

Arcadia Unified School District

**MEASURE I
CITIZENS' OVERSIGHT COMMITTEE
MINUTES**

August 27, 2007

6:00 p.m.

**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, August 27, 2007, in the Board Room at the Administration Center.

B. Roll Call

Committee Members present: Karen Acosta, Susan Lawi Ayad, Janet Chew, Felipe Chuang, Bob Hoherd, Michael Lattanzio, David Lee, Vern Whitaker

Committee Members absent: Aili Gardea, Peter Ulrich

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

Consultants: Rick Musto, LPA, Inc.; Noah Toomey, LPA, Inc.; Sarah Creighton, McCarthy Building Companies, Inc.; Matthew May, McCarthy Building Companies, Inc.

Visitors: 0

C. Approval of Agenda

MOTION: A motion was made and seconded to approve the agenda with one correction to Item II.B. – changed title to Arcadia High School – Science Center Update & Phase 0.

MOVED: Bob Hoherd/Karen Acosta

APPROVED: 8-0

II. PROJECTS UPDATE

A. Overview of Design Process

Mr. Musto discussed the stages of the design process: conceptual design, schematic design, design development, and construction documents. The schematic design stage involves diagrams, validating building square footages, reviewing floor plans, etc. The design development stage involves items such as electrical/data lines, elevation, size of buildings, etc. The construction documents stage involves detailed drawings with regards to constructability and submitting documents to agencies such as DSA.

B. Arcadia High School – Science Center Update & Phase 0

An updated floor plan was provided on the Science Center by Mr. Musto. He stated that DSA performed a preliminary review and a few changes were made based on code review. The layout changed to include a third stairway while still preserving two lecture halls on each level. The large 134-seat lecture hall is now detached from the main Science Building. Ms. Aragon addressed Mr. Lee’s question regarding the lecture space. The Science Building lecture rooms will allow teachers to teach in a different form and is open for all AHS teachers to use.

In addition, Mr. May discussed Phase 0 at Arcadia High School. This project took place during the summer program and was required in preparation for the upcoming planned construction. The work included underground conduit for low and high voltage electrical and new data lines from Duarte Road to the data center. The actual lines will be pulled through the conduits at a later date. Ms. Aragon added that the District is also currently conducting a utility survey at the high school to ensure all utilities are properly identified prior to actual construction.

C. Highland Oaks Elementary School

Mr. Toomey reviewed the conceptual and schematic designs for Highland Oaks Elementary School. The District and consultants reviewed different scenarios regarding placement of the new library and the additional square footage to the Student Services Building. Based on a cost benefit analysis, the current Student Services Building will be demolished and a new building will be constructed combining the Student Services Building and the Library/Media Center. This building of approximately 6,000 square feet will be the main focus of the campus. Some landscaping and retaining walls will be added to tie everything together.

D. Holly Avenue Elementary School

Mr. Toomey reviewed the conceptual and schematic designs for Holly Avenue Elementary School. Projects presented include additional space for student services, a new classroom building, and a new toilet building to serve the permanent modular buildings and field area on the south side of the campus. As a part of the student services project, the interior front entrance to the auditorium will be modified allowing support staff more visibility. Landscaping, planters and a retaining wall will be added in and around the new three classroom buildings in the kindergarten area.

III. ADMINISTRATION

A. Expenditure Review through June 30, 2007

Ms. Creighton reviewed the Project Cost Status Report, detailing the expenditures made through June 30, 2007. The report cross references the budget sheet which was handed out at the last COC meeting. Ms. Aragon said that there are contracts in place for the five schools currently being worked on. The budget for each school is a plan subject to change and will be adjusted as necessary throughout the process. Contracts have not been created nor have funds been spent for other sites listed in the Facilities Master Plan at this time. Ms. Aragon explained the updates to the original program budget. For example, the Science Building project was moved up to an earlier phase than originally planned, therefore the amount budgeted for escalation was decreased. Another example is the Student Services Building; demolishing Building A and adding it to the Student Services Building was not included in the original plan. The increase in the revised budget reflects this change. Mr. Lattanzio suggested that a column be added to note the changes.

B. Citizens' Oversight Committee Website

Ms. Aragon reviewed the COC website with the Committee and showed them how to access the website.

C. Annual Report Preparation & Samples

Ms. Aragon provided samples of annual reports from other districts. She asked the Committee to review and provide feedback on what they would like to include in their annual report. Mr. Hoherd said he liked the phrase used in the PowerPoint presentation, "Creating spaces and places that enrich the lives of those who use them." Mr. Musto will find out if the phrase is copyrighted by LPA, Inc. In addition, the Committee would like to include information regarding budget, expenditures, design phases, COC website, Measure I, and description of the COC. Based on the comments collected, a draft will be presented to the Committee for review at the next meeting.

D. Questions & Answers

The following questions were asked by the Committee and answered by District staff and/or consultants:

Q: How many bids were received for Phase 0?

A: Ten vendors attended the job-walk and four bids were received.

Q: Can the Committee tour the sites?

A: Ms. Aragon stated she would be happy to set up site visits starting with the high school. Those interested in touring the high school will meet at 4:30 p.m. (before the COC meeting).

Q: When will interim housing take place at Arcadia High School?

A: Interim housing at AHS is estimated to be in place by December, 2007, or January, 2008.

IV. CONSENT ITEMS

The COC requested prior meeting minutes to be moved up as a separate item on the agenda after the approval of the agenda. Ms. Aragon will make the adjustment.

MOTION: A motion was made and seconded to approve the Consent Items.

MOVED: Bob Hoherd/Karen Acosta

APPROVED: 8-0

V. COMMENTS

A. Audience

None.

B. Committee

Mr. Lattanzio thanked the District and consultants for their time and effort.

C. Staff

Ms. Aragon advised the Committee that the District will be providing a facilities update on First Avenue Middle School at tomorrow's Board meeting. This information is scheduled to be shared at the next COC meeting.

VI. ADJOURNMENT

MOTION: A motion was made and seconded to adjourn the Citizens' Oversight Committee meeting at 7:30 p.m.

MOVED: Bob Hoherd/Karen Acosta

APPROVED: 8-0