

**Arcadia Unified School District**

**MEASURE I  
CITIZENS' OVERSIGHT COMMITTEE MEETING  
MINUTES**

**June 11, 2007**

**6:00 PM**

**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 PM on Monday, June 11, 2007, in the Board Room at the Administration Center.

**B. Roll Call**

Committee Members present: Karen Acosta, Susan Lawi Ayad, Janet Chew, Felipe Chuang, Aili Gardea, Bob Hoherd, David Lee, Peter Ulrich, Vern Whitaker

Committee Members absent: Michael Lattanzio

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

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

Visitors: 1

**C. Approval of Agenda**

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

**MOVED:** Peter Ulrich/Janet Chew

**APPROVED:** 9-0

**II. FACILITIES UPDATE**

**A. Historical Facilities Improvements**

Ms. Aragon provided a document listing the various modernization projects completed from 1994-1997, additional and continuing facility projects to date, deferred maintenance work, and routine repairs and maintenance projects.

## **B. Facilities Master Plan**

Ms. Aragon explained the Facilities Master Plan process which included a preliminary facilities study, District Wide Facilities Committee, Facilities Advisory Committee, and ultimately a General Obligation Bond election. The District hired LPA, Inc. (architects) to develop the Facilities Master Plan. McCarthy Building Companies, Inc. also helped with the Plan.

In November, 2006, a \$218 million bond was passed by Arcadia voters and \$162 million of the bond was issued in February, 2007.

Mr. Musto briefly reviewed the Executive Summary. Ms. Aragon stated that the intent was to provide facilities that would accommodate and meet the needs of our curriculum.

Ms. Aragon provided information regarding the Rancho/Bonito site which currently houses several District programs, including Independent Study, Opportunity Program, and Adult School. In addition, certain special education classes are currently held there along with a student support office. The District also receives rental income from Educational Programs for the remainder of the property.

Ms. Aragon reviewed the cost summary which included the estimated project budgets and estimated funding sources.

## **C. Contracting for Services/Construction**

Ms. Creighton reviewed the program budget. Mr. Hoherd questioned whether it is fiscally responsible to spend school bond funds to purchase a new phone/voicemail system. Mr. Ulrich stated that this item was a voter-approved expenditure of Measure I. Ms. Aragon explained that the new phone system requires an upgrade to the infrastructure, providing additional services such as voice mail. It is also integrated with other components being replaced under the bond. The District does set aside 3% of its general fund for Routine Repair and Maintenance and Deferred Maintenance as required by the State to maintain buildings. Additionally, the District sets aside some funds for replacement of technology, vehicles, buses and copiers. Dr. Shawn noted that Arcadia USD is doing more than what other districts are doing in this capacity.

Ms. Creighton explained the difference between escalation (8% per year) and contingency. Escalation deals with inflation – from the time of the budget until the time of construction. Contingency is related to unforeseen circumstances.

A facilities program spreadsheet is included in the Facilities Master Plan and updated continuously. Mr. Chuang raised the question of ADA compliance (i.e., restrooms). Mr. Musto stated that District facilities previously modernized or constructed were in compliance with ADA requirements of that time. Additional new ADA requirements will be implemented only on those current buildings included in the Facilities Master Plan.

Mr. Letson explained the consulting services selection process up to Board approval.

Ms. Creighton reviewed the construction process from request for bids to award of bids by the Board.

#### **D. Agency Compliance**

Mr. Musto reviewed the agency compliance process. Both the District and consultants are working to ensure that the plans are in compliance with the various agencies: California Department of Education, Division of the State Architect, local fire authority, and Office of Public School Construction if state funded. Construction can only start after DSA approval which can take up to nine months. Mr. Musto stated that the District is currently eligible for state funding; however, final state numbers are not yet available.

#### **E. Arcadia High School Facilities Update**

Ms. Pawli updated the Committee on the status of the projects at Arcadia High School. She reviewed the current site plans and drawings for the new Student Services Building which will add additional classrooms, replace the Administration Building and Building A, and create a new “front door” on Campus Drive.

Ms. Pawli reviewed the site plans and drawings for the Science Building to be located on Duarte Road.

Both designs included input from various user groups in the planning process and with energy efficiency in mind. Plans and buildings are tentative and subject to change.

### **III. ADMINISTRATION**

#### **A. Citizens’ Oversight Committee Meeting Schedule**

**MOTION:** A motion was made and seconded to approve the Citizens’ Oversight Committee meeting schedule with one change – rescheduled 8/20/07 to 8/27/07.

**MOVED:** Peter Ulrich/Bob Hoherd

**APPROVED:** 9-0

#### **B. Citizens’ Oversight Committee Website**

Ms. Aragon provided a list of ideas for the Citizens' Oversight Committee website. The Committee decided to use the list as a starting point.

### **C. Annual Report**

Ms. Aragon asked the Committee for direction regarding their Annual Report which they are required to present to the Board. They had two options: 1) Complete one for this fiscal year (ending June 30<sup>th</sup>) for a 5-month period; or 2) Wait until next year and complete one for a 17-month period. Ms. Aragon advised the Committee that the District will assist in the preparation. In addition, the District is required to present to the Board an independent fiscal audit which the Committee may find useful in preparing their report. Ms. Aragon will bring sample annual reports to share at the next meeting in August.

**MOTION:** A motion was made and seconded to approve the preparation of an annual report for a 5-month period (ending June 30, 2007) to correspond with the District's Fiscal Audit.

**MOVED:** Bob Hoherd/Susan Lawi Ayad **APPROVED:** 9-0

### **IV. CONSENT ITEMS**

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

**MOVED:** Bob Hoherd/Peter Ulrich **APPROVED:** 9-0

### **V. COMMENTS**

#### **A. Audience** (limited to 15 minutes in total)

##### **Raub Mathias**

816 Coronado Drive, Arcadia, CA 91007

Mr. Mathias distributed a copy of the Los Angeles County, CA, Assessor's map of Arcadia High School and the District Office. He stated that based on his assessment, the District's property line extends to the middle of the wash along El Monte and if needed could potentially be used for additional parking. Chairman Whitaker stated that this was outside the Committee's purview and referred Mr. Mathias to District staff.

#### **B. Committee**

Mr. Ulrich expressed his appreciation to both District staff and consultants for the work being done and stated he was pleased with the amount of progress being made to date.

#### **C. Staff**

Ms. Aragon thanked the Committee for attending. She advised them that future minutes will be more condensed and sent out earlier for comments/changes by

Committee members. Mr. Hoherd suggested that a deadline be given for comments/changes.

**VI. ADJOURNMENT**

**MOTION:** A motion was made and seconded to adjourn the Citizen's Oversight Committee meeting at 8:08 p.m.

**MOVED:** Bob Hoherd/Karen Acosta

**APPROVE:** 9-0