

Arcadia Unified School District

**MEASURE I
CITIZENS' OVERSIGHT COMMITTEE
MINUTES**

**November 5, 2007
Administration Center, Board Room
234 Campus Drive
Arcadia, CA 91007**

<p>SPECIAL MEETING (Optional) 4:30 p.m.</p>
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I. OPENING BUSINESS

A. Call to Order

The Special Meeting of the Citizens' Oversight Committee was called to order at 4:31 p.m. on Monday, November 5, 2007, in the Board Room at the Administration Center.

B. Roll Call

Committee Members present: Peter Ulrich, Vern Whitaker

Committee Members absent: Karen Acosta, Susan Lawi Ayad, Felipe Chuang, Aili Gardea, Bob Hoherd, Michael Lattanzio, David Lee

Staff present: Christina Aragon, Assistant Superintendent, Business Services; Marilyn Daleo, Public Relations Consultant; Rob Leri, Director, Technology and Information Services; Paul Letson, Director, Facilities and Maintenance, Operations & Transportation; Connie Trinh, Sr. Administrative Assistant; David Vannasdall, Principal, Arcadia High School

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

Visitors: 0

II. TOUR OF ARCADIA HIGH SCHOOL

A tour of Arcadia High School was conducted by District staff and consultants.

III. ADJOURN SPECIAL MEETING: 5:49 p.m.

<p style="text-align: center;">REGULAR MEETING 6:00 p.m.</p>

I. OPENING BUSINESS

A. Call to Order

The Regular Meeting of the Citizens' Oversight Committee was called to order at 6:01 p.m. on Monday, November 5, 2007, in the Board Room at the Administration Center.

B. Roll Call

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

Committee Members absent: Peter Ulrich

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

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

Visitors: 0

C. Approval of Agenda

MOTION: A motion was made and seconded to approve the agenda.
MOVED: Bob Hoherd/David Lee **APPROVED:** 9-0

D. Approval of Minutes: August 27, 2007

MOTION: A motion was made and seconded to approve the minutes.
MOVED: Bob Hoherd/David Lee **APPROVED:** 9-0

II. PROJECTS UPDATE

A. Presentation

1. First Avenue Middle School

Mr. Rick Musto presented information/handouts regarding First Avenue MS, including site layout, new Music Building, front office plan, and conceptual drawings. The existing Music Building is a modular building. It was determined that it would be more cost effective to demolish and rebuild than to make any additions to it. The plans include relocating the two modular buildings at the front of the school to the back of the school. The existing kitchen will be expanded and moved to the basement level. A new 3-lane decomposed granite track will be added with some minor regrading to the infield.

The proposed Music Building will be located in the front of the school. It will be considerably bigger in size and could accommodate up to 115 students. The design of the building includes a sliding wall that will allow an audience to view and hear any performance from the outside. Mr. Musto stated that they were designing with the intent to preserve the trees.

The front office space is designed to align with standards for the three middle schools. The front entrance will be improved, including replacing the concrete steps and adding some shrubs to the landscape.

Mr. David Lee pointed out that the new look should be consistent with the existing appearance for continuity purposes. Mr. Musto said the new building will be built proportionately to the existing two buildings. He also noted that they are in the design development stage and landscaping selection has not been finalized. Ms. Aragon reminded the Committee that there is limited funding.

2. Arcadia High School

a. Student Services Building

Mr. Musto provided an update on the Arcadia High School Student Services Building. It will replace the existing administration building and Row A. For cost estimating reasons, the square footage of the building has been reduced with the movement of a classroom from the first floor to the second floor. As a result of DSA review, the stairway was moved to the outside of the building to better accommodate the exit of classrooms as opposed to having persons go to the inside of the building to exit. Mr. Musto reviewed the before and after images/renderings. Polished concrete flooring is being considered for ease of cleaning in the lobby area. All other work/administrative areas will be carpeted. The public walkway from the entrance will lead to the counseling area. The administration offices will be in a controlled area.

b. Performing Arts Center

The Performing Arts Center is in the early stages of design development. The exterior wall will consist of bricks and that concept will continue to the inside of the building. It will have a seating capacity of 1,200 and will include a separate theatre and dance studio for use as a classroom. The band will continue to use the existing music room.

The goal is to keep it as cost efficient as possible while still meeting the needs of the school. There will be a temporary loss in parking spaces, but once the District Office is relocated, there will be an increase in parking spaces.

B. Arcadia High School – Interim Housing

Interim housing for the high school, as explained by Mr. Matthew May, will take place in January and is expected to continue for 3.5 years. The Board approved the leasing of the portables based on a piggyback bid. Mr. Paul Letson said the District considered purchasing, but it is more favorable to lease at this time. Housing will be situated in the parking lot by the existing music building. Interim housing will consist of 13 classrooms and 8 administrative offices, as well as 2 bathrooms (each with men/women or boy/girl).

The loss of parking spaces was considered in the planning process. Currently, the parking lot is not completely full. There are other parking lots around the campus that will offer additional parking spaces. In addition, the church across the street may possibly work with the District to provide more parking spaces.

III. ADMINISTRATION

A. Expenditure Review

Ms. Sarah Creighton reviewed the changes that were made based on comments from the last meeting. The revised budget remains the same as there have been no budget transfers. The Committee would like to see both the original budget (per the Facilities Master Plan) and current budget on every report. By doing so, as stated by Ms. Aili Gardea, the other schools would feel reassured that there is money left for their schools. Ms. Aragon reminded the Committee that their purpose is to ensure that funds are being spent appropriately. Payments for expenditures related to Phase 0 have been completed and fees related to architect and pre-construction are starting to be paid. DSA fees have been paid for projects at Holly Avenue ES, First Avenue MS, and Arcadia High School, including the Student Services Building and Science Building.

Ms. Aragon provided information regarding the Board-approved facilities positions that will manage the Facilities Master Plan. They will be paid from bond funds. Duties of the Facilities Coordinator include managing the budget and ensuring that construction is going according to plan. The Facilities Manager will be assigned to the high school, working and supporting the educational program and ensuring that the school's needs

are being met. The Senior Accounting Technician will pay the bills and assist in maximizing State funding.

The current accounting program, provided by the Los Angeles County Office of Education (LACOE), is limited to tracking expenditures by fiscal year. The two new technology positions will develop and support the new accounting and budget management system to accommodate a multi-year program. Ms. Aragon stated that the District considered other systems; however, based on the needs of the program, they would be too costly to purchase.

The Facilities Manager has been hired, and the District is in the process of conducting second interviews for the Facilities Coordinator. The Senior Accounting Technician position will be hired as soon as possible.

B. Draft Review of Annual Report to Governing Board

Mr. Bob Hoherd suggested rephrasing the projects section to state the work that has been completed, not just those in progress. Chairman Whitaker suggested including information regarding the three phases and noting that the District is in Phase 1.

The District audit will be going to the Board in December. Since the first Board meeting in January follows the holidays, Ms. Aragon proposed (and the Committee concurred) that the COC Annual Report be presented to the Board on February 12, 2008. Ms. Aragon will work with Chairman Whitaker on the message to be included in the Annual Report.

Ms. Aragon said that there is no requirement to mail the Annual Report to the Board or community. The Committee requested the District to inform the public of the availability of the Annual Report as follows: (1) Website, (2) Water bill – inform residents that the Annual Report is available on the website or contact the District Office for a copy, (3) Community Report (prepared and distributed by the District annually), and (4) Superintendent's Column in the newspaper. In addition, copies of the report will be provided to the COC, school sites, Public Library, Community Center, and Chamber of Commerce.

A new draft of the report will be emailed to the COC prior to winter break for comments. Chairman Whitaker will work on his article during winter break. Ms. Aragon will work with the Chairman to email the third draft to the Committee for review during the third week of January, to be finalized at the COC meeting on February 4, 2008.

C. Vacancy Update on Citizens' Oversight Committee

Ms. Aragon informed the Committee that today was the deadline for applications. The School Board will appoint the candidate at the December or January meeting. Ms.

Trinh will inform the Committee of the individual's name via email after he/she has been appointed.

D. Questions & Answers

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

Q: Were local vendors given any special considerations when submitting bids?

A: Mr. May said that they were not given any special considerations. As required, award of bid is to the lowest bidder. Ms. Creighton added that requests are accepted from those who are interested in submitting bids, and they are notified when the District goes out to bid.

IV. COMMENTS

A. Audience

None.

B. Committee

None.

C. Staff

Ms. Aragon thanked the Committee and encouraged them to continue to provide feedback.

V. ADJOURNMENT

MOTION: A motion was made and seconded to adjourn the Citizens' Oversight Committee meeting at 7:45 p.m.

MOVED: Michael Lattanzio/Felipe Chuang **APPROVED:** 9-0