



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

**February 28, 2020 6:30p.m. –8:00p.m.**

### **Attendance:**

- Kolvira Chheng, Assistant Superintendent, Business Services
- Patricia Tovar, Executive Assistant, Business Services
- Members: Alison Cingolani, Ellen Turner, Minh Pham, Gabrielle Jeanpierre, Robert Duran\*

### **Absent:**

- Flor De Leon

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

- Charles Raibley, Crowe LLP

Ms. Cingolani, CBOC Chairperson, called the meeting to order at 6:43 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.

### **APPROVE AGENDA**

Ms. Turner moved to approve the agenda; Ms. Jeanpierre seconded the motion. The agenda was approved unanimously. 5-1. (Ms. De Leon absent)

### **PUBLIC COMMENT**

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

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

#### **APPROVAL OF MINUTES – January 27, 2020**

Mr. Pham stated that he would be abstaining from this action since he was not in attendance. Chair Cingolani announced member Jesse Alcaraz has resigned; he was discouraged with the recent site visit that led him to make that sudden decision. In addition, Chair Cingolani asked Ms. Turner if the minutes reflected the corrections noted from the draft report, and she responded that the corrections were made.

Ms. Jeanpierre motioned to approve the January 27, 2020 minutes; Ms. Turner seconded to approve the minutes. The minutes were approved unanimously. 5-1. (Ms. De Leon absent)

Ms. Jeanpierre commented that she will need to leave the meeting early by 7:45 p.m. Chair Cingolani asked her if she would have any requests for the *Future Agenda*, and Ms. Jeanpierre responded that she has none. In addition, Chair Cingolani requested that the minutes and agendas be updated in the website before the next meeting.



## **INFORMATION/DISCUSSION BOND AUDIT REPORT**

Mr. Chheng called Mr. Charles Raibley, Districts' auditor, with Crowe LLC. Mr. Raibley made introductions and was asked to give a brief presentatio on both the financial statements and the performance audit for Measure J General Obligation Bonds.

\*Mr. Duran arrived at 6:48 p.m.

Mr. Raibley

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 SCHOOL SITE VISIT PRESENTATION**

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 28<sup>th</sup> 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.

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

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## **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 13<sup>th</sup> 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.



**ADJOURNMENT**

Chair Cingolani motioned to adjourn meeting at 7:40 p.m; Ms. Turner seconded the motion. The motion passed unanimously. 6-1 (Mr. Pham absent).