

ABC Unified School District

AD HOC BOARD ADVISORY-FACILITIES COMMITTEE MEETING

Minutes

Thursday, September 8, 2016
6:00 p.m. – District Office Board Room

- Members Present:** Brad Beach, Cynthia Corrales, Hugo Enciso (arrived at 6:10), Justin Hogenauer, Jennifer Hong, Kyo Kim, Miguel Marco (arrived at 7:05), Ernie Nishii, Shauna Olea, Celia Spitzer, Ivonne Vargas, Laura Walton, Edward Young
- Alternate Members Present:** Gordon Hom (arrived at 7:15), Ruben Mancillas, Lizet Mendoza
- Staff Members Present:** Toan Nguyen, Assistant Superintendent-Business Services/Chief Financial Officer
James Poper, Director-Maintenance, Operations, Transportation & Facilities
- Members Absent:** Tony Ballardo, Richard Hathaway, Bob Hughlett, - Rebecca Michel-Macias, Richard Reed
- Alternate Members Absent:** Louise Dodson, David Harris, David Montgomery, Gina Zietlow

Board Member Liaisons: Lynda Johnson, Maynard Law

MEETING CONVENED AT 6:03 P.M.

1. **Agenda**
Approve Agenda of September 8, 2016 - Mr. Edward Young moved to approve the agenda; Mrs. Jennifer Hong seconded the motion. The motion carried 13-0.
2. **Minutes**
Approve Minutes of the August 11, 2016 meeting – Mrs. Celia Spitzer moved to approve the minutes as presented; Mrs. Cynthia Corrales seconded the motion. The motion carried 8-0-5 (Brad Beach, Justin Hogenauer, Ruben Mancillas, Shauna Olea, Laura Walton-Abstain)
3. **Review of Committee mission, charge, and duties & responsibilities**
Mr. Nguyen reviewed the Board approved mission, charge, and duties & responsibilities of the Committee. Committee Members discussed the following: list of deferred maintenance projects; maintenance & repair and enhancement categories for projects; possible review of district policy by the Committee;

subcommittee to prioritize and make recommendations for site needs; evaluation of existing buildings; community input; community characteristics; consistency and equity for each site; deferred maintenance and capital improvement projects and the different requirements; and sub categories for prioritizing projects. There was a consensus of the Committee to not include deferred maintenance items in the Committee's recommendations.

4. **Review of Committee Progress**

Mr. Poper reviewed the list of what the Committee has accomplished to date and shared that the Committee is ready to visit sites and meet with staffs.

5. **Technology Sub Committee – Discussion**

Mr. Nguyen shared that after the presentation at the August committee meeting regarding educational needs of the District, there was committee consensus to create a technology subcommittee to evaluate and make recommendations on technology needs. Committee discussion followed. Committee Members discussed the following: Board Ad Hoc Technology Committee work and recommendations made to the Board; updates in infrastructure, devices, and classroom enhancements; possible visits to other school districts; importance of technology in classrooms and how it is ever changing; Ad Hoc Technology Committee report to be given to Committee Members; 21st Century Classrooms; classroom technology equity for all schools; some schools having more technology than others; and subcommittees to look at technology;

6. **Site Visit Agenda (Draft)**

a. Committee discussion on site visit process

Mr. Poper reviewed a draft of the Site Visit Agenda. He shared that district staff will prepare site staffs prior to the subcommittees' visits. Committee discussion followed. Committee Members discussed the following: changes to agenda such as additional time for site visits, meetings with site staffs, and gathering input from community; priority categories; sharing process with principals; having information priority lists before site visits; equity at all sites; evaluating and listening to site needs; subcommittees will report back to full committee and the full committee will present recommendations to the Board; additional input and outreach opportunities for the community; sites to provide documentation of community communication and input gathering; criteria for evaluating needs; committee members could attend site input meetings; and possible districtwide town hall meeting on facilities. Mr. Nguyen shared that there should be an additional meeting with each site community to review subcommittee recommendations. Committee discussion continued. Committee Members also discussed giving feedback to community, equity for all sites by enrollment or facility size, allow additional feedback from community after site visits, importance of student safety, town hall meetings by grade level, and possible grants for retrofitting buildings. Ernie Nishii moved, Hugo Enciso seconded to approve the Site Visit Agenda with modifications. The motion carried 15-0.

7. Rubric Checklist (2nd Draft)

Mr. Poper reviewed the 2nd draft of a rubric checklist and site/building surveys. Committee discussed followed. Committee Members discussed deferred maintenance/repairs being a separate category, site staffs will give input in the rubric for subcommittees, retrofitting of buildings and state provided guidelines, and classroom technology infrastructures.

8. Site Visit Calendar (subcommittee break out and calendar site visits)

- a. Determine time of day to be on campus
- b. Determine time of day to meet with Administration and/or staff

The Committee Members broke into subcommittees and discussed dates and times for their site visits. Chairperson Brad Beach announced the following subcommittee assignment additions/changes: Ernie Nishii to Team 5 – Elementary Schools #3 (Kennedy, Leal, Melbourne, Niemes, Nixon) & District Office West); Hugo Enciso to Team 3 – Elementary Schools #1 (Aloha, Bragg, Burbank, Carver, Cerritos ES) & Nutrition Services Central Kitchen; and Gordon Hom to Team 1 – High Schools & Adult School. Chairperson Brad Beach asked that each subcommittee email site visit dates to Mr. Nguyen and/or Maria Machado.

9. Discussion on the “End Game”

- a. What will final report to Board look like?
 - i. Written
 - ii. Graphic
 - iii. Consultant Needed?

Celia Spitzer moved and Cynthia Corrales seconded to table agenda item **Discussion on the “End Game”**. The motion carried 15-0.

Reminder: Next meeting will be held on Thursday October 13, 2016 at 6:00 p.m. at the District Boardroom.

ADJOURNMENT

Meeting was adjourned by Chairperson Brad Beach at 7:50 p.m.

Minutes submitted by Maria Machado