

UNOFFICIAL MINUTES

**Long-Range Facilities Master Plan  
Oversight Committee**  
San Gabriel Unified School District  
San Gabriel, CA  
May 16, 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  
Cynthia Juvinall Member  
Mickey Scannell Member  
Armando Pacheco Member  
Mike Cammarano Member

Absent: Hugo Correa Member  
Lee Freeman Member  
Quyên Phan 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 7:12 p.m. and Armando Pacheco led the Pledge of Allegiance.

**B. Approval of Meeting Minutes**

April 11, 2013 Mickey Scannell moved, Armando Pacheco seconded, unanimously approved.

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

None.

**D. Next Meeting: June 20, 2012 Regular Meeting.**

**II. REPORTS**

**A. Chairman's Report:** SGUSD Board approved OSC recommendations of 4/11 for both acceptance of audit and Jefferson Middle School bid.

Washington Elementary School event on Friday May 17<sup>th</sup>, will include an art festival and music. There will also be a ribbon cutting to celebrate completion of infrastructure improvements and construction funded by the "Measure A" bond.

On May 22<sup>nd</sup> at 5:00 PM, Jefferson Middle School will host a ribbon cutting to celebrate completion of sports facilities construction and improvements funded by the "Measure A" bond.

Committee members are urged to attend these events, if possible.

- B. Report on Technology: Mickey Scannell met with Khai Nguyen, and was informed that over the summer, 180 old Dell units will be upgraded from XP to Windows 7, plus memory upgrades, at a cost of \$50 each, from Bond funds. Prior to upgrade, each teacher must back up their own files.  
New California standard testing requires Smart Balance software, and specific hardware to implement. Coolidge Elementary needs 15 more IMACS for compliance, which will come from bond funds.  
Washington Elementary phone and WiFi improvements will also be paid for by bond funds.
- C. Construction update by Bill Gile. (Please see attached.)  
Several change orders are in process for Washington Elementary, with associated costs.  
Jefferson Middle School projects will be split in to 3 phases: Administration building remodel, cafeteria renovation and driveway work. Phase 1 is Cafeteria, Bill explained contractors will be penalized if it is not completed by August 19<sup>th</sup>, start of school year.

### III. ACTION ITEMS

- A. **Election of Vice Chair:** Due to absences, this item will be held over.
- B. **Recommendation to the Governing Board Regarding Audit Report regarding Committee Bylaws**  
Discussion regarding quorum, agreement it should be 'a majority of the members'. Jerry questioned (in 5.3) if form 700 is required by Prop 39? Final review is in order, goal to complete revisions by July.  
Cynthia Juvinall moved and Armando Pacheco seconded to table the recommendation. Motion passed unanimously.

### IV. ADJOURNMENT

Chairman Schwartz adjourned the meeting at 9:02 p.m.

## **SAN GABRIEL UNIFIED SCHOOL DISTRICT**

### **CONSTRUCTION UPDATE**

**April 16, 2013**

#### **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**

**April 8, 2013**

G2K Construction started on-site mobilization on 11/30/11. Construction meetings are held every Wednesday at 1:00 p.m.

PSA: G2K has completed their sub-contractor assignment list.

##### **Fitness Center:**

- The Fitness Center is 100% complete. The school has taken occupancy of the building and the contractor is performing final punch list work.

RFI's (Request for Information).

- There are no outstanding or unanswered RFI's at this time.

COR's (Change Order Request) & CO's (Change Orders)

- Change Order No. 1 was approved during the November 13, 2012 Governing Board Meeting
- Change Order No. 2 was approved during the February 5, 2013 Governing Board Meeting

The Fitness Center Project Completion date was scheduled for December 7, 2012. The project was completed January 18, 2013.

##### **Sports Field:**

- Work started the week of May 29<sup>th</sup>
- The Sports Field is 100% complete. The school has taken occupancy of the fields and the contractor is performing final punch list work.

RFI's (Request for Information).

- There are no outstanding or unanswered RFI's at this time.

CO's (Change Orders)

- Change Order No. 1 was approved during the November 13, 2012 Governing Board Meeting
- Change Order No. 2 was approved during the February 5, 2013 Governing Board Meeting

The Sports Field Project Completion date was scheduled for December 7, 2012. The project was completed date is January 25, 2013.

The District is currently working on final change order and Notice of completion

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

Drawings have been reviewed and approved by DSA. The Call for Bids for Jefferson Middle School Administration and Campus Upgrades was approved by the Governing Board at its meeting of December 5, 2012

Pre-bid conference was held on March 11, 2013 five contractors were present at the conference. Sealed bids were opened on April 4, 2013 three bids were submitted a recommendation will be presented to the Board of Education at the April 16<sup>th</sup> 2013 Board meeting

### **COOLIDGE ELEMENTARY SCHOOL**

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

### **MCKINLEY ELEMENTARY SCHOOL**

LPA has completed design development and is currently 100% complete with construction documents

### **ROOSEVELT ELEMENTARY SCHOOL**

Bond construction work completed

### **WASHINGTON ELEMENTARY SCHOOL**

**Growth Project – Bid No. 01-11/12**

**April 8, 2013**

Axis Construction started on-site mobilization 11/30/11. Construction meetings are held every Wednesday at 8:00 a.m.

PSA: Axis has completed their sub-contractor assignment list.

New Library Project:

- The building is complete and currently under punch list/corrections review

New Kindergarten Project:

- The kindergarten building is 100% complete
- The new playground was opened to the school on Monday, January 14, 2013
- The new kindergarten restrooms were opened to the school on Monday, January 14, 2013

Building C Bathroom Upgrade:

- Complete and in use.

New Administration Building Upgrades:

- Complete

Multi-purpose Room Bathroom Upgrade:

- Complete and in use

Parking Lot Upgrades:

The West parking lot:

- Complete

The North parking:

- Complete

RFI's (Request for Information). There are no outstanding or unanswered RFI's at this time.

CO's (Change Orders)

- Change Order No. 1 was approved at the April 10, 2012 Governing Board Meeting
- Approximate Change Order No. 1 value: \$21,417.40
- Change Order No. 2 was approved at the November 13, 2012 Governing Board Meeting.
- Approximate Change Order No. 2 value: \$39,608.44
- Change Order No. 3 was approved at the February 5, 2013 Governing Board Meeting
- Approximate Change Order No. 3 in the amount of \$72,396.19

The over-all Project Completion date will be approximately 2 months behind schedule. The current estimated project completion date is February 28, 2013

The District is currently working on completion of the final change order and notice of completion

## **WILSON ELEMENTARY SCHOOL**

Bond construction work completed.