

# ABC Unified School District

## AD HOC BOARD ADVISORY-FACILITIES COMMITTEE MEETING

### Minutes

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

- Members Present:** Brad Beach, Cynthia Corrales, David Harris (arrived at 7:25), Richard Hathaway, Justin Hogenauer, Jennifer Hong, Bob Hughlett, Kyo Kim, Miguel Marco, Ernie Nishii (arrived at 6:15), Shauna Olea, Celia Spitzer, Ivonne Vargas, Laura Walton, Edward Young
- Alternate Members Present:** Louise Dodson (arrived at 7:23), Sang-Hyun Park
- Staff Members Present:** Toan Nguyen, Assistant Superintendent-Business Services/Chief Financial Officer  
James Poper, Director-Maintenance, Operations, Transportation & Facilities (MOTF)
- Members Absent:** Hugo Enciso, Rebecca Michel-Macias
- Alternate Members Absent:** Tony Ballardo, Gordon Hom, Ruben Mancillas, David Montgomery, Gina Zietlow
- Board Member Liaisons:** Maynard Law
- Board Member Liaisons Absent:** Lynda Johnson

MEETING CONVENED AT 6:00 P.M.

- Agenda**  
Approve Agenda of December 8, 2016 - Mr. Richard Hathaway moved to approve the agenda; Mrs. Celia Spitzer seconded the motion. The motion carried 13-0.
- Minutes**  
Approve Minutes of the November 10, 2016 meeting – Mr. Richard Hathaway moved to approve the minutes; Mrs. Jennifer Hong seconded the motion. The motion carried 11-0-2 (Bob Hughlett, Laura Walton-Abstain)
- Public Comments**  
There were no comments from the public.

**4. Site Visits Update**

- a. Sub-Committee report and feedback on Site Visits
- b. Discussion – Draft Site Visit Preliminary Report/Notes
- c. Updated Site Visit Schedule w/Teams
- d. Updated Site Visit Calendar

Committee members shared information on their experiences visiting schools and district sites gathering input from staff, parents, and communities regarding facilities needs. They shared some of the facility concerns expressed during the visits such as the following: shade for students; condition of restrooms; need for 21<sup>st</sup> Century classrooms with mobile student desks and chairs; safety issues; drop off/pick up traffic issues; playground covering; fire alarm systems; need for soundproofing in classrooms; swimming pool at Artesia HS, and having sufficient number of restrooms for students.

Mr. Poper shared information regarding a template for the site visits so that documentation from the site visits would be consistent. Staff will email a template to committee members for taking notes during site visits.

Committee Members discussed how subcommittees would meet after the site visits are completed to discuss their findings. Some options were to break into subcommittees during a scheduled monthly committee meeting, meet separate from monthly meetings, email notes to other subcommittee members, and send members' site visit notes to Mr. Poper. It was a consensus of the committee to have each subcommittee either meet separately or work together through email.

Committee Members discussed the list of subcommittees and that Team 4 only has two members visiting sites due to a recent resignation. It was decided that Team 4 would not add a new subcommittee member and finish their site visits.

Committee Members discussed visiting other districts to see some 21<sup>st</sup> Century classrooms. Mr. Nguyen stated that staff will schedule visits to an elementary, middle, and high school in other districts in February, after site visits, for committee members to see 21<sup>st</sup> Century classrooms and will also provide photos of 21<sup>st</sup> Century classrooms. Committee discussion continued. Members discussed having a staff member visit other districts with committee members, option to open the visits to the community, information on facilities to be included in the Superintendent's District Digest for the community, and having a 21<sup>st</sup> Century classroom in ABC and invite the community to visit. Richard Hathaway moved, Laura Walton seconded to having open visits to community members be discussed in more detail at a future committee meeting. The motion carried 15-0.

**5. Professional Services Fees – Architects**

Three firms from the District’s list of qualified architects were asked to provide “informal” fee information. Committee may discuss what type of consulting services may be needed and discuss hourly fee vs. lump sum fee.

Sample of services that a consultant may provide:

- A. Share samples of similar FMP updates that consultant has prepared for other Districts
- B. Meet with committee and respond to any committee questions to help guide the presentation format of the “Facilities Needs Assessment Update 2017”.
- C. Once the Committee has agreed on the final document format, the consultant will assemble the site information and prepare the final document titled: Ad Hoc Board Advisory-Facilities Committee – 2017 Recommended Update to the ABC Unified School District 2014 FACILITIES NEEDS ASSESSMENT/FACILITIES MASTER PLAN
- D. Consultant to possibly join the Committee representatives when the Committee members make the final presentation to the Board.
- E. New Item - Possible Consultant Timeline:
  - a. Staff to prepare a Request for Proposal (RFP) to include: Scope of services, Qualifications of firm, & format for fee proposal.
  - b. Handout – possible timeline up to Board Presentation

Chairperson Brad Beach stated that the Committee needs to consider having a consultant assist in compiling the final document to be presented to the Board and asked if the Board needs the costs associated with facility needs. Mr. Nguyen reviewed the charge of the Committee that includes costs of projects. He added that staff can estimate these costs. Committee discussion followed. Committee Members discussed the following: estimated costs for projects are in the 2014 Facilities Master Plan; writer to finalize wording on the final document; prioritize final list of needs; confirmation that the Committee would not be looking at deferred maintenance projects; Board should prioritize the list of needs; possibility of staff giving information to the Committee on what is needed to complete the final document to the Board; and giving options and suggestions to sites on their needs list. Bob Hughlett moved Laura Walton seconded to hire a consultant to prepare the final presentation document to the Board with staff input. Committee discussion continued. Committee Members discussed the need for a consultant, keeping costs down, making the final document a summary of findings – not the detail in the 2014 Facilities Master Plan, informing the community of the work of the Committee, make the entire document available to community, and informing the Community of the findings. The motion carried 15-0.

**Reminder:** Next meeting will be held on Thursday January 12, 2017 at 6:00 p.m. at the District Boardroom.

**ADJOURNMENT**

Meeting was adjourned by Chairperson Brad Beach at 7:10 p.m.

Minutes submitted by Maria Machado