

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

**UNADOPTED MINUTES OF  
CITIZENS' BOND OVERSIGHT COMMITTEE  
MEETING NO. 9**

*Wednesday, September 2, 2009*

PRELIMINARY SECTION

CALL TO ORDER

The regular meeting of the Citizens' Bond Oversight Committee was called to order at 7:07 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.

MEMBERS PRESENT

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

MEMBERS ABSENT

Dr. Nimesh Ladhawala, Committee Chairperson  
Mr. Gilbert Acevez  
Mr. Siong Yap

STAFF MEMBERS  
PRESENT

Dr. Robert D. Wertz, Deputy Superintendent -  
Administrative Services Division

STAFF MEMBERS  
ABSENT

Dr. Maria G. Ott, Superintendent of Schools  
Mr. Fred Diamond, Director - Building Services  
Mrs. Nonette Martin, Director - Fiscal Services  
Mr. Felix Sarao, Director - Purchasing Services  
Mrs. Janice Wooden, Controller

OTHERS PRESENT

Mr. Khary Knowles, Program Manager - Erickson-Hall

PRELIMINAR SECTION  
(Continued)

FLAG SALUTE

ACTION SECTION

I. APPROVAL OF MINUTES

The Minutes of the regular Citizens' Bond Oversight Committee dated, June 3, 2009 and December 3, 2008 were approved.

MSC - (U)                      Dr. Ebenkamp                      Mrs. Delegal

II. INTRODUCTION

- Mrs. Delegal officially welcomed Mrs. Baello.
- Mrs. Delegal requested that Mrs. Baello be added to the minutes.
- Mrs. Baello gave a brief description of her background professionally and as a community member.

III. PROGRAM MANAGEMENT REPORT

Presented at the time of the meeting orally by Erickson-Hall, Khary Knowles, regarding updated information from the following:

- a. Measure R 2006 Bond Program
- b. Fiscal Department
- c. Building Services Department
- d. Purchasing Department
- e. Draft Measure R Annual Report

Discussion – Ref. CBOC9 attached.

(Reports on file in Administrative Services Division)

**ACTION SECTION**

(Continued)

IV. APPROVE QUARTERLY FINANCIAL STATEMENT

The following corrections and comments were requested by the committee members prior to approval:

1) Revise the date on page 11 of the Program Management presentation from "May 31" to "June 30."

2) Add titles to columns on page 12 of the Program Management presentation.

3) Mrs. Baello commented on page 12 of the Program Management presentation that the \$97,904 should be reflected in the same year the expenditure occurred if it is transferring Expenditure Funds. Dr. Wertz and Mr. Knowles will research with the Fiscal department and send out any revised documents for review and approval at the next meeting.

MS

Dr. Ebenkamp

Mrs. Delegal

Upon further discussion by CBOC members, the original motion by Dr. Ebenkamp and seconded by Mrs. Delegal was retracted for Fiscal's confirmation until the next presentation.

(Reports on file in Administrative Services Division)

V. STAFF/COMMITTEE OTHER

A. Dr. Wertz requested assistance from the committee members to locate new members due to current members are reaching the end of their terms.

B. The RUSD Administrative Services and Fiscal Department Directors are traveling to New York in September to check the District's credit rating for the next series of Bond Sales between now and the end of 2009. Dr. Wertz will update at the next presentation.



# Erickson-Hall Program Management

# MEETING MINUTES

No. CBOC9

Mailing Address:  
 1830 S. Nogales Street  
 Rowland Heights, CA 91748  
**Phone:** (626) 854-8578  
**Fax:** (626) 854-8517

Page 1 of 2

**PROJECT TITLE:** Rowland USD Program Management

**MEETING DATE:** 9/2/2009

**LOCATION:** RUSD Board Room

**SUBJECT:** Citizens' Bond Oversight  
 Committee: Measure R 2006

DID	ATTEND	INI	ATTENDEE	JOB TITLE		
<b>Rowland Unified School District</b>						
X		BW	Dr. Bob D. Wertz	Deputy Superintendent		
		MO	Dr. Maria Ott	Superintendent		
		FS	Felix "Jojo" Sarao	Director - Purchasing Services		
		FD	Fred Diamond	Director - Building Services		
		JW	Janice Wooden	Controller		
		NM	Nonette Martin	Director - Fiscal Services		
<b>Erickson-Hall Program Management</b>						
X		KK	Khary Knowles	Project Manager		
<b>Citizens' Bond Oversight Committee</b>						
		NL	Dr. Nimesh Ladhawala	Committee Chairperson		
		GA	Gilbert Acevez	Committee Member		
X		JB	Josefina Baello	Committee Member		
X		KD	Kathi Delegal	Vice Chairperson		
		SY	Siong Yap	Committee Chairperson		
X		DTE	Theodor Ebenkamp	Committee Member		

ITEM	DESCRIPTION	STATUS	BALL IN COURT
00001	<b>CALL TO ORDER</b> 9/2/09: - The Regular meeting of the Citizens' Bond Oversight Committee was called to order at 7:07 pm by KD.	OLD	
00002	<b>ROLL CALL</b> 9/2/09: - Roll call was conducted.	OLD	
00003	<b>ATTENDANCE</b> 9/2/09: - Listed above.	OLD	
00004	<b>FLAG SALUTE</b> 9/2/09: - The flag salute was conducted.	OLD	
00005	<b>APPROVAL OF MINUTES</b> 9/209: - 6. I. Approval of Minutes: The Minutes of the regular Citizens' Bond Oversight Committee dated June 3, 2009 and December 3, 2008 were approved.	OLD	
00006	<b>PROGRAM MANAGEMENT REPORT</b> 9/2/09: - 6. II. Program Management Report: KK presented the Program Management Report. The presentation incorporated updates regarding items from the following: - A. Measure R 2006 Bond Program - B. Fiscal Department - C. Building Services Department - D. Purchasing Department - E. Draft Measure R Annual Report	OLD	
00007	<b>BUILDING SERVICES REPORT</b> 6/3/09: - Information provided in Item #6: Program Management Report.	OLD	

# Erickson-Hall Program Management

# MEETING MINUTES

No. CBOC9

Mailing Address:  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
**Phone:** (626) 854-8578  
**Fax:** (626) 854-8517

Page 2 of 2

**PROJECT TITLE:** Rowland USD Program Management

**MEETING DATE:** 9/2/2009

**LOCATION:** RUSD Board Room

**SUBJECT:** Citizens' Bond Oversight  
Committee: Measure R 2006

ITEM	DESCRIPTION	STATUS	BALL IN COURT
00008	<b>PURCHASING REPORT</b> 9/2/09: - Information provided in Item #6: Program Management Report.	OLD	
00009	<b>FINANCIAL REPORT</b> 9/2/09: - Information provided in Item #6: Program Management Report. - The following corrections and comments were requested by the committee members prior to approval: 1) Revise the date on page 11 of the Program Management presentation from "May 31" to "June 30." 2) Add titles to columns on page 12 of the Program Management presentation. 3) JB commented on page 12 of the Program Management presentation that the \$97,904 should be reflected in the same year the expenditure occurred if it is transferring Expenditure Funds. BW and KK will research with the Fiscal department and send out any revised documents for review and approval at the next meeting. - Table until next presentation.	OLD	
00010	<b>PROGRAM REPORT INFORMATION</b> 9/2/09: - BW requested assistance from the committee members to locate new members due to current members are reaching the end of their terms. - The RUSD Administrative Services and Fiscal Department Directors are traveling to New York in September to check the District's credit rating for the next series of Bond Sales between now and the end of 2009. BW will update at the next presentation.	OLD	
00012	<b>CBOC MEETINGS</b> 6/3/09: - The next CBOC meeting is scheduled for December 2, 2009 at 7:00 pm in the District Board Room.	OLD	
00013	<b>MEETING ADJOURNMENT</b> 6/3/09: - Meeting adjourned at 8:12 pm.	OLD	

The above notes document our understanding of items discussed in the above referenced meeting. Unless a notice to the contrary is received within 48 hours of receipt of these minutes, the notations will be considered acceptable and shall stand as an accurate record at the discussions, decisions, and responsibility/action item assignments. Any accepted additions or corrections will be noted in the minutes of the next meeting.