



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

January 27 6:30p.m. –8:00p.m.

Attendance:

- Kolvira Chheng, Assistant Superintendent, Business Services
- Patricia Tovar, Executive Assistant, Business Services
- Members: Alison Cingolani, Ellen Turner, Gabrielle Jeanpierre, Robert Duran, Jesse Alcaraz, Flor De Leon*

Absent:

- Minh Pham

Guest(s)/Public

- None

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

INTRODUCTIONS

Chair Cingolani welcomed the newest committee member, Ellen Turner, and asked her to start with introductions. Ms. Turner is a retired technical writer. She moved to the Berryessa School District, where her children attended, from Orange County in 1984. Ms. Turner has been in the Alum Rock Community since 1998 and fills the role of the Senior Citizen. Mr. Chheng is the Assistant Superintendent of Business Services and he just recently had his third daughter. Mr. Alcaraz owns a small trucking business, has one child at Russo McEntee, and fills the role of Business Representative. Mr. Duran is a Community-at-Large member that recently moved into the Alum Rock Community but prior lived in the Berryessa Community. Ms. Jeanpierre also a Community-at-Large member, worked with Mr. Duran at Reading Partners, went to Dorsa Elementary and Fischer Middle, and now works at Goodwill of Silicon Valley as a Case Manager. Ms. De Leon is a parent, has a daughter at Renaissance at Fischer, involved in schools' PTO group. Ms. Cingolani is a parent with a child at Renaissance/Fischer and another at Renaissance/Mathson and has been on the committee since 2017.

*Member De Leon arrived at 6:40 p.m.

APPROVE AGENDA

Chair Cingolani moved to approve the agenda; Mr. Duran seconded the motion. The agenda was approved unanimously. 6-1. (Mr. Pham absent)

Chair Cingolani stated that the committee currently has a 'full roster' but would like to have a backup for each person in case as needs' arise (notes that this is not on the agenda). On a separate note, Chair Cingolani asked Mr. Chheng when the District would be issuing bonds, if so. Mr. Chheng responded that possibly in a year, but also noted that the District does not have a financial advisor on board. She also asked Mr. Chheng if the bond audits would be completed by the next board meeting and if so, could the committee have a draft copy before the meeting. Mr. Chheng responded that once the draft final report is available, he can share it with the committee. Chair Cingolani added (shared with the newest members Alcaraz and Turner) that once the committee has time to review the report, the committee can gather questions/comments to address to the auditor via teleconference or in person.



PUBLIC COMMENT

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

INFORMATION/DISCUSSION/ACTION

APPROVAL OF MINUTES – August 12, 2019

Chair Cingolani gave the committee a few minutes to review the minutes.

Ms. De Leon motioned to approve the August 12, 2019 minutes; Chair Cingolani seconded to approve the minutes. The minutes were approved unanimously. 6-1. (Mr. Pham absent)

Chair Cingolani requested if the minutes can be provided to the committee in advance from Ms. Tovar going forward.

INFORMATION/DISCUSSION/ACTION

PLAN PRESENTATION AT BOARD MEETING OF SCHOOL SITE

Chair Cingolani commented that there have been some ongoing concerns with the HVAC systems at L.U.C.H.A. and Dorsa and the MACSA Building; this was clearly shown during the site visit. Chair Cingolani asked if the committee is interested to have two separate presentations for the annual report and for the site visit. Or should the committee combine the presentations as one. Ms. Turner voted to have two separate presentations along with Mr. Duran and Ms. De Leon. Mr. Duran noted that it's probably best to separate them for the mere fact that the latest meetings ran out of time or gone too late. Chair Cingolani stated that the committee will have two separate presentations. Noted that to be compliant with the Brown Act, there cannot be more than three members working on presentation or can split the presentation in half into two sets of slides. i.e. One group of three can work on set while another group of three works on another set of slides and then Chair Cingolani can combine them. This timeline can help us be ready for next board meeting if everyone is ok or if too soon, then hold off for Mr. Pham to be included and allow more time. Committee would like to wait for Mr. Pham's input and take the extra month to be able to present in April.

Chair Cingolani stated to tentatively present site visits in March. She asked committee to email the following sometime later:

What your thoughts were of what you saw

What were your high-level impressions

What are your concerns

Please send any photos that you think would be nice to include in the presentation.

INFORMATION/DISCUSSION/ACTION

FORM SUBCOMMITTEES FOR ANNUAL REPORT & WEBSITE

Chair Cingolani stated that the website needs to be cleaned up and someone should go through it with a fine comb through each line item to verify information. Currently there is no particularly individual, but it possibly may be Ms. Tovar that will need to work with IT to make those updates and corrections.

Chair Cingolani stated that once the audit report has been board approved at the February meeting, then the committee can ask questions to the auditors at the February 28th meeting or in March. From there the committee can start gathering thoughts for the report. Mr. Alcaraz asked for the time period of the annual report and offered to help, as this is his first time. Chair Cingolani clarified that the period of the annual report is for fiscal year 2018/2019 which ends June 30, 2019. Also added that much of what the committee will be doing is based on the audit report, and the responses from the auditors. Also covering information from the school site visit such as showing what work has already been completed, include some positive work, schools that received awards, and include that there was no bond work done in 2018/2019. Chair Cingolani, Mr. Alcaraz, and Ms. De Leon will be putting together the annual presentation report.



REQUEST FUTURE AGENDA ITEM(S)

Performance & Financial Audits

Chair Cingolani stated to have at the next meeting. Also commented that the draft final report should be available to the committee before the meeting with the auditor. Mr. Chheng confirmed that as long as the report is approved at the February 13th meeting, the report will be available to the committee. Chair Cingolani is requesting that the committee formulate their questions for the auditors, provided the report is available.

Presentation of School Site Visit

Chair Cingolani has requested to the individuals that went on the site visit to please send her photos and thoughts of the visit. She will populate a template and send to the committee. Also repeated the secretary duties per Mr. Duran's comments as follows: Secretary-maintains roster, attendance, draft/posts minutes.

Ms. Turner added that if Ms. Tovar would send a copy of the draft minutes to Mr. Duran to review first for approval, then final sent to the committee.

****Note****

Binders will be put together for the last 5 members by next meeting.

ADJOURNMENT

Chair Cingolani motioned to adjourn meeting at 7:28 p.m; Ms. Turner seconded the motion. The motion passed unanimously. 6-1 (Mr. Pham absent).