

OFFICIAL MINUTES

**Long-Range Facilities Master Plan  
Oversight Committee**

San Gabriel Unified School District

San Gabriel, CA

December 16, 2010

7:20 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
	Mike Cammarano	Member
	Hugo Correa	Member
	John Eccelston	Member
	Carolyn Richie	Member
	Carolyn Weirick	Member
	John Wu	Member
	Cynthia Juvinal	Member
	Denise Menchaca	Governing Board President / Board Liaison
	Bill Gile	Director, Maintenance & Operations
Absent:	Wayne San Filippo	Vice Chairman
	Cody Decamp	Member
	Eric Kirchhoff	Member
	Matthew Najera	Member
	David Smith	Member
	Marla Nadolney	District Project Manager
	Colleen Doan	Governing Board Clerk / Board Liaison
Others Present:	Lee Freeman	Community Member and Past Board Member

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7:20 p.m.  
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**I. GENERAL FUNCTIONS**

**A. Call to order**

Chairman Jerry Schwartz called the meeting to order at 7:20 p.m. and led the Pledge of Allegiance. Members briefly introduced themselves.

**B. Approval of Meeting Minutes**

- i. Mike Cammarano moved and Hugo Correa seconded to approve the April 29, 2010 minutes as amended (correction: Hugo Correa was incorrectly listed as Chairman). The motion carried with a 7-0 vote and the minutes were approved.
- ii. Carolyn Weirick moved and Carolyn Richie seconded to approve the May 27, 2010 minutes. The motion carried with a 7-0 vote and the minutes were approved.
- iii. Carolyn Richie moved and Carolyn Weirick seconded to approve the June 24, 2010 minutes as amended (correction: Kenneth Maxey struck as absent). The motion carried with a 7-0 vote and the minutes were approved.
- iv. Mike Cammarano moved and Carolyn Weirick seconded to approve the July 15, 2010 minutes as amended (correction: absent members be listed). The motion carried with a 7-0 vote and the minutes were approved.
- v. The minutes for the October 21, 2010 meeting were tabled to a future meeting.
- vi. The minutes for the November 4, 2010 meeting were tabled to a future meeting.
- vii. Carolyn Richie moved and Mike Cammarano seconded to approve the November 30, 2010 minutes. The motion carried with a 7-0 vote and the minutes were approved.

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

There were none.

**D. Proposed 2011 Meeting schedule:**

After deliberation the Committee adopted the following schedule: every third Thursday of each month with the following exceptions: a) dark in August and b) 2<sup>nd</sup> Thursday in September).

Khai Nguyen, Director of Technology, is scheduled to present on 2/17 on the status of technology and future plans.

**II. REPORTS**

**A. Chairman's report:**

Chairman Schwartz reported that the Project Stabilization Agreement (PSA) was approved by the Governing Board at the November 10, 2010 meeting. Staff will be implementing provisions and the full PSA will be added to committee's handbooks.

Chairman Schwartz thanked members who helped assemble handbooks and expressed appreciation to both Colleen Doan and Lee Freeman for adding their knowledge of committee's history.

It was decided that the committee will pursue a change of bylaws to dismiss those members who have 3 consecutive meetings unexcused. It was also suggested that applicants attend a meeting as a guest before being appointed as a member.

### **III. DISCUSSION ITEMS**

#### **A. Update from LPA Architects for Gabrielino High School and McKinley Elementary School**

This item was tabled to a future meeting.

#### **B. Update on Construction Projects and Revised Construction Schedule for 2011**

Bill Gile, Director, Maintenance & Operations provided the update on behalf of Marla Nadolney, District Project Manager:

- Gabrielino – No work at this time
- Del Mar – Bus Depot Conversion: Built-up roof has been installed and installation of gypsum board and insulation has started. Drive approaches, curbs and city sidewalks are complete. Fence posts have been installed and concrete benches are complete. Construction has been delayed but is on schedule.
- Jefferson –
  - Media Center and Courtyard: Covered walk canopy is complete; contractor is working on punch list items.
  - Fitness Building/Tennis Courts/Track and Field: DSA back check meeting has been set for next week. Bidding documents need to be revised per PSA requirements.
  - Administration Building and Campus Upgrades: Drawings to be submitted to DSA for intake next week in order to submit prior to January code change.
- Coolidge – Fence: project is complete.
- McKinley – No work at this time.
- Roosevelt – Phase 4 completion: project is complete.
- Washington – New library, Kindergarten, drop-off: DSA back check meeting has been set for next week. Bidding documents need to be revised per PSA requirements.
- Wilson – No work at this time.

The committee discussed bids, qualifications, and procedures, including one responsibility of the Oversight committee to review bids. A suggestion was made to add a glossary to the committee's handbook.

**C. Review School Assignments and meetings with Principals and/or Site Committees**

It was requested that members contact their assigned school's principal and site committee, even if no construction is in progress, as each school has bond funds for technology.

**D. Update on Construction Audit**

Chairman Schwartz reported on an outstanding issue: Bond funds (A 2008 or S 2002) were not clearly delineated in the previous Construction Audit previously presented. Corrections are expected to be presented by January 2011.

**IV. ADJOURNMENT**

Chairman Schwartz adjourned the meeting at 9:03 p.m.