



**REAL PROPERTY ADVISORY COMMITTEE  
OF THE POWAY UNIFIED SCHOOL DISTRICT  
(7.11 Committee)  
MEETING MINUTES  
Tuesday, February 28, 2012**

**I. PRELIMINARY**

*a. Call to Order*

The first meeting of the Real Property Advisory Committee was called to order at 6:30 p.m. by Sandi Burgoyne, PUSD Director.

*b. Members in Attendance/Introductions*

Committee members and attendees introduced themselves and provided a little information about their background and interest in the Committee.

Members Present: Sabrina Butler  
Rob Caringella  
Mark Claussen  
Debra Keel Cooper  
Kathy Frost  
Amy Huff  
John Spelta  
Bill Stewart  
Michael Tarantino

Others Present: Sandi Burgoyne, Director  
John Collins, Superintendent  
Tyree Dorward, BB&K  
Joe Taylor, Consultant  
Malliga Tholandi, Associate Superintendent  
Rheia Vigay, Senior Planning Analyst

*c. Selection of Chair and Vice Chair*

Ms. Burgoyne asked for volunteers to fill the positions of Chair and Vice Chair. Kathy Frost accepted the position of Chair and Mark Claussen accepted the position of Vice Chair

*d. Approval of Agenda*

Ms. Burgoyne reviewed the agenda items and then turned the meeting over to the District legal counsel, Tyree Dorward.

**II. ITEMS OF BUSINESS**

*a. Review of the Brown Act and Conflict of Interest (Form 700) Requirements*

Mr. Dorward reviewed the general Brown Act requirements. It was also decided that since the Committee was advisory only, the need for a Form 700 would not be necessary.

*b. Review of Purpose and Tasks of the Committee*

A PowerPoint presentation (**attached**) was made by Mr. Dorward reviewing the Education Code requirements, process, and tasks of the Committee.

Joe Taylor provided additional information about the real properties that the Committee would be considering.

*c. Future meeting Dates and Locations*

Ms. Burgoyne proposed the following times and dates for future meetings. All meetings will be held in Conference Room #204 at the Administration Center, 15250 Avenue of Science from 6:30 p.m. – 8:30 p.m.

Tuesday, March 13

Tuesday, March 27

Tuesday, April 10

Tuesday, April 24

Tuesday, May 8

Two tentative Board Meeting target dates were provided to the Committee as proposed dates to present the Committee's Report to the PUSD Board of Education:

Monday, April 16

Tuesday, May 8

*d. Determination of time limit for Public Comment*

To be discussed at future meeting

III. PUBLIC COMMENTS

a. There were no public comments.

IV. **ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.

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Kathy Frost, Chair

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Mark Claussen, Vice Chair