

Facilities Advisory Committee (FAC) Minutes, October 3, 2018

Meeting was called to order at 7:46 p.m.

Members present: Sharon Coco, Robert Hou, Irene Shen, Bryan Gebhardt, Antonio Birbeck-Herrera, Tarrah Henrie, Miriam Mustafa, Henry Fung, Joyce Recar, Liz Fischer

Members absent: Rachelle Currie, Andrew Law, Steve Musto, Robin Champoux, Cynthia Kan

Others present: Ken Blackstone, PIO Facilities & Construction; John Chwastyk, Director of Facilities; Aaron Kael, Vanir Construction Management, Inc.

The meeting began with the Pledge of Allegiance and members introducing themselves. Tarrah Henrie asked each member to give their name and preferred pronoun.

Mr. Blackstone shared that Steve Musto, FSMA Rep., Robin Champoux, SEIU Rep., and Dr. Cynthia Kan submitted their resignations from the Facilities Advisory Committee, citing they felt they could not meet the required time commitment. The Associations' will work toward filling those positions and staff will solicit new applicants from the community/parents.

Approval of Previous Month's Meeting Notes

Mr. Herrera asked for approval of the minutes of the September meeting. He noted minor edits that he has shared with Sharon Coco. Given there were no further changes, he asked that the minutes be accepted as corrected.

The minutes with the accepted changes were approved unanimously.

Oral & Written Communications

Oral communications were received from Members Henry Fung and Robert Hou regarding large network servers that were installed in a small room serving as an office at one of the elementary schools and are making the room too hot. While the IT staff is working with Maintenance to resolve the issue, it was brought to the attention of Mr. Fung as the FUDTA representative on this committee and to Mr. Hou, who also serves on the Technology Advisory Committee. While this discussion probably doesn't fall within the purview of this committee because it was IT-related, Mr. Hou brought up the point to raise awareness and suggest we be proactive in ensuring we have a process for directions to be clearly provided and followed. Chair Antonio Herrera suggested that Bylaws, Standing Rules and Protocols Subcommittee can help vet these types of issues for discussion by the full committee.

Collect Form 700

Mr. Blackstone collected the Form 700 from committee members.

Take Volunteers or Vote for Staggered Terms

Per Art. IV, Section B of the Bylaws, 2 or 3 parent members and 2 or 3 community members will volunteer to serve three-year terms.

Mr. Herrera asked for volunteers interested in serving a three-year term.

Bryan Gebhardt - Parent Member, volunteered to serve a three-year term.

Sharon Coco - Community Member, volunteered to serve a three-year term.
Tarrah Henrie - Parent Member, volunteered to serve a three-year term.

This item will be revisited again at the November meeting.

Adoption of Special Meeting Schedule to allow for Monthly Meetings

Mr. Herrera suggested a process for agenda items going forward.

Discuss; Motion; a second on the motion; and debate/discussion; then move to the motion at hand. He asked for a volunteer timekeeper to keep the committee on track. Ken Blackstone volunteered to help us adhere to the assigned time for each agenda item.

Bryan Gebhardt shared that the CBOC elected to meet monthly and that the FAC should also meet monthly. This will allow for more timely discussions and decisions.

Antonio Herrera, talked about a quorum being nine, which is a majority of the total members (16). He shared that he has spoken with two Board members and that he will speak with a third member to understand clearly the expectation of the Facilities Advisory Committee.

On a motion by Bryan Gebhardt, seconded by Tarrah Henrie, the committee voted unanimously to hold monthly meetings, on the first Wednesday of each month at 7:30 p.m.

Ken Blackstone reviewed the bylaws regarding member absences from meetings.

Discussion was held on whether or not absences will include the July and August meetings. A motion was made and passed unanimously to exclude the meetings of July and August, and that a special meeting could be called, if necessary, during those months.

Sharon Coco will provide a matrix of the remainder of the meetings for 2018/2019.

Creation of Long-Range Facility Plan Subcommittee (5 members)

Mr. Herrera said this subcommittee will help to empower the committee to do its work and provide recommendations or proposals to the committee while meeting in smaller, working groups that do not violate the Brown Act. The Chair informed the committee that the Board planned to discuss whether to update the Long-Range Facilities Plan at its next meeting and we need to be attentive to that discussion because it may provide some direction as to what the Board wants from this committee.

There was discussion of how the Board may choose to engage the community to receive its input and what role the FAC may have in that effort.

John Chwastyk, Director of Facilities shared that once the Board has authorized staff to seek proposals, the vendor selected will assess what has already been done, look at what is currently being done, look at forecasts for enrollment growth and other data and include community input.

The Chair stated that this subcommittee would really need to own this part of the larger committee and provide reports and really be on top of the LRFP revision process. He mentioned the cost of the last LRFP was \$250,000 and the estimated cost for an updated plan was only \$300,000, which was very reasonable.

Bryan Gebhardt suggested the subcommittee would be very helpful in providing information such as a proposed calendar and scope, a proposed FAC role and framework for how the committee can help best and serve a multitude of purposes when it comes to community engagement of a potential bon.

Tarrah Henrie suggested that the subcommittee could attend the Board meetings and communicate that FAC's support.

Liz Fischer made a motion to defer the creation of a subcommittee for the LRFP to the next meeting. The motion was seconded by Joyce Recar. The motion passes with a majority. Two nay votes were cast by members Tara Henrie and Bryan Gebhardt.

Creation of Bylaws, Standing Rules and Protocols Subcommittee (3 members)

Antonio Herrera introduced the item and talked about the goal of the subcommittee.

- How do we prioritize questions to staff?
- What should we do regarding oral and written communications?

A meeting is a majority of members present. Robert Hou stated that quorum will be a huge issue.

- If a minority of this body disagrees, it can be included in a minority report to the Board of Education.
- Decisions should be consensus driven. We should try and iron out disagreements. Chair Herrera gave examples of subcommittees requiring 80% and two-thirds majority to pass a motion and encouraged the subcommittee to look at more than a simple majority.
- Joyce Recar - how does the group envision the work of this subcommittee? Chair Herrera suggested that every member would be active, but that the details of how often they meet, when and where, etc., would need to be worked out by the subcommittee itself.
- Robert Hou - shared that the bylaws aren't complicated, but also not trivial.
- Bryan Gebhardt – stated a wish that the subcommittee submit changes to the Board by the next meeting.
- Liz Fischer - reminded the group to be sensitive to staff's time.

On a motion by Tarrah Henrie, unanimously approved, a subcommittee to be formed to address FAC Bylaws, Standing Rules and Protocols Subcommittee.

On a motion by Liz Fischer, the FAC unanimously approved the following members to serve on the subcommittee for bylaws, standing rules and protocols: Joyce Recar, Robert Hou and Sharon Coco.

Bryan Gebhardt said he had something for the committee that he will share.

Antonio Herrera shared that he would be an ex-officio member but was happy to be a resource to the subcommittee.

Middle School Presentation for Thornton and Centerville

Aaron Kael provided information on the presentation made to the Board of the options for both Thornton and Centerville Middle Schools. He stressed that staff really wants to focus on parity.

The presentation on Thornton Middle School included information on:

- Process
- Goals
- Options

The Board chose to pursue Option 2B for Thornton after receiving community input.

Centerville is still in draft form and will go to the Board on October 24, 2018. The concept is very similar to Thornton. The Chair reminded the group that FAC members need to be discreet when we receive information.

Bryan Gebhardt remarked that these are very important decisions and that he has suggestions and many questions. He noted the Committee should give feedback to the Board.

At 9:07 pm, the Chair asked FAC if they wanted to continue the meeting. On a motion by Tarrah Henrie, a second by Bryan Gebhardt, the motion passed unanimously to extend the meeting until 9:20 p.m.

Feedback on Thornton by member Bryan Gebhardt:

- Where is the money for all these projects?
- Are we overbuilding?
- Are there going to be too many permanent classrooms?
- There needs to be equity among Middle Schools.
- Are we missing a huge opportunity with the horse property?
- We need to look at the demographics.
- Q: Is phasing in an option? A: Yes, we plan on doing that anyway.
- We need a centrally located Middle School on the horse property.
- Make Thornton Jr. High a 6th grade school and the horse property for grades 7 & 8.
- Maybe we can be more innovative.
- Q: Is it okay for the committee to do outreach at sites? A: It is advisable to work through the principal first.

Tarrah Henrie made a motion, seconded by Bryan Gebhardt, to place this as an agenda item at the next meeting. The motion passed with all members but one voting in favor and one nay. Thornton, Centerville and the horse property will be on the November agenda.

Bryan Gebhardt made a motion for the Chair to send an email to the Board members and let them know we will be discussion the potential of having advice on the Thornton, Centerville and Horse Property projects. The motion passed with a majority and two nay votes.

Antonio Herrera will send email and copy staff once the email has been sent.

Committee Q&A

On a motion by Liz Fischer, seconded by Joyce Recar, the group voted unanimously to table the item.

Thoughts on Future Meeting Topics:

- Thornton, Centerville, Horse property and future middle school topic, identify any information needed (1 hour)
- Brown Act
- Demographics
- Bylaw Subcommittee
- Long Range Facilities Subcommittee

Discussion on whether, or not it is the scope of the FAC would allow for supporting a petition on Level III developer fees. The Chair asked that the bylaws be reviewed to determine if this fits within the scope of the FAC.

Henry Fung asked what the best way to get feedback from the respective bargaining would be.

The meeting was adjourned at approximately 9:32 p.m.