

**Arcadia Unified School District**

**MEASURE I  
CITIZENS' OVERSIGHT COMMITTEE  
MINUTES**

**November 3, 2008  
Administration Center, Board Room  
234 Campus Drive  
Arcadia, CA 91007**

**I. OPENING BUSINESS**

**A. Call to Order**

The quarterly meeting of the Citizens' Oversight Committee was called to order at 6:03 p.m. on Monday, November 3, 2008, in the Board Room at the Administration Center.

**B. Roll Call**

Committee Members present: Karen Acosta, Susan Lawi Ayad, Debbie Beveridge, Felipe Chuang, Aili Gardea, Bob Hoherd, Michael Lattanzio, David Lee, Peter Ulrich, Vern Whitaker

Staff present: Christina Aragon, Assistant Superintendent, Business Services; Connie Chu, Sr. Administrative Assistant; Paul Letson, Director, Facilities and Maintenance, Operations & Transportation

Consultants: Noah Toomey, LPA, Inc.; Matt May, McCarthy Building Companies, Inc.

Visitors: 0

**C. Approval of Agenda**

**MOTION:** A motion was made and seconded to approve the agenda.  
**MOVED:** Peter Ulrich/Karen Acosta **APPROVED:** 10-0

**D. Approval of Minutes: August 25, 2008**

**MOTION:** A motion was made and seconded to approve the minutes.  
**MOVED:** Karen Acosta/Peter Ulrich **APPROVED:** 10-0

**II. PROJECTS UPDATE**

**A. Update on Joint Use Gym**

The proposed Joint Use Gym at Dana MS will be located in an area that is currently an open field. It will be adjacent to the parking lot and close to the PE class. Mr. Toomey described the floor plan which includes the following: lobby, office, data/electrical room, restrooms, custodial room, and storage space for the District and City. Gym equipment (poles, nets, etc.) will be shared equally. The gym will be equipped with motorized bleachers (fold-up feature) and have dual function capabilities for multiple sports. The exterior will be consistent with the existing architecture. The windows will be insulated and 1-inch thick. Window coverings are in the development stage. Skylights are currently being discussed. The soccer field will be repositioned to accommodate the new gym.

The plans need to be submitted by January in order to meet the deadline. Ms. Aragon said the District is trying to work within the budget of \$4.5-5 million with funds coming from the State (not-to-exceed \$1.5 million) and District/City (not-to-exceed \$2 million each), as well as bond funds (if needed).

## **B. Community Meetings / Communications**

A Facilities Overview sheet is prepared monthly by Marilyn Daleo for distribution at various functions (e.g., PTA meetings).

Ms. Aragon said the Community was informed regarding the Informational meetings at Dana MS, First Avenue MS, Highland Oaks ES, and Foothills MS as follows: flyers were delivered to neighboring residents, phone blast, List Serve (via E-mail).

At Dana MS, parking and safety concerns were addressed (e.g., lighting).

At Foothills MS, they were informed that the Joint Use Gym will not be built at that particular site due to geological reasons. The Music Room is currently at a substandard size. Since additional square footage can't be added due to the site being in the Alquist-Priolo Earthquake Fault Zone, the District will find another space comparable to what the standard is for the Music Room. Modular buildings are also restricted; therefore, construction would have to be done while school is not in session.

Ms. Daleo prepared one page summaries for the principals at First Avenue MS, Highland Oaks ES and Holly Avenue ES to use. Those handouts were also distributed at the Community meetings. The Community meeting for Holly Avenue ES is scheduled for November 18, 2008.

## **C. Phasing Schedule**

Ms. Aragon said Camino Grove ES has been moved to Phase II and Hugo Reid ES to Phase III as more testing is required due to the elementary site being in the Alquist-Priolo Earthquake Fault Zone.

Mr. Letson said the 5KV high voltage project at Arcadia HS is expected to be completed within three months. Construction at Holly Avenue ES has started, as well as staging set-up for materials, supplies and parking. The District received a substantial number of bids for First Avenue MS projects. The results will be presented to the Board of Education on November 12, 2008.

Mr. May said DSA approved the Science Building project last week, while the Student Services Building is pending approval. Construction for the two projects is expected to start in February.

### **III. ADMINISTRATION**

#### **A. Expenditure Review**

Ms. Aragon said one budget transfer was made for cable TV upgrade. The total budget remains the same at \$243 million. As stated at the last meeting, there was a slight change to the report ending 6/30/08 due to late invoices.

#### **B. Draft Review of 2007-2008 Annual Report to Governing Board**

Ms. Aragon asked for the Committee's feedback. It was decided that another draft will be emailed after the holidays. The Committee will finalize at the February meeting, to be presented to the Board of Education for approval. Ms. Beveridge stated that the Annual Report should explain why the Joint Use Gym will no longer be at Foothills MS. The Committee decided that the information should be communicated in the Chairman's Message.

#### **C. Questions & Answers**

None.

### **IV. COMMENTS**

#### **A. Audience**

None.

#### **B. Committee**

Mr. Hoherd said the words "Thank You" are not very visible on the banners. It was suggested that the color be changed or add another banner.

Mr. Ulrich informed the Committee that he will be moving out of Arcadia, but will continue working in Arcadia. Ms. Aragon will follow-up regarding residency requirements, if any.

**C. Staff**

Ms. Aragon said once construction starts, the signage will include a picture of the proposed building(s) along with the Board members' names. The high school signage will show the three major buildings: Performing Arts Building, Science Building, and Student Services Building. The Committee will be invited to the Groundbreaking Ceremony in March.

**V. ADJOURNMENT**

**MOTION:** A motion was made and seconded to adjourn the Citizens' Oversight Committee meeting at 7:23 p.m.

**MOVED:** Peter Ulrich/Bob Hoherd

**APPROVED:** 10-0

**NEXT CITIZENS' OVERSIGHT COMMITTEE MEETING**

**Monday, February 2, 2009**

**6:00 PM**