



## **Citizens' Bond Oversight Committee (CBOC) Meeting Minutes Alum Rock Union School District Office – Board Room**

**June 17, 2019 6:30p.m. –8:00p.m.**

### **Attendance:**

- Efrain Robles, Director Fiscal Services, Business Services
- Patricia Tovar, Executive Assistant, Business Services
- Members: Alison Cingolani, Flor De Leon, Robert Duran, Minh Pham

### **Absent:**

- Vacant (Senior Citizen Group and Business Representative)

### **Guest(s)/Public**

- Gabrielle Jeanpierre, District Para-Educator

Ms. Cingolani, CBOC Chairperson, called the meeting to order at 6:42 p.m.

### **INTRODUCTIONS**

Chair Cingolani asked for introductions, starting with herself: Alison Cingolani representing Parents; Minh Pham representing Taxpayer's Organization; Robert Duran representing Community-at-Large; Gabrielle Jeanpierre attended Dorsa Elementary School and is a Para-Educator at Chavez Elementary; Efrain Robles is the District's Fiscal Director and is sitting in attendance on behalf of Kolvira Chheng (Assistant Superintendent Business Services); Patricia Tovar is the Executive Assistant to the Assistant Superintendent Business Services); and Flor De Leon representing Parents.

### **APPROVE AGENDA**

Ms. Cingolani moved to approve the agenda; Mr. Pham seconded the motion. The agenda was approved unanimously. 4-0. (absent-3 vacants)

### **PUBLIC COMMENT**

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

### **INFORMATION/DISCUSSION/ACTION**

#### **APPROVAL OF MINUTES – April 15, 2019**

Mr. Pham motioned to approve the April 15, 2019 minutes; Mr. Duran seconded. The minutes were approved unanimously. 4-0. (absent-3 vacants)

### **INFORMATION/DISCUSSION/ACTION**

#### **ANNUAL REPORT**

Chair Cingolani apologized for the short time that the report was distributed to the committee, allowing only a Mr. Duran states that he spent more time reviewing last years' audit report. Chair Cingolani explained that last years' final draft report, first portion, much information/data carries over from last years'. Also noted that the pictures shown are from last year and if anyone has gone onto the website to review what is listed. The photos will be changed out to accommodate the current fiscal year.



**INFORMATION/DISCUSSION/ACTION (continued)**  
**ANNUAL REPORT**

Chair Cingolani asked for clarification regarding the HVAC Projects (referenced on page 5 from the draft annual report) to both Mr. Robles and Ms. Tovar. The specific details were on the \*five (5) schools, the costs (the actual cost entail). Also noted that she was given a spreadsheet report of listed details of actuals from Mr. Chheng (basically all went out to bid but not completed).

*HVAC Bid for Arbuckle	\$151,720
*HVAC Bid for Cureton	\$159,053
*HVAC Bid for McCollam	\$158,960
*HVAC Bid for Russo McEntee	\$228,832
*HVAC Bid for Ryan	\$229,560

Mr. Robles responded that the report contained details of possibly planning, pre-construction work, bids, and journal entries. Mr. Robles explained that a journal entry is to move expenses charged to a wrong project and in order to correct a journal entry. (possibly this may have occurred with the Sugimura Finney – HVAC Russo McEntee Project)

Mr. Robles gave a journal entry example... i.e. HVAC Bid for Russo McEntee Project. An invoice from Sugimura Finney of \$6,250 to move that expense, but before determining the information, need to see the details.

Chair Cingolani asked on the Multi-Purpose Building Project at Mathson. Mr. Robles responded that this falls into the same scenario as the journal entry example for Sugimura Finney.

Ms. DeLeon asked if we knew how many schools do not have air conditioning. Chair Cingolani responded that the five (5) schools listed above and it takes about \$5 million to complete one HVAC project.

Mr. Duran asked if FCMAT were one of the District's auditors. Chair Cingolani responded that our external auditors are Crowe LLC, which conducted our annual audit report including the bond audits. FCMAT is actually a state agency that was delegated by the county (Santa Clara County Office of Education) and assessed an audit and finding report; FCMAT stands for Fiscal Crises Management Assistance Team. In addition, the District has the State Auditors currently on board conducting a state audit, with some similarities to the FCMAT reports.

Mr. Duran requests adding a Table of Contents with hyperlinks to the annual report. Chair Cingolani agrees as long as the information is clear and easy to follow, do not want to overload with too many details.

Mr. Pham asked the \$12 million transfer fund cost and why. Mr. Robles does not have the answer and will have to direct it to Mr. Chheng for a response.

Chair Cingolani would like to bring back this item to next months' meeting, emphasizing not to rush, but rather have a thorough completed report than a rushed report.

Chair Cingolani stated to Ms. DeLeon that she's very grateful for her presence and commitment to this committee. In addition, acknowledges that Ms. DeLeon is very useful and is needed in this committee because she feels that she speaks and represents many parents.

Ms. Cingolani motioned to close annual report; Mr. Duran seconded. The annual report closed were approved unanimously. 4-0. (absent-3 vacants)



## **INFORMATION/DISCUSSION RECRUITMENT EFFORTS**

Chair Cingolani stated that she's been in contact with both Mimi and Ellen Turner from the Hispanic Chamber of Commerce to help network on vacancies. Also stated that Mr. Duran brought a possible candidate, Ms. Gabrielle Jeanpierre. Chair Cingolani asked Ms. Jeanpierre which category would she fall under and her response was Community-at-Large. Ms. DeLeon also commented that she may have an interested individual and/or couple under the category of Senior Citizen Group. She will follow up with the possible individuals.

Chair Cingolani noted that the board meetings are the perfect time to recruit, as you have a perfect set of audiences. Therefore, ended with requesting that one or more members be in attendance at the regular board meetings to give the monthly committee update and include the vacancy announcements.

## **INFORMATION/DISCUSSION/ACTION WEBSITE SUBCOMMITTEE**

Ms. Cingolani requested the item be tabled for next month meeting. Please send Mr. Duran any/all feedback. i.e. member update information, members' meeting quarterly-update to monthly.

The motion passed unanimously to be tabled for next month. 4-3 (absent – 3 vacants).

## **REQUEST FUTURE AGENDA ITEM(S)**

Mr. Pham requested a field trip take place in September 2019. Chair Cingolani asked what's the purpose and Mr. Pham's response is to take a look at all the completed projects in 2017/2018 school year;

Mr. Duran requested the secretary position; and

Chair Cingolani requested the CalBOC training – have the training documents available to the committee.

Chair Cingolani commented that next meeting will be on July 15, 2019.

## **ADJOURNMENT**

Mr. Pham motioned to adjourn meeting in honor of the 3 recent former members Ray Mueller, Francine Brissey, and Frank Chavez at 8:05 p.m; Ms. Cingolani seconded the motion. The motion passed unanimously. 4-3 (absent – 3 vacants).