

UNOFFICIAL MINUTES

**Long-Range Facilities Master Plan  
Oversight Committee**  
San Gabriel Unified School District  
San Gabriel, CA  
April 11, 2013  
7:12 p.m.

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

Present:	Jerry Schwartz	Chairman
	Mickey Scannell	Member
	Armando Pacheco	Member
	Lee Freeman	Member
	Quyen Phan	Member
	Mike Cammarano	Member

Others Present:	Bill Gile	Director of Maintenance and Operations
	Nonette Martin	Asst. Sup. Business Services

**I. GENERAL FUNCTIONS**

**A. Call to Order**

Chairman Jerry Schwartz called the meeting to order at 7:08 p.m. and Mike Cammarano led the Pledge of Allegiance.

**B. Approval of Meeting Minutes**

March 14, 2013 Lee Freeman moved, Mickey Scannell seconded; approved unanimously.

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

None.

**D. Next Meeting: May 16, 2013 Regular Meeting.**

**II. REPORTS**

A. **Chairman's Report:** No report.

B. Report on Bids for Jefferson Middle School Administration Building: Bill Gile discussed the three bids received for this work. He provided a summary of the bids and backgrounds on the three bidders. The low bidder, the Nazerian Group, provided a complete bid package and its references confirmed that they do quality work. When comparing the low bid with the estimates in the bond package, the work will cost less than anticipated when the bond estimates were prepared. Staff is recommending the low bidder.

C. Report on Technology Review Elementary Site Visits: Mickey Scannell, Cynthia Juvinall: Mickey will work on a draft report for the next meeting. Jerry offered to review the draft.

D. Report on Audit Report Revisions for the Fiscal Year Ended June 30, 2012 on Measures "S" and "A" General Obligation Bond Building Fund: Nonette

reviewed the changes that had been made to the audit report since the March meeting. She pointed out the change to Note 1. The Committee expressed appreciation to Nonette for the time spent with the auditors to get the Committee's changes made.

- E. Construction update by Bill Gile: Report attached.

#### **IV. ACTION ITEMS**

**A. Recommendation to the Governing Board Regarding Award of Contract for the Jefferson Middle School Administration Building**

Lee Freeman moved to recommend that the Governing Board award the work to the Nazerian Group. Quyen Phan seconded. The motion was approved unanimously.

**B. Recommendation to the Governing Board Regarding Audit Report for the Fiscal Year Ended June 30, 2012 on Measures "S" and "A" General Obligation Bond Building Fund.**

The Committee reviewed the changes that were made since the last review of the audit. There were brief changes that the members wanted to pages 5 and 14. Lee Freeman moved to recommend approval of the audit to the Governing Board with those changes. Mickey Scannell seconded. The motion was approved unanimously.

**C. Recommendation to the Governing Board Regarding Audit Report regarding Committee Bylaws**

Michael Scannell moved and Armando Pacheco seconded to table the recommendation. Motion passed unanimously.

Hugo Correa moved and Quyen Phan seconded to table the recommendation, pending finalization of revisions. Motion passed unanimously.

#### **V. ADJOURNMENT**

Chairman Schwartz adjourned the meeting at 8:58 p.m.