

*Rowland Unified School District  
1830 S. Nogales Street, Rowland Heights, CA 91748*

**UNADOPTED MINUTES OF THE  
CITIZENS' BOND OVERSIGHT COMMITTEE  
MEETING NO. 16**

*Tuesday, August 30, 2011*

PRELIMINARY SECTION

CALL TO ORDER

The regular meeting of the Citizens' Bond Oversight Committee was called to order at 7:52 p.m. by Mrs. Kathi Delegal, at the offices of the Rowland Unified School District, Board Room, located at 1830 S. Nogales Street, Rowland Heights, CA 91748.

ROLL CALL

MEMBERS PRESENT

Mrs. Kathi Delegal, Committee Chairperson  
Dr. Kimo Morris, Committee Vice Chairperson  
Mrs. Josefina Baello  
Dr. Theodore Ebenkamp

MEMBERS ABSENT

Dr. Nimesh Ladhawala

STAFF MEMBERS  
PRESENT

Mr. Ruben P. Frutos, Assistant Superintendent,  
Administrative Services Division

STAFF MEMBERS  
ABSENT

Dr. Maria G. Ott, Superintendent of Schools  
Mr. Marcos Rodriguez, Construction Coordinator -  
Building Services  
Ms. Tu My Vuong, Director - Fiscal Services  
Mrs. Cindy Maloney, Director - Purchasing Services  
Mr. Geta Woldie, Controller

OTHERS PRESENT

Mr. Khary Knowles, Program Manager - Erickson-  
Hall

FLAG SALUTE

## ACTION SECTION

I. MINUTES  
Minutes

Approve Minutes of the regular Citizens' Bond Oversight Committee meeting of May 17, 2011.

Motion made by: Dr. Kimo Morris  
Seconded by: Dr. Theodore Ebenkamp

Votes

Yes Mrs. Delegal  
Yes Dr. Morris  
Yes Dr. Ebenkamp  
Yes Mrs. Josefina Baello

Approved.

II. INTRODUCTION  
Minutes

The next meeting is scheduled as a field visit meeting. It was noted that new members of the CBOC are to be selected by the Board prior to the next meeting. Mr. Frutos has seven to eight applicants, Mrs. Baello and Mr. Ebenkamp both have prospective applicants to submit. Mr. Frutos shall send applications to the two members via email to share with prospective applicants. The applications are also available on the District website.

III. PROGRAM MANAGEMENT REPORT  
Minutes

KK presented the Program Update, Fiscal Reports and Building Services Reports (see attached presentation). Mrs. Baello inquired about payment issues in the past with the District. Mr. Knowles explained that flow chart processes have been established in an effort to avoid possible auditing issues in the future. All members enjoyed the construction progress slides and requested copies of the presentation via email from Mr. Knowles.

**ACTION SECTION**  
**(Continued)**

IV. QUARTERLY FINANCIAL STATEMENT  
Minutes

The Quarterly Financial Statement was presented and approved at the time of the meeting.

Motion made by: Dr. Theodore Ebenkamp  
Seconded by: Mrs. Josefina Baello

Votes

Yes Mrs. Delegal  
Yes Dr. Morris  
Yes Dr. Ebenkamp  
Yes Mrs. Josefina Baello

V. ANNUAL PROP 39 AUDITS  
Minutes

Members accepted receipt of the Financial and Performance Audit Reports that were delivered at the March 2, 2011 meeting.

Members agreed to "Receive" instead of the annual practice of "Approve" the Financial and Performance Audit Reports. Members are welcome to bring questions as needed.

Motion made by: Dr. Theodore Ebenkamp  
Seconded by: Dr. Kimo Morris

Votes

Yes Mrs. Delegal  
Yes Dr. Morris  
Yes Dr. Ebenkamp  
Yes Mrs. Josefina Baello

**ACTION SECTION**  
*(Continued)*

VI. STAFF/COMMITTEE OTHER  
Minutes

The following topics were discussed:

**A. Meetings:**

Friday, October 7, 2011 or Friday, October 28, 2011, were tentatively selected for the next CBOC meeting, which will incorporate Campus visits.

Mr. Frutos will email notification of selected date and time dependent upon the schedules of the new members. Future meeting dates will be determined after new members are selected.

**B. Nominations:**

Dr. Morris was nominated for the office of Chairperson of the CBOC.

Dr. Theodore Ebenkamp was nominated for the office of Vice Chairperson of the CBOC.

**C. Selections:**

Dr. Morris was unanimously elected Chairperson of the CBOC.

Dr. Theodore Ebenkamp was unanimously elected Vice Chairperson of the CBOC.

**D. Bid Savings:**

Due to the bid savings, Mr. Frutos advised that he is hoping to present the commencement of the "Revival" Project at Nogales High School and the Kindergarten buildings to the Board at either the September or October Board Meetings. Mr. Frutos and Mr. Knowles to ensure that the additional scope fits within the Bond Language and or report additional funding sources and opportunities. Funds will be committed first to the original Bond scope of work and then to any additional scopes of work.

**E. District Architects:**

Dr. Ebenkamp inquired about the Architects possibly owing the District money. Mr. Frutos explained that the Architects are contractually obligated to reconcile their fees with the District when the construction costs differ significantly with the original construction budget. Attorneys have been notified and meetings are being established to reconcile and or re-negotiate their fees.

**ACTION SECTION**  
**(Continued)**

**F. New Bond:**

Mr. Frutos shared that he is doing the ground work to determine the possibility of the next bond with the community.

VII. ADJOURNMENT

Motion made by: Dr. Theodore Ebenkamp

Seconded by: Dr. Kimo Morris

Votes

Yes Mrs. Delegal

Yes Dr. Morris

Yes Dr. Ebenkamp

Yes Mrs. Baello

Approved.

Meeting adjourned at 8:35 p.m.

Approved \_\_\_\_\_  
Date

\_\_\_\_\_  
Mr. Ruben P. Frutos, Assistant Superintendent  
Administrative Services Division and Acting  
Secretary to the Citizens' Bond Oversight  
Committee