

OFFICIAL MINUTES

**Long-Range Facilities Master Plan  
Oversight Committee**  
San Gabriel Unified School District  
San Gabriel, CA  
February 21, 2013  
7:10 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
	Lee Freeman	Member
	Quyên Phan	Member
	Mike Cammarano	Member
	Hugo Correa	Member
Others Present:	Bill Gile	Director of Maintenance and Operations
	Peter Glenn	CPA, Nigro & Nigro

**I. GENERAL FUNCTIONS**

**A. Call to Order**

Chairman Jerry Schwartz called the meeting to order at 7:10 p.m. and led the Pledge of Allegiance.

**B. Approval of Meeting Minutes**

January 24, 2013 Amendments: add Denise Menchaca to ‘Others Present’. Lee Freeman moved, Armando Pacheco seconded; unanimously approved as amended.

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

None.

**D. Next Meeting: March 14, 2012 Regular Meeting** (revised from calendared date of 21<sup>st</sup>).

**II. PRESENTATION**

- A. Audit Report for the Fiscal Year Ended June 30, 2012 on Measures “S” and “A” General Obligation Bond Building Fund by Nigro & Nigro, PC  
Peter Glenn reported that the audit result was ‘unqualified’ (meaning clean, no negative findings).  
In response to questions, Mr. Glenn stated that Government uses ‘accrual’ method versus ‘LEA’ accounting. With accrual, charges are seen when paid. This does not identically mirror items in Accounts Payable, which is long term.

Lee Freeman and Hugo Correa posed several questions, and members of the committee felt a clarification of some terms was in the best interests of the public. For example, Administrative Salaries are not a permitted use of bond funds: What constitutes “Administrative”? Anyone in school district employ or is it a narrower category? The public in general is not versed in accounting terminology, so misunderstandings may arise.

More detail was requested in the Expenditures category “Plant Services”. A modification to reflect the prior existence of the Oversight Committee was requested in ‘A. Reporting Entity’ page 5.

Details were requested regarding the interest reductions or savings from the refunding of Measures “S” and “A”.

Mr. Glenn agreed to consult with his office on the Committee’s requests and prepare a response.

### **III. REPORTS**

- A. **Chairman’s Report:** Tabled to next meeting, due to late hour.
- B. Update on Technology Review: Mickey Scannell - No report – unable to attend.
- C. **Report on Technology Review Elementary Site Visits:** Mickey Scannell, Cynthia Juvinal: Tabled to next meeting.
- D. **Construction update by Bill Gile:** Tabled to next meeting.

### **IV. ACTION ITEMS**

- A. **Recommendation to the Governing Board Regarding Audit Report for the Fiscal Year Ended June 30, 2012 on Measures “S” and “A” General Obligation Bond Building Fund.**  
Cynthia Juvinal moved and Michael Scannell seconded to table the recommendation, pending revisions from Nigro & Nigro. Motion passed unanimously.

### **V. ADJOURNMENT**

Chairman Schwartz adjourned the meeting at 9:12 p.m.