

OFFICIAL MINUTES

**Long-Range Facilities Master Plan  
Oversight Committee**  
San Gabriel Unified School District  
San Gabriel, CA  
September 22, 2011  
7:08 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
	Hugo Correa	Member
	Eric Kirchhoff	Member
	Cynthia Juvinall	Member
	Armando Pacheco	Member
	Carolyn Richie	Member
	Mickey Scannell	Member
	Carolyn Weirick	Member
Absent:	Matthew Najera	Member
	David Smith	Member
	John Wu	Member
	Denise Menchaca	Governing Board President / Board Liaison
	Colleen Doan	Governing Board, Clerk / Board Liaison
Others Present:	Bill Gile	Director of Maintenance and Operations
	Tom Chan	Principal, Washington Elementary School

**I. GENERAL FUNCTIONS**

**A. Call to order and Pledge of Allegiance**

Chairman Jerry Schwartz called the meeting to order at 7:08 p.m. and 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 February 3, 2011 special New Member Orientation meeting were tabled to a future meeting.
- iii. The minutes for the May 19, 2011 meeting were tabled to a future meeting.
- iv. The minutes for the June 23, 2011 meeting were tabled to a future meeting.
- v. The minutes for the July 21, 2011 meeting were approved with a correction (meeting held at San Gabriel library).

**C. Requests to address the Committee; Public Comment:**

There were none.

**D. Next Meeting:** October 20, 2011 Regular Meeting.

## **II. REPORTS**

### **A. Chairman's report:**

Chairman Schwartz stated an annual report should be created by Oversight Committee and has begun a draft. Jerry announced John Eccleston has been appointed to fill SGUSD Board vacancy.

### **B. Presentation on Washington Elementary School Improvements by Tom Chan**

Tom distributed handouts and gave an overview of status and planned upgrades.

## **III. DISCUSSION ITEMS**

### **A. Review OSC Bylaws, their History, and role of Oversight Committee**

Our committee has dual functions: both as a Prop. 39 and supervision of non-bond funds, such as hardship and matching funds. The current Bylaws are based on Prop 39; however committee originated 6/16/98, before Prop 39. Colleen Doan was the original chairperson, duties included overseeing major maintenance (playground improvements etc.); our history is broader and more inclusive than Prop 39. Jerry reported bond counsel Dave Casanocha's opinion that OSC is temporary, Prop 39 only. Wayne San Filippo remarked if necessary we could adjourn one meeting (prop 39) and open another.

### **B. Update on Construction Projects**

An update of current projects was reviewed by Bill Gile, Director of Maintenance and Operations.

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## **UPDATE ON CONSTRUCTION PROJECTS**

### **GABRIELINO HIGH SCHOOL**

LPA has completed the schematic design and is presently working on design development. Hydrologue Engineering has completed soil borings and testing soils at the lab.

### **DEL MAR HIGH SCHOOL**

Bond construction work completed.

Open House/Grand Opening Ceremony occurred Tuesday, September 20, 2011 at 6:00 p.m.

### **JEFFERSON MIDDLE SCHOOL**

#### **Fitness Building Tennis Courts/Track and Field**

Authorization to Call for Bids was approved at the April 12<sup>th</sup> Governing Board Meeting.

IBI Architect is working with DSA to obtain approved and final drawings in order to begin bidding process.

#### **Administration Building and Campus Upgrades**

Drawings submitted to DSA by IBI Group for intake. District has sent the check for processing Madison Elementary Modernization. IBI Architect is in contact with DSA to check status on this 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. Hydrologue Engineering has completed soil borings and testing soils at the lab.

**ROOSEVELT ELEMENTARY SCHOOL**

Bond construction work completed.

**WASHINGTON ELEMENTARY SCHOOL**

Authorization to Call for Bids scheduled for the September 27, 2011 Governing Board Meeting.

Tentative Timeline:

- October 3 and October 10, 2011 Legal Advertisement
- October 19, 2011 Job Walk
- November 7, 2011 Bid Opening
- November 16, 2011 Governing Board approval
- November 17, 2011 Notice to Proceed
- November 28, 2011 Pre-Construction Meeting

**WILSON ELEMENTARY SCHOOL**

Bond construction work completed.

**C. Update on Project Management Services**

ABACUS was selected for Project Management.

**D. Update on Committee membership.**

Jerry Schwartz reported speaking to John Wu and David Smith, both of whom are unable to attend due to various business and personal issues. Matthew Najera has never responded to attempts to contact him. Committee consensus was to write a letter to these 3, asking them to resign; inform them if there is no response, the SGUSD Board will be asked to remove them.

Committee members requested to be provided with an updated OSC roster, including a list of which members represent which school.

**E. Update on Measure S and Measure A Audit**

Jerry Schwartz reported that the inter-fund borrowing (note 4, page 7) was repaid 2010-11 fiscal year, per Susan Parks. Hugo Correa observed that the audit would have shown an exception if the debt was problematic; consensus was that our concerns were satisfactorily addressed.

**IV. ACTION ITEMS**

**A. Recommendation to the Governing Board regarding Audit.**

Based on above discussion, Hugo Correa moved and Eric Kirchoff seconded that the following recommendations be made to the Board regarding the audit:

- 1) Measure S and Measure A funds and spending should be fully segregated.
  - 2) The scope of Oversight committee be properly delineated.
  - 3) Full details of any loan be provided.
- Motion carried unanimously.

- B. Recommendation to the Governing Board to call for bids for Washington Elementary School Construction Project**  
Wayne San Filippo so moved and Carolyn Richie seconded; motion passed unanimously.

*Hugo Correa moved and Carolyn Richie seconded to add another Action Item to the agenda. The motion carried with a 10-0 vote.*

*(New item added via Committee vote)*

- D. Recommendation to the Governing Board to call for bids for Jefferson Middle School**  
*Construction for fitness building, track, and tennis court, if plans are ready and DSA approval is granted. Motion carried 8 to 2. This motion allows the project to move forward without additional delay.*

*Hugo Correa then made the motion for above action, Carolyn Weirick seconded. Motion carried with an 8-2 vote.*

- C. Recommendation to the Governing Board regarding Oversight Committee Bylaws.**  
Carolyn Richie moved that the Board ensure the scope of the Bylaws incorporate both the permanent standing committee bylaws and the Prop 39 bylaws. During the discussion, it was noted that a Prop 39 committee was added to our existing Oversight committee due to Measure S requirements. Accordingly, additional specifications not in the original bylaws were mandated. Carolyn moved and Wayne San Filippo seconded and the motion passed unanimously.

**V. ADJOURNMENT**

Chairman Schwartz adjourned the meeting at 9:25 p.m.