

Arcadia Unified School District

**MEASURE I
CITIZENS' OVERSIGHT COMMITTEE
MINUTES**

**February 4, 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 6:02 p.m. on Monday, February 4, 2008, in the Board Room at the Administration Center.

B. Roll Call

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

Committee Members absent: Karen Acosta

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

Consultants: Rick Musto, LPA, Inc.; Sammi Plantenga, McCarthy Building Companies, Inc.; Randy Cole, McCarthy Building Companies, Inc.

Visitors: 0

C. Approval of Agenda

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

MOVED: Vern Whitaker/Bob Hoherd **APPROVED:** 8-0

D. Approval of Minutes: November 5, 2007

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

MOVED: Bob Hoherd/David Lee **APPROVED:** 8-0

II. PROJECTS UPDATE

A. Presentation

1. First Avenue Middle School

Mr. Musto talked about the landscaping in and around First Avenue MS. Trees have been added along Santa Anita and First Avenue. In addition, the front door entrance to the school has been enhanced with improved steps. The site layout includes a new turf field and 3-lane decomposed track, as well as new chain-link fencing around the school. Ms. Aragon said information regarding phasing will be presented at the next meeting.

The basement kitchen will be revamped and expanded to better accommodate the needs of Food Services. Lunch will no longer be served in the basement. A freight elevator will be installed to transport food up to an indoor serving area. Students will eat under new covered areas.

The architecture of the Music Building has been revised to include horizontal lines to complement the existing building; however, it is still work in progress.

2. Arcadia High School

Mr. Musto provided information regarding the Performing Arts Center, including the Entrance Lobby, Main Hall, Orchestra Room, Theatre, and Dance Room. The Concert Hall will be theatre-style and have a seating capacity of 1,200. The Orchestra Room has been counted as classroom space and will be used for practice and instrument storage. The Blackbox Theatre, which will mainly be used for Drama, will have movable risers, as well as built-in storage and a sound system. The Dance Room will have wood flooring, high ceiling, and storage. Interior and exterior renderings were shown to provide a conceptual image of the Performing Arts Center.

User groups were formed to discuss the Rally Court. The area will be used for different activities, including lunch.

Rows of relocatables will be put in for interim housing. The classes currently in Building G will be moving into the relocatables to allow Building G to be used for ceramics and silk screening classes that now reside in the building that will be demolished in order to build the Science Building.

The Data Center will be relocated to Building P.

Ms. Plantenga discussed the schedules for interim housing, Data Room move, and Building G modernization. The actual move of the Administration Office and 14 classrooms will occur during the summer. Ms. Aragon said the District is trying out a moving company before fully committing.

B. Joint Use Gym

Ms. Aragon said soil testing was done only at potential locations at Foothills MS for a new Joint Use Gym Building. The results revealed that a Joint Use Gym is no longer possible at this location and no other locations were available that would not adversely impact programs. Foothills MS and Hugo Reid ES are in a State defined special study zone ruling that nothing can be built within 50 feet of an active fault (movement within the last 11,000 years). Ms. Aragon said testing was done 12 years ago during modernization; however, there was no mention of the inability to build at that time.

The Joint Use Gym is now being proposed for Dana MS. The District was previously approved for State funding; however, with the change in location, a new application is required. There is no certainty of receiving State funding as many projects have already been awarded funding in the last two rounds. Funding awards will be on a first come first serve basis; however, districts that are building new schools will have priority. The Governing Board and City of Arcadia have both approved the new joint use agreement for Dana MS and have committed up to \$2 million each for the proposed gym if awarded State joint use funding.

III. ADMINISTRATION

A. Measure I General Obligation Bond Building Fund Audit

Ms. Aragon said the Measure I General Obligation Bond Building Fund received its first audit report by the firm Nigro Nigro & White, PC. In addition to a financial audit, a performance audit was also performed to ensure that the expenditures were consistent with the bond language. The District received an unqualified (clean) audit report.

B. Annual Report to Governing Board

The final draft of the 2006-2007 COC Annual Report was shared with the Committee. Ms. Aragon said changes were made based on the Committee's comments. Ms. Ayad noted a difference in the expenditure amounts as stated in the Annual Report and Measure I General Obligation Bond Building Fund Audit. Ms. Aragon will follow-up and make changes, as needed.

The Annual Report will be presented to the Governing Board on February 12, 2008. After Board approval, the District will distribute the Annual Report to the various agencies and each Committee member will receive ten copies for distribution at their discretion.

MOTION: A motion was made and seconded to approve the Annual Report to Governing Board with one possible change.

MOVED: Michael Lattanzio/Felipe Chuang

APPROVED: 8-0

Ms. Aragon requested the Committee's approval for the Chair to present the Annual Report to the Governing Board.

MOTION: A motion was made and seconded to approve the Annual Report to be presented to the Governing Board on February 12, 2008 by the Chair.

MOVED: Peter Ulrich/Susan Lawi Ayad **APPROVED:** 8-0

C. Citizens' Oversight Committee Meeting Schedule 2008-2009

Ms. Aragon presented the proposed COC meeting schedule for 2008-2009.

MOTION: A motion was made and seconded to approve the Citizens' Oversight Committee meeting schedule 2008-2009.

MOVED: Peter Ulrich/Michael Lattanzio **APPROVED:** 8-0

D. Expenditure Review

Ms. Plantenga reviewed the expenditure report for the period ending December 31, 2007. As requested, changes were made to include the revised budget. Fees related to interim housing will be included in the next expenditure report. For ease of viewing, a few Committee members suggested moving the totals from the top to the bottom for each school.

E. Questions & Answers

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

Q: What is the term of each COC member?

A: Information regarding the term of each member and the possibility of re-election will be provided at the next COC meeting. Members with a one-year term will end on June 30, 2008.

Q: Will the Facilities Coordinator and Facilities Manager attend the COC meetings?

A: Ms. Aragon said the Construction Manager will be attending as well as the Facilities Coordinator when hired. The Arcadia HS Facilities Manager will not be attending.

Q: What is the status of the vacant COC position, and what is the term of that position?

A: Ms. Aragon said the District has received applications. Once selected, it will be taken to the Board for approval. Ms. Aragon will provide information regarding the term of that position at the next COC meeting.

IV. COMMENTS

A. Audience

None.

B. Committee

Mr. Hoherd said it was clever to include the Superintendent's letter in the water bill.

C. Staff

None.

V. ADJOURNMENT

MOTION: A motion was made and seconded to adjourn the Citizens' Oversight Committee meeting at 7:20 p.m.

MOVED: Bob Hoherd/Michael Lattanzio

APPROVED: 8-0