLANNED (continued)

Ms. Cingolani suggests if the committee can focus on training for their role and last training was almost a year or a year and a half ago by the California League of Bond Oversight Committee. Possibly consider a refresher or ask the same trainers to send some training material since the committee will have some extra downtime. Also asking committee if it will be necessary to meet each month if there's no bond activity to oversee. These are items that the committee will need to consider at the next committee meeting. Mr. Duran asked what other deliverables, aside the annual report, are being required from the committee. Ms. Cingolani responded that the minimum is the annual report, the website, and communicating at the board meetings to speak to updates or delivering the annual report; the key is to have transparency among the public.

**INFORMATION/DISCUSSION/ACTION
NOMINATION AND ELECTION**

Ms. Cingolani feels that missing 3 members is a lot to have absent and would like to have a full committee to do the nominations; possibly to bring back to the January meeting. Ms. De Leon and Mr. Chavez both also agree that everyone should be in attendance; plus, per Mr. Chavez he would like to nominate someone that's not in attendance. Ms. Cingolani reminds committee that Mr. Mueller position terms out in March, therefore we need members.

Mr. Chavez motioned to table the nomination and elections til next meeting; Ms. De Leon seconded. The motion passes unanimously. 3-3 (absent Members Francine Brissey, Minh Pham, Ray Mueller).

**INFORMATION/DISCUSSION/ACTION
SCHEDULE 2019 MEETINGS**

Ms. Cingolani pointed out that she will be returning back to school, therefore is proposing to meet on Thursdays following the board meeting from 6:30-8:00 p.m. Mr. Chavez states he's retired so he's open to most evenings. Mr. Duran is open to evenings except Fridays. Ms. De Leon is open to Thursday and Friday evenings. Ms. Cingolani will reach out to the other 3 committee members not in attendance with an email to confirm if Thursday may be a possibility.

REQUEST FUTURE AGENDA ITEM(S)

Mr. Duran asked if the audit report will be published and/or available to the committee following the January meeting; Mr. Chavez suggests school site visits.

Public Comment:

Ms. Odell comments that the Board is scheduling a board retreat for the Brown Act.

Ms. De Leon suggested it would be good for people to see the needs of the schools, priorities and the basics; Ms. Cingolani suggested standing committees.

Ms. Cingolani proposes that the binder content to only include from 2016/2017 and 2017/2018 for the new member(s).

ADJOURNMENT

Ms. Cingolani adjourned meeting at 7:28 p.m.

The motion passed unanimously. 3-3 (absent Members Francine Brissey, Minh Pham, Ray Mueller).