

Arcadia Unified School District

**MEASURE I
CITIZENS' OVERSIGHT COMMITTEE
MINUTES**

**May 12, 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, May 12, 2008, in the Board Room at the Administration Center.

B. Roll Call

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

Committee Members absent: Felipe Chuang, Michael Lattanzio

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

Consultants: Matt May, McCarthy Building Companies, Inc.; Garry Attridge, McCarthy Building Companies, Inc.

Visitors: 0

C. Approval of Agenda

MOTION: A motion was made and seconded to approve the agenda.
MOVED: Peter Ulrich/Bob Hoherd **APPROVED:** 8-0

D. Approval of Minutes: February 4, 2008

MOTION: A motion was made and seconded to approve the minutes.
MOVED: Bob Hoherd/Aili Gardea **APPROVED:** 8-0

II. PROJECTS UPDATE

A. Update on Arcadia High School

Mr. May said the Data Room is almost done as most of the work took place during Spring Break. Purchase of equipment is included in the Technology Plan, as well as replacement costs which are based on a 5-year plan.

Building G is being renovated for Ceramics and Silk Screening classes. This project is expected to be completed in July, 2008. In addition, the sewer and utilities lines are being replaced.

Other projects include Building P bathroom and interim housing which is in its final stages. Interim housing will house the Administration and Building A.

The McCarthy construction trailers have been placed on Duarte Road and will be there for the next 4 years. It will serve as the headquarter for the construction team.

B. Update on Phase I Schools

Plans for Student Services are moving along, pending DSA approval. The bid process will most likely start in June, 2008.

Bids for interim housing at Holly Avenue ES and Highland Oaks ES will be done first, and First Avenue MS will be done later. The District went out to bid for moving services and awarded the bid in April, 2008. It will not be necessary for teachers and staff to pack items in boxes, as they did in the past during modernization. Instead, the moving company will move the cabinets, drawers, etc. as is.

The District also bid for reprographics services. The cost for these services was included in the soft cost.

The Board approved the hiring of LPA, Inc. for architectural services and McCarthy Building Companies, Inc. for construction management services. They were previously hired to work on the Facilities Master Plan and Phase I schools. Hughes Associates, Inc. was hired to provide security consulting services for Arcadia HS and Holly Avenue ES. The company will be looking at various things from a security perspective, including lighting, the need for cameras at certain locations, as well as fencing. The need for these services was addressed at the initial stage. Ms. Aragon reassured the Committee that the budget is being monitored by the District and consultants, and funds are being spent based on what the community approved.

III. ADMINISTRATION

A. Expenditure Review

Ms. Aragon said the report has been revised based on suggestions (i.e., dates have been changed to reflect each quarter as opposed to being cumulative). The Joint Use Gym budget is still listed under Foothills MS, as it is pending State funding. If approved, it will be moved to Dana MS. Based on the circumstances, the District could decide to not move forward with the Joint Use Gym and use the excess funds for other projects.

Suggestions were made to delete the columns between “Prior Payments thru 12/31/07” and “Payments from 1/1/08 thru 3/31/08”.

B. Terms for Citizens’ Oversight Committee Members

Ms. Aragon explained that pursuant to the COC bylaws, members may serve up to two terms. The terms vary for the purpose of continuity. The Committee members were asked to complete a form stating whether they were interested in serving a second term of two years (for those with one-year terms) or if they would be able to fulfill their second year of their two-year term.

C. Questions & Answers

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

Q: How and where were the COC Annual Reports distributed?

A: It was posted on the District’s website and hard copies were provided to the COC, school sites, Arcadia Public Library, Arcadia Community Center, Arcadia Chamber of Commerce, and Arcadia City Manager’s office.

Q: What happened to the individual COC pictures that were taken?

A: Ms. Aragon said that she would follow-up with Marilyn Daleo.

IV. COMMENTS

A. Audience

None.

B. Committee

None.

C. Staff

None.

V. ADJOURNMENT

MOTION: A motion was made and seconded to adjourn the Citizens' Oversight Committee meeting at 7:10 p.m.
MOVED: Bob Hoherd/Karen Acosta **APPROVED:** 8-0

NEXT CITIZENS' OVERSIGHT COMMITTEE MEETING
Monday, August 25, 2008
6:00 PM