



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

### **VIA ZOOM VIDEO CONFERENCING / CONFERENCE PHONE**

**March 15, 2021 6:30p.m. –8:00p.m.**

#### **Attendance:**

- Kolvira Chheng, Assistant Superintendent, Business Services
  - Patricia Tovar, Executive Assistant, Business Services
  - Members: Alison Cingolani, Tim Espinoza, Robert Duran, Gabrielle Jeanpierre^, Flor De Leon\*, Ellen Turner\*, Alfonso Meza\*
- ^Member Jeanpierre joined via phone  
\*Members were on Google Meet by mistake til 6:50 p.m.

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

- none

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

#### **WELCOME / APPROVE AGENDA**

Chair Cingolani asked the members if there were any revisions or changes to be made onto the agenda and none were made.

Chair Cingolani motioned to approve agenda; Member Jeanpierre seconded the motion. The motion passed unanimously. 4-3 (absent).

#### **PUBLIC COMMENT**

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

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

##### **APPROVAL OF MINUTES – January 25, 2021**

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

Chair Cingolani motioned to approve the minutes; Member Duran seconded the motion. The motion passed unanimously. 4-3 (absent).

#### **INFORMATION/DISCUSSION**

##### **REVIEW CBOC BYLAWS**

Chair Cingolani presented The Bylaws of the CBOC:

*CBOC governs itself;*

*Why do we need Bylaws*

Organizations have bylaws because they want to maintain consistency in the running of the organization's business. They case bylaws to communicate organizational rules so internal disputes and conflict can be avoided; The CBOC's bylaws can be changed or updated by a 2/3 vote of our members.

FINAL CBOC MINUTES – REGULAR MEETING 3/15/21



## **INFORMATION/DISCUSSION REVIEW CBOC BYLAWS (continued)**

### *Definitions*

Providing the general meanings; Chair Cingolani asked if any changes to be made on any of these sections and none noted.

### *CBOC Purpose*

Contains the object and establishment of the committee. Mr. Chheng clarified that Measure I took over (replaced) the unsold balance of Measure G.

### Committee Comment:

Member Duran

### *CBOC Purpose (continues)*

Provides more details on Measures J and I along with previous Measure G.

### *Members*

Membership Eligibility and Admission Procedure (section 2 will be updated to be made);  
Member Roster, Ethics, and Meeting Attendance

### *Officers*

Officers and duties;  
Nomination Procedure, Time of Elections (section 2 will be updated to the following: *The Committee shall Elect officers at its last meeting only.*);  
Ballot Election, Term of Office, Removal from Office (section 3 will be updated to remove the following: *The paper ballot to serve for one year.*); and  
Office-Holding Limitations

### *Office*

Resignation from Office, Vacancy (section 5);  
Additional Powers and Duties (section 6)

### *Chair*

Spokesperson;  
AdHoc Subcommittees;  
Appointments

### *Vice Chair*

Liaison – with designated district employees or agents, and audit subcommittee, whom also coordinates with the designated district employee and the auditor with respect to the two required annual audits.

### *Secretary*

Member Roster;  
Attendance;  
Draft Minutes (section 3 will be updated)

### *Public Meetings*

Open Meetings  
Regular Meetings

### Committee Comments:

Member Duran

Special Meetings  
Quorum  
Agenda (section 5 will be updated)



## INFORMATION/DISCUSSION REVIEW CBOC BYLAWS (continued)

Committee Comments:

Member Duran, Member Turner, Member De Leon

Method of Notice

Public and Public Comment

*Public Meetings & Public Records*

Voting and Actions

Public Records Act (section 1 will update to remove the last sentence, beginning with "The Committee adopts...".)

Requests for Records

Mr. Chheng stated there are no retention records rules for CBOC that he is aware of when asked by Chair Cingolani.

*Document Review: Oversight at Work*

Scope

Timing of Information

Expenditure Format and Detail

\*\* Member Jeanpierre dropped the call from the meeting at this time... trying to reconnect into the meeting. \*\*

*CBOC Reports*

Number of Reports

Dissemination of Reports

Content of Reports

Notices in Reports

Confidentiality

Appointment Process

Whenever these bylaws specify **Findings**, a report shall include the most recent such Finding of its type.

*CBOC Website* - Member Duran is missing Meza's headshot and bio to complete the committees' section.

Web Address

Site Organization

Web Content

Findings

*Subcommittees*

General information

Audit Subcommittee

Reports Subcommittee

*Standing Rules and Parliamentary Authority*

Parliamentary-

The rules contained in the current edition of Robert's Rules of Order Newly Revised

Rosenberg's Rules of Order



#### **INFORMATION/DISCUSSION/ACTION WORKSHOP CBOC WEBSITE UPDATES**

Chair Cingolani motioned to table item; Member Duran seconded the motion. The motion passed unanimously. 6-1 (absent).

#### **INFORMATION/DISCUSSION/ACTION FORM SUBCOMMITTEE TO PREPARE DRAFT SCHOOL SITE VISIT PRESENTATION**

Chair Cingolani motioned to table item; Member Espinoza seconded the motion. The motion passed unanimously. 6-1 (absent).

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

Committee requested the following agenda items:

- Workshop CBOC Website Updates
- Form Subcommittee to Prepare Draft School Site Visit Presentation
- Review CBOC Bylaws Updates

#### **ADJOURNMENT**

Chair Cingolani motioned to adjourn meeting at 8:09 p.m. The motion passed unanimously. 6-1 (absent).