

OFFICIAL MINUTES

**Long-Range Facilities Master Plan
Oversight Committee**
San Gabriel Unified School District
San Gabriel, CA
July 21, 2011
6:50 p.m.

The Long-Range Facilities Master Plan Oversight Committee of San Gabriel Unified School District in Los Angeles County met at the San Gabriel County Library meeting room, 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 Eccleston Member
 Carolyn Richie Member
 Cynthia Juvinall Member
 Mickey Scannell Member

Absent: Carolyn Weirick Member
 Eric Kirchhoff Member
 Matthew Najera Member
 Armando Pacheco Member
 Wayne San Filippo Vice Chairman
 David Smith Member
 John Wu Member

Others Present: Bill Gile Director of Maintenance and Operations
 Lee Freeman Community Member

I. GENERAL FUNCTIONS

A. Call to Order and Pledge of Allegiance

Chairman Jerry Schwartz called the meeting to order at 6:50 p.m. and 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.

C. Requests to address the Committee; Public Comment:

There were none.

D. Next Meeting: September 8, 2011 Regular Meeting.

II. REPORTS

A. Chairman's report:

Chairman Schwartz again stated an annual report should be created by Oversight Committee and circulated an example created by Arcadia USD. Jerry reported on a discussion with bond counsel David Casnocha on our committee's functions: both as a Prop. 39 and supervision of non-bond funds, such as hardship and matching funds.

III. DISCUSSION ITEMS

A. Review of Measure S and Measure A Audit

In June, committee reviewed with auditor Jim Whittington the audit of bond funds, including accounting for measure A and S funds separately.

Audit report findings:

p.13 Oversight Committee minutes have not been posted in timely fashion. (Due to lack of quorum delaying approval of minutes, now un-official Committee minutes are being posted.)

p. 7 Note 4 Inter-fund activity needs further research: not determined if repaid. Jerry stated he would inquire of Dr. Parks regarding this.

Jerry pointed out that \$45 million of authorized bond funds are still not issued.

Question was raised: will Jefferson Middle School field and Washington construction be funded from 'available cash on hand' or will another "withdrawal" be required?

Hugo explained that 'traunche' is a term describing an increment of bond fund which is promised (designated) for a specific project; verification is required to prove sufficient property tax revenue exists to cover that amount.

B. Update on Construction Projects

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

LONG -RANGE FACILITIES MASTER PLAN OVERSIGHT COMMITTEE

July 21, 2011

UPDATE OF CURRENT PROJECTS-MEASURE A

JEFFERSON MIDDLE SCHOOL

Media Center (measure A): All activity with Meadows is closed.

DEL MAR HIGH SCHOOL

Bus Depot Conversion

Construction is complete. Paperwork is being closed out. Ribbon cutting date is September.

GABRIELINO HIGH SCHOOL & MCKINLEY ELEMENTARY SCHOOL

L.P.A are creating schematics, next step will be 'design development' before submitting them to D.S.A.

COOLIDGE ELEMENTARY SCHOOL

No work at this time

ROOSEVELT ELEMENTARY SCHOOL

No work at this time

WASHINGTON ELEMENTARY SCHOOL

New library, kindergarten, drop-off

No Change: Bid documents need to be revised per PSA requirements. Bid and construction schedule start pending hiring of CM firm.

WILSON ELEMENTARY SCHOOL

No work at this time

C. Review of Member Meeting attendance.

Chairman Schwartz passed out Bond Oversight Committee Bylaws (mandated by Prop 39). Section 5, Membership, article 6 states members may be removed by Board action, “including failure to attend two consecutive meetings without reasonable excuse”. Jerry plans to request that the SGUSD Board remove the 3 members who have not attended this year; if removed, our quorum would be become 6. Carolyn Richie asked if the Bylaws are valid? Can we get minutes of meeting where By Laws were approved? If multiple by-laws exist (Prop 39 & our pre-Prop 39 committee), they need to be reconciled.

IV. ACTION ITEMS

A. Recommendation to the Governing Board Regarding Measure S and Measure A Audit

Tabled for review.

V. ADJOURNMENT

Carolyn Richie moved and John Eccleston seconded, motion carried, and the meeting adjourned at 8:00 p.m.