

OFFICIAL MINUTES

**Long-Range Facilities Master Plan
Oversight Committee**
San Gabriel Unified School District
San Gabriel, CA
April 26, 2012
7:05 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
	Cynthia Juvinall	Member
	Armando Pacheco	Member
	Mickey Scannell	Member

Absent:	Hugo Correa	Member
	Carolyn Richie	Member

Others Present:	Bill Gile	Director of Maintenance and Operations
	Khai Nguyen	Technology Services
	Tom Chan	Principal, Washington Elementary
	Collen Doan	resident
	Lee Freeman	resident

I. GENERAL FUNCTIONS

A. Call to Order

Chairman Jerry Schwartz called the meeting to order at 7:05 p.m.; Mike Cammarano led the Pledge of Allegiance.

B. Approval of Meeting Minutes

- i. February 2012 Minutes were previously approved.
- ii. March 29, 2012 Minutes:
Mickey Scannell moved and Mike Cammarano seconded, the minutes for March 29, 2012 meeting were approved.

C. Requests to address the Committee; Public Comment:

There were none.

D. Next Meeting: May 17, 2012 Regular Meeting.

II. SPECIAL PRESENTATION:

Presentation on Smartetools – a Financial and Human Resources System Khai Nguyen, Director, Technology Services
Khai reviewed the features and advantages of proposed software upgrade: web-based design, improved security ('SSL'), greatly enhanced reporting, integrating financial

with HR. Features include budget, purchasing, work orders, etc. HR reporting will be done in minutes as opposed to hours with the 15 year old current system.

Jerry remarked that Bond Reporting will also be more real-time.

Khai also reported that a new centralized, library software system called Follet Destiny has been approved. It will replace the current software running on 7 servers located at the schools, with an integrated one running at the District Office.

Estimated implementation time for HR is 2-3 months, then Financials will follow. Backups will be nightly, transmission secure via private network.

The software packages would be purchased with Bond funding.

Follet Destiny Library software cost \$23,000, maintenance costs \$5650

Smartetools software cost \$78,000 with \$22,500 annual maintenance. These prices were discounted from the original quotes of \$35,000 and \$97,000 respectively.

III. REPORTS

A. Chairman's Report:

Chairman Schwartz reminded committee members to vote for their choice of panel member for Superintendent Search Committee by 5 PM Friday.

B. Report on Technology Committee by Michael Scannell

At the April 3rd the Technology Committee meeting, a networking tool mybigcampus.com was described. It can be used to assign work, do grading, submit homework, etc.; its features include blogs, FAQs, videos. Current e-Chalk system contains some redundant functions. One issue is that 'no standards are enforced'; tools are offered for staff use, not mandatory. For example, teachers can opt for Prometheus Boards or Moby; can opt-in to e-Chalk or not, as they choose.

Mickey reported Washington Elementary will have a network upgrade over the summer (funded by e-Rate), also Gabrielino High School physics students now share iPads; the question was asked how were the iPads funded? It was suggested a written report be distributed, similar to the Construction Update.

Mickey also stated the technology meetings are not well attended.

Discussion ensued regarding an audit of I.T. Fixed Assets (in contrast with typical 'security and backup' type of I.T. audit). Oversight committee members should be involved, to ensure equipment is utilized appropriately; for example, empty classrooms at McKinley with unused Prometheus boards, which could be moved to other schools.

C. Report on Second Bond Issue for Measure A:

Chairman Schwartz clarified last month's statement: \$6 million remains of Measure A original initial issue amount, a portion of total \$20,548,245 of funds.

He reported the District has a preliminary statement regarding potential sale of \$17 million of 2008 Measure A bonds; like a mortgage, the interest rate cannot be determined until the sell date. He also stated bond 're-funding' is equivalent to refinancing a mortgage with lower interest, therefore resulting in a lower payment.

These can be 'tiered', interest varying based on number of years held.

D. Update on Construction Projects:

An update of projects was reviewed by Bill Gile, Director of Maintenance and Operations.

SAN GABRIEL UNIFIED SCHOOL DISTRICT

CONSTRUCTION UPDATE

April 26, 2012

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

March 2, 2012

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

Due to PSA requirements G2K has been working on sub-contractor substitutions with Padilla and Associates. Of the 16 sub-contractors listed, 7 have been approved, 2 rejected and 3 substituted. Due to substitutions the sub-contractor list will increase from 16 to 18 sub-contractors. To date, it has had no impact on the project schedule.

Fitness Center:

- The exterior concrete stem walls have been poured and the forms stripped
- The interior concrete slab has been poured
- Started digging footings for the site block wall southern end of wall
 - All of the footings have been poured and the contractor has completed setting block north end of campus
- 90% of the underground site storm water pipe, water supply lines, fire water and electrical conduits have been installed
- 95% of the site grading is complete and the contractor is setting up for site concrete and flat work
- 80% of the seat walls have been poured

RFI's: (Request for Information) G2K has issued 30 RFI's to date - 29 have been answered with 1 outstanding

COR's: (Change Order Request)

- G2K has issued 2 COR's. One has been rejected the second one is under review
- Currently on schedule

Sports Field:

- Work on the Sports Field will not start until May of 2012

Administration Building and Campus Upgrades

Drawings submitted to DSA by IBI Group for intake. District is in the process of issuing a check payable to DSA for the close-out of the two-story classroom buildings – Phase I project.

COOLIDGE ELEMENTARY SCHOOL

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

MCKINLEY ELEMENTARY SCHOOL

LPA has completed the design development and are working on construction documents

ROOSEVELT ELEMENTARY SCHOOL

Bond construction work completed.

WASHINGTON ELEMENTARY SCHOOL

Growth Project – Bid No. 01-11/12

March 2, 2012

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

Due to PSA requirements Axis has been working on sub-contractor substitution with Padilla and Associates. Of the 20 sub-contractors listed, 10 have been approved, 1 rejected and 4 substituted. Due to the substitutions, the sub-contractor list will increase from 20 to 22. To date, it has had no impact on the project schedule.

New Library Project:

- Foundation footings have been poured and the forms stripped
- Completed installing underground rough utility conduits and pipe
- Completed sub-base slab
- Structural steel installation is complete
- Framers have completed all rough framing currently on schedule

New Kindergarten Project:

- The building pad has been certified, and the footings have been dug
- Completed underground waste water pipe installation, electrical and water supply
- Completed setting forms for the foundation stem walls and footings
- Concrete footings and stem walls have been poured forms
- Concrete slab has been poured
- Phase one canopy footings on the north side of the campus have been poured
- Currently on schedule

Building C Bathroom Upgrade:

- Underground plumbing is complete new concrete floors have been poured
- Currently on schedule

RFI's (Request for Information) Axis has issued 60 RFI's to date - 58 have been answered with 2 outstanding. None are late

RFP's (Request for Proposal) IBI Group has issued 4 RFP's

COR's (Change Order Request)

- Axis has issued 7 COR's.
- 6 have been negotiated and approved. IBI will issue Change Order No. 1 next week. Approximate value: \$21,417.40

WILSON ELEMENTARY SCHOOL

Bond construction work completed.

He added that whenever District facilities, such as a basketball court, are also used by the community, there is much greater wear and tear; therefore incur much greater maintenance costs.

IV. ACTION ITEMS

A. Recommendation to the Governing Board Regarding the use of Bond Funds for Smartetools, a program that interfaces Finance and Human Resources, in a effort to relieve the General Fund

Motion was made that 2008 Bond Technical Funds be allocated to fund the software purchase, however excluding annual maintenance and licensing costs. Cynthia Juvinal moved, Mickey Scannell seconded, and motion carried unanimously.

B. Recommendation to the Governing Board Regarding Revisions to the Oversight Committee By-Laws

Tabled to a future meeting.

V. ADJOURNMENT

Chairman Schwartz adjourned the meeting at 9:25 p.m.