

ABC Unified School District

AD HOC BOARD ADVISORY-FACILITIES COMMITTEE MEETING

Minutes

Thursday, November 10, 2016
6:00 p.m. – District Office Board Room

- Members Present:** Brad Beach, Cynthia Corrales (left at 7:30), Hugo Enciso, Richard Hathaway, Justin Hogenauer, Jennifer Hong, Kyo Kim, Miguel Marco, Ernie Nishii, Shauna Olea, Celia Spitzer (arrived at 6:05), Ivonne Vargas, Edward Young
- Alternate Members Present:** 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:** David Harris, Bob Hughlett, Lizet Mendoza, Rebecca Michel-Macias, Richard Reed, Laura Walton
- Alternate Members Absent:** Tony Ballardo, Louise Dodson, Gordon Hom, Ruben Mancillas, David Montgomery, Gina Zietlow
- Board Member Liaisons:** Lynda Johnson
- Board Member Liaisons Absent:** Maynard Law
- Board Member in Attendance:** Soo Yoo

MEETING CONVENED AT 6:00 P.M.

- Agenda**
Approve Agenda of November 10, 2016 - Mr. Richard Hathaway moved to approve the agenda; Mr. Ernie Nishii seconded the motion. Mr. Hathaway asked a clarifying question regarding agenda item **Progress Update from School Sites and Calendar**. The motion carried 13-0.
- Minutes**
Approve Minutes of the October 13, 2016 meeting – Mr. Richard Hathaway moved to approve the minutes; Mrs. Jennifer Hong seconded the motion. The motion carried 11-0-2 (Dr. Sang-Hyun Park, Ivonne Vargas-Abstain)

3. **Public Comments**

Mr. Kirit Chauhan, community member, distributed information to the Committee regarding providing shade at schools such as California Education Code stating that schools shall allow for sun protection and pictures of students sitting on the ground eating. Mr. Chauhan shared that ABC Board Policy is not inclusive of sun protection and asked the Committee to support the request for shade at the high schools.

4. **Meeting norms**

Chairperson Brad Beach reviewed meeting norms for the Committee such as making meetings a priority, attendance importance, and setting aside personal agendas to focus on needs of the District.

5. **October, 2016 Board Report Debrief**

Chairman Brad Beach reviewed minutes from the October 18, 2016 Board of Education meeting where he, Vice Chairperson Laura Walton, and Committee Member Celia Spitzer presented an update on the work of the Committee. Mr. Nguyen shared that Committee was well represented at the Board meeting presentation.

6. **Progress Update from School Sites & Calendar**

Mr. Nguyen shared that district staff has been working on scheduling site visits. He added that there are a couple of dates where three sites will be visited. He added that he and Mr. Poper would not be able to be at the third visit on those dates. The Committee agreed to have the MOTF Manager Mr. Robert Kay be at some of the site visits. Committee members discussed start times for the site visits and it decided to have all site visits begin at 3:00 p.m. Committee Members asked if subcommittees would have each site's packet prior to the visits. Mr. Poper stated that staff will email and have copies available for pick up at the District Office prior to all site visits.

7. **Shade Structures**

- a. Recommended by community member on October 13, 2016
- b. Install shade structures at high schools as soon as possible
- c. Accelerate recommendation to Board as priority?
- d. Or, move this item into Needs Assessment process per original Committee charge?

Mr. Nguyen shared that the Committee will need to decide if they want to address the issue of shade at high schools separately from the Committee's charge of reviewing facilities needs in the District. Committee discussion followed. Committee Members discussed the following: shade not being part of the Committee's charge; not addressing shade separately now and letting the Committee continue the normal process of looking at all sites; the Board of Education can address the shade before the Committee completes its charge; parent concerns regarding the need for shade; Board President referring

community members with shade concerns to the Facilities Committee; and shade being a safety concern. Mr. Nishii distributed information regarding risk of skin cancer from sun exposure and pictures of students sitting on the ground eating. Committee discussion continued. Committee Members discussed the following: students sitting on the ground during lunch; employees having places to eat, but not students; keeping the normal process ensures gathering community input regarding facilities; committee's charge of updating facility needs in the District; appreciation of public comments; Committee members will be looking at shade during site visits; addressing shade concerns now and not waiting until the June report to the Board; and possible liability concerns. Mr. Hathaway moved, Mrs. Spitzer seconded to send the request for shade back to the Board without recommendation. Committee discussion continued and members discussed the following: student safety being a charge of the Committee; recommending the Board address the shade issue immediately; shade at all schools, possibility to have enough seating for all students; facility needs prioritized by principals and shared during site visits; shade needs at schools was in the 2014 Facilities Master Plan; equitability for all facility needs throughout the process; and committee due diligence. Mr. Hathaway amended his original motion to keep shade structures in the needs assessment process per the original committee charge; Mrs. Spitzer seconded the amendment to the original motion. Committee discussion continued. Committee Members discussed health safety issues, committee does not need to wait until June to make recommendation to the Board, and committee input is not needed for Board action. Chairperson Brad Beach asked for a roll call vote on the amended motion that was recorded as follows: Brad Beach-No; Cynthia Corrales-No; Hugo Enciso-Yes; Richard Hathaway-Yes; Justin Hogenauer-No; Jennifer Hong-Yes; Kyo Kim-Yes; Miguel Marco-Yes; Ernie Nishii-No; Shauna Olea-No; Celia Spitzer-Yes; Ivonne Vargas-Yes; Edward Young-No; Sang-Hyun Park-Yes. The motion carried 8-6. Mr. Nguyen stated that staff can always address safety concerns with site principals and take appropriate actions as needed to ensure that the District is addressing all health and safety issues as necessary.

Public Comments:

Mr. Kirit Chauhan, community member, stated that he was instructed by Board Members to come to the Committee with his concerns. He added that there are different options for types of shade structures appropriate for schools that are reasonable and providing shade at schools can be done.

Board Member Soo Yoo asked if committee minutes are available for review. She added that Board Members can gather input on whether shade is a health/safety issue.

Mr. Nguyen shared that staff will work with school staffs and report to the Board. Hugo Enciso stated that the Board might have been waiting the result of Proposition 55 to decide and the community should continue to express their concerns.

8. Funds to High Schools for Health and Safety Facility Needs

- a. High School to be allocated \$400,000 per school
- b. Funds allocated for Health & Safety items derived from the FMP survey
- c. Targeted for Health & Safety, to minimize district liability
- d. Recommendations to Board for approval in January and RFP in February

Mr. Nishii shared that there are health/safety needs at the high schools and schools and communities could be allowed to identify specific needs and address them now. Committee discussion followed and members discussed that health/safety is already part of the Committee's process and the Committee does not have the authority to allocate funds to schools. Mr. Hathaway moved, Mrs. Spitzer seconded to consider health/safety needs in the needs assessment process per the original committee charge. The motion carried 11-2.

9. Professional Services Fees – Architects

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. Prepare the final document titled: Ad Hoc Board Advisory-Facilities Committee –Recommended Update to the ABC Unified School District 2014 FACILITIES NEEDS ASSESSMENT/FACILITIES MASTER PLAN.
- d. Consultant is available when the Committee members make the final presentation to the Board.

Mr. Nguyen shared that at the previous meeting it was requested that staff provide cost information on consultant services for the final June report to the Board. Mr. Poper reviewed the information on consultant fees from three experienced architect consultant firms such as hourly rates, design, technical support, and timeline. Mrs. Spitzer asked clarifying questions regarding consultant costs from the Facilities Master Plan, non-school site costs, and high costs of the estimates. Mrs. Spitzer moved, Mr. Hathaway seconded to table future discussion on the item to the next committee meeting. The motion carried 12-1. Committee members asked clarifying questions regarding solar panels, timeline requirements, and the need for more specific information on consultant costs.

Reminder: Next meeting will be held on Thursday December 8, 2016 at 6:00 p.m. at the District Boardroom.

ADJOURNMENT

Meeting was adjourned by Chairperson Brad Beach at 7:55 p.m.

Minutes submitted by Maria Machado