

OFFICIAL MINUTES

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

San Gabriel Unified School District

San Gabriel, CA

January 20, 2011

7:15 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
	Eric Kirchhoff	Member
	Carolyn Richie	Member
	Cynthia Juvinall	Member
	Colleen Doan	Governing Board, Clerk
	Denise Menchaca	Governing Board President / Board Liaison

Absent:	Hugo Correa	Member
	Cody Decamp	Member
	John Eccelston	Member
	Matthew Najera	Member
	David Smith	Member
	Carolyn Weirick	Member
	John Wu	Member

Others Present:	Tom Chan	Principal, Washington Elementary
	John Mills, Jim Kisel	L.P.A. Architects

7:15 p.m.

I. GENERAL FUNCTIONS

A. Call to order

Chairman Jerry Schwartz called the meeting to order at 7:15 p.m. and Cynthia Juvinall led the Pledge of Allegiance. Members briefly introduced themselves.

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 November 4, 2010 meeting were tabled to a future meeting.
- iii. The minutes for the December 16, 2010 meeting were tabled to a future meeting.

C. Requests to address the Committee; Public Comment:

There were none.

D Next Meetings:

February 3, 2011 Special Meeting (Orientation Part II)

February 17, 2011 Regular Meeting Khai Nguyen, Director of Technology, is scheduled to present on status of technology and future plans.

II. Special Presentations:

- A. Presentation from LPA Architects regarding Gabrielino High School and McKinley Elementary School was concluded by 8:05 p.m., including answering questions from committee members.

III. REPORTS

A. Chairman's report:

Chairman Schwartz reported that Ralph Patterson, a Consultant who is overseeing Business Services, is in the process of drafting an R.F.P incorporating the Project Stabilization Agreement (PSA). Also, the Washington Elementary D.S.A. sign-off was obtained 1/19/11.

Chairman Schwartz informed those present that Tom Chan was representing Superintendent Parks, and would function as the District's liaison to the Principals. There are 2 vacancies on the Oversight Committee, the application were put on the District web site. Please encourage applicants to attend a meeting before submitting their name.

Chairman Schwartz stated that George Carney reported there is no attendance policy in BAIC's bylaws to dismiss those members who do not attend 3 meetings in a row, without an excuse. Jerry will meet with George to establish rules for both committees. Ralph Patterson is working with the accountants to clearly delineate the bond Measure A from bond Measure S funds in the audit report.

IV. DISCUSSION ITEMS

A. Update on Construction Projects and Revised Construction Schedule for 2011

Wayne San Filippo remarked that the "project update" also needs to indicate which bond fund was source of spending, and design and architect should be on the update.

Wayne also asked if work is being delayed due to the need to hire a manager for the PSA administration. He inquired whether the PSA is finalized.

An update of current projects was passed out on behalf of Marla Nadolney, District Project Manager:

- Gabrielino – No work at this time. Architect has been hired.
- Del Mar – Bus Depot Conversion: Installation of gypsum board and insulation is almost complete; door and window frames, as well as skylights have been installed; ceramic tile in restrooms is complete. Exterior plaster is complete. Grading and site work has been delayed due to rain.
- Jefferson –
 - Media Center and Courtyard: Contractor continues working on punch list items.
 - Fitness Building/Tennis Courts/Track and Field: DSA back check meeting has been set for next January 25th. Bidding documents need to be revised per PSA requirements.
 - Administration Building and Campus Upgrades: Drawings submitted to DSA for intake.
- Coolidge – No work at this time.
- McKinley – No work at this time. Architect has been hired.
- Roosevelt – No work at this time
- Washington – New library, Kindergarten, drop-off: DSA signed off January 19th, and stamped, approved, and scanned documents will be available next week. Bidding documents need to be revised per PSA requirements.
- Wilson – No work at this time.

It was noted that Washington’s design comes from ‘Measure S’ funding, construction from ‘Measure A’ funding, and that IBI/Blue Rock is the contractor.

Tom Chan asked about time frames, instructional delay, and potential impact of construction on instructional time, etc. The response was school’s input should be considered during construction sequencing.

Construction Manager is now Marla, an RFP for Construction Manager consultant is pending.

B. 2011 Oversight Committee Calendar Review

Chairman Schwartz noted for the first time our entire year’s calendar is published in advance on the District web site.

V. ADJOURNMENT

Chairman Schwartz adjourned the meeting at 8:45 p.m.