

# ABC Unified School District

## AD HOC BOARD ADVISORY-FACILITIES COMMITTEE MEETING

### Minutes

Thursday, February 9, 2017  
6:00 p.m. – District Office Board Room

<b>Members Present:</b>	Brad Beach, Cynthia Corrales, Hugo Enciso (arrived at 6:10), Luis Gonzalez, Richard Hathaway, Justin Hogenauer (arrived 6:02), Jennifer Hong, Bob Hughlett, Kyo Kim, Miguel Marco, Shauna Olea, Celia Spitzer, Ivonne Vargas, Laura Walton (arrived at 6:07), Edward Young
<b>Alternate Members Present:</b>	Louise Dodson (left at 6:30)
<b>Board Member Liaisons:</b>	Lynda Johnson, Maynard Law
<b>Staff Members Present:</b>	James Poper, Director-Maintenance, Operations, Transportation & Facilities (MOTF)
<b>Members Absent:</b>	David Harris, Rebecca Michel-Macias, Ernie Nishii
<b>Alternate Members Absent:</b>	Tony Ballardo, Gordon Hom, Ruben Mancillas, David Montgomery, Sang-Hyun Park, Gina Zietlow
<b>Staff Members Absent:</b>	Toan Nguyen, Assistant Superintendent-Business Services/Chief Financial Officer

MEETING CONVENED AT 6:00 P.M.

1. **Agenda**  
Approve Agenda of February 9, 2017 - Mr. Richard Hathaway moved to approve the agenda; Mrs. Celia Spitzer seconded the motion. The motion carried 13-0.
2. **Minutes**  
Approve Minutes of the January 12, 2017 meeting – Mr. Richard Hathaway moved to approve the minutes; Mrs. Jennifer Hong seconded the motion. The motion carried 13-0-1 (Luis Gonzalez-Abstain)

Chairperson Brad Beach introduced new committee member Luis Gonzalez.

**3. Public Comments**

Mr. Kirit Chauhan, community member, shared that Board Policies have recently changed and the Committee needs to make sure all schools are following the updated Policies. He shared that during the Cerritos HS facility walk there was a concern regarding number of restrooms for students and distributed information to the Committee regarding restrooms to student ratio. Mr. Chauhan also distributed information regarding providing locations for breast feeding for staff and students. He also stated the District should make sure Board Policies are up-to-date regarding gender equality.

**4. Progress Report to the Board 2/7/17 - Update**

Chairperson Brad Beach shared that he, Celia Spitzer, and Laura Walton presented an update on the Committee's work to the Board on February 7<sup>th</sup>. He added that the Board thanked the Committee for their work, especially on the facilities site visits. Cynthia Corrales thanked the three committee members for their Board presentation.

**5. Subcommittee Site Visits - Update**

- a. Staff update on site visit progress
  - b. Subcommittee members report and feedback on Site Visits
- There were no new updates from the subcommittees on site visits.

**6. District Site Tours of 21<sup>st</sup> Century learning spaces – Update**

- a. New Construction Site Tour Possibilities
- b. Modernized Construction Site Tour Possibilities
- c. Pre-Site Visit Report from Staff

James Poper, Director-Maintenance, Operations, Transportation & Facilities (MOTF), shared information on his visits to schools at Downey Unified School District, Long Beach Unified School District, and Irvine Unified School District. He stated that Beacon and Portola schools in Irvine would be good schools to observe 21<sup>st</sup> Century classrooms. He added that other districts are using technology and classroom set-up differently to meet their needs. Mr. Poper will also be visiting additional schools in Arcadia, Tustin, and Manhattan Beach and will prepare a list of schools for members to visit. Committee discussion followed and committee members discussed reasons for low enrollment at potential schools to visit, visiting some schools that have been updated, not new construction, and having input from the Information Technology department.

**7. Staff Update on Consultant Selection Process**

Chairperson Brad Beach shared information regarding interviews for a consultant firm to help the Committee prepare the final report to the Board. Brad Beach stated that he, James Poper, Louise Dodson, Richard Hathaway, and Gina Zietlow participated in the interviews and that the consultants were pleased with the work of the Committee regarding site visits. Committee discussion followed. Committee members discussed bid process, consultant qualifications, costs, and process for choosing the consultant firms that were interviewed.

**8. Final Report Discussion - Possible Recommendations**

- a. Needs as previously discussed organize in “Categories or Themes”
- b. Possibly recommend a study at each site to **reorganize existing facility** for consolidation, and to maximize site utilization efficiency
- c. Aerial Maps - Validate or make recommendation for future construction and parking or vehicle circulation needs

Chairperson Brad Beach asked committee members for input on how the final report will be organized. Committee discussion followed and committee members discussed using categories or themes in the final report and having time for committee members to review the subcommittee site visit reports.

**9. Standards Discussion – Possible Recommendations**

- a. Possible recommendation to create District Classroom Standards
  - i. Classroom components per each grade level
  - ii. Classroom components per room type (standard, lab, etc) and per grade level
- b. Possible recommendation to merge the above with Information Technology Standards

Mr. Poper shared information on possible recommendations for classroom standards and physical layouts at each school that could be included in the final report to the Board. Committee discussion followed. Committee members discussed the following: library facilities that could be utilized differently; gathering input from schools and making recommendations; teachers having flexibility for their classroom set-up; equability at all schools; and unique classrooms needs for different subjects taught.

**10. Subcommittee Break Out and Discussion of Draft Site Visit Reports**

- a. Staff update on site visit progress
- b. Subcommittee members report and feedback on Site Visits

Chairperson Brad Beach tabled the agenda item because all subcommittees have submitted their site visit reports.

Committee members discussed having the consultant meet with subcommittees, consultant using subcommittee site visit reports in preparing the final report to the Board, and upcoming tasks of the Committee.

**Reminder:** Next meeting will be held on Thursday March 9, 2017 at 6:00 p.m. at the District Boardroom.

**ADJOURNMENT**

Meeting was adjourned by Chairperson Brad Beach at 6:52 p.m.