

OFFICIAL MINUTES

**Long-Range Facilities Master Plan
Oversight Committee**
San Gabriel Unified School District
San Gabriel, CA
January 19, 2012
7:12 p.m.

The Long-Range Facilities Master Plan Oversight Committee of San Gabriel Unified School District in Los Angeles County met in a regular session at the time and on the date above with attendance as follows:

Present:	Jerry Schwartz	Chairman
	Wayne San Filippo	Vice Chairman
	Mike Cammarano	Member
	Cynthia Juvinal	Member
	Armando Pacheco	Member
	Carolyn Richie	Member
	Mickey Scannell	Member

Absent:	Hugo Correa	Member
	Eric Kirchhoff	Member
	Carolyn Weirick	Member

Others Present:	Bill Gile	Director of Maintenance and Operations
	Tom Chan	Principal, Washington Elementary School
	Lee Freeman	Community member
	Denise Menchaca	Governing Board Member

I. GENERAL FUNCTIONS

A. Call to order

Chairman Jerry Schwartz called the meeting to order at 7:12 p.m.; Wayne San Filippo led the Pledge of Allegiance.

B. Approval of Meeting Minutes

- i. The minutes for the October 21, 2010 meeting were tabled to a future meeting.
- ii. The minutes for the June 23, 2011 meeting were tabled to a future meeting.
- iii. The minutes for the July 21, 2011 meeting had been approved previously (September 2011).
- iv. The minutes for the September 22, 2011 meeting had been approved previously (November 2011).
- v. The minutes for the November 10, 2011 meeting were approved with the following correction in item III a (Washington Elementary): delete words 'expanded' 'In addition to' and 'new' from text. Motion made by Wayne San Filippo, seconded by Mike Cammarano. Motion carried with a 10-0 vote.
- vi. The minutes for the December 20, 2011 meeting were approved. Motion made by Wayne San Filippo, seconded by Mickey Scannell. Motion carried with a 10-0 vote.

- C. **Requests to address the Committee; Public Comment:**
Lee Freeman requested to comment later during item discussion; requested granted.
- D. **Next Meeting: February 16, 2012 Regular Meeting**

II. REPORTS

- A. **Chairman's report:**
Chairman Schwartz reported that Dr. Parks retired and an interim superintendent was appointed. He also mentioned that some of our Committee members' terms are expiring soon. He was pleased to announce that Wayne San Filippo won the "Golden Apple" volunteer award, and he will be honored at a breakfast on February 16.
- B. **Update on November and December Governing Board Meetings:**
Board acted to remove 3 members for non-attendance: John Wu, David Smith, and Matthew Najera, resulting in a 10 member committee, with a new quorum, now 6. Also, the Board approved Jefferson Middle School and Washington Elementary School bids.
- C. **Update on Construction Projects**
An update of projects was reviewed by Bill Gile, Director of Maintenance and Operations.

**SAN GABRIEL UNIFIED SCHOOL DISTRICT
CONSTRUCTION UPDATE
January 17, 2012**

GABRIELINO HIGH SCHOOL

LPA has completed the schematic design and is presently working on design development.

DEL MAR HIGH SCHOOL

Bond construction work completed.

JEFFERSON MIDDLE SCHOOL

Sports Field and Fitness Center Project – Bid No. 02-11/12

January 12, 2012

Project Start Date

G2K Construction started onsite mobilization on 11/30/11. The first construction meeting was held onsite 12/7/11.

Due to PSA requirements G2K has been working on sub-contractor substitutions with Padilla and Associates. Of the 16 sub-contractors listed, 6 have been approved, 2 rejected and 3 substituted. To date, it has had no impact on the project schedule.

Fitness Center:

- Site clearing and grubbing is complete
- Rough grading and survey has been performed for the Fitness Center and Tennis Courts
- Started the Fitness Center Foundation work

Sports Field:

- Work on the Sports Field will not start until May of 2012

Administration Building and Campus Upgrades

Drawings submitted to DSA by IBI Group for intake. District is in the process of issuing a check payable to DSA for the close-out of the two-story classroom buildings – Phase I project.

COOLIDGE ELEMENTARY SCHOOL

No bond construction work at this time.
Future plans - Landscape and Irrigate Playfield

MCKINLEY ELEMENTARY SCHOOL

LPA has completed the schematic design and is presently working on design development.

ROOSEVELT ELEMENTARY SCHOOL

Bond construction work completed.

WASHINGTON ELEMENTARY SCHOOL

Growth Project – Bid No. 01-11/12

January 12, 2012

Axis Construction started onsite mobilization 11/30/11. The first construction meeting was held onsite 12/7/11.

Due to PSA requirements Axis has been working on sub-contractor substitution with Padilla and Associates. Of the 20 sub-contractors listed, 9 have been approved, 1 rejected and 4 substituted. To date, it has had no impact on the project schedule.

New Library Project:

- Estimated Completion Date June 2012
- Building excavation and compaction is complete
- Will start foundation and footings on 1/13/12
- Currently on schedule

New Kindergarten Project:

- Estimated Completion Date June 2012
- The existing kindergarten class has been relocated
- Site playground equipment has been removed, stored or relocated
- The old portables have been removed and the old foundations are being demolished
- Started working on phase one of the new canopies on the north side of the campus
- Building excavation and compaction has started
- Currently on schedule

Building C Bathroom Upgrade:

- Estimated Completion Date April 2012
- Demolition is complete

- Will start rough plumbing work on Monday, 1/16/12
- Currently on schedule

WILSON ELEMENTARY SCHOOL

Bond construction work completed.

III. Discussion items

A. Review the Revised Draft of the Oversight Committee By-Laws

Revised draft was a collaboration of Colleen Doan, Denise Menchaca, and Cynthia Bracamonte. Committee discussed Quorum in Section 5.1 and Section 10 Carolyn Richie suggested eliminating ‘, the number of members that make up a quorum is four (4) members.’ from 5.1, and inserting modified wording stricken from section 10 ‘A majority of the number of *appointed* Committee members shall constitute a quorum for the transaction of any business except adjournments’. The consensus of the committee is to request another draft copy without annotations and historical notes, to make the draft easier to comprehend.

B. Review Suggestions of Guest Specials and/or Presenters at the 2012 Committee Meetings

Architect IBI, ABACUS, Architect LPA, Bond auditor, Jefferson principal, Khai Nguyen, and new SGUSD Superintendent, were suggested speakers. Also, further education / orientation and addition of a glossary to committee manuals.

IV. ACTION ITEMS

A. Adopt the 2012 Long-Range Facilities Master Plan Oversight Committee Meeting Schedule

Revision of proposed calendar to move December meeting from 20th to 13th was moved by Wayne San Filippo, seconded by Carolyn Richie. Motion passed.

B. Recommendation to the Governing Board Regarding Revisions to the Oversight Committee By-laws

Topic tabled to a future meeting.

IV. ADJOURNMENT

Chairman Schwartz adjourned the meeting at 8:50 p.m.