

Berkeley Unified School District

FACILITIES PLANNING DEPARTMENT

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Draft Minutes of the Meeting of December 2, 2014

Members Present: Stephanie Allan Eric Weaver Nicolie Bolster-Ott Allen Nudel Carl Bridgers
David Goldin

Staff Present: Lew Jones, Director of Facilities Chanita Stevenson, Administrative Coordinator

Board Members Present: Josh Daniels Ty Alper

Members of the Public: William Savidge

1. *Call to Order*: The meeting was called to order at 6:00 PM.

2. *Public Comments*: There were no public comments.

3. *Approval of Meeting Minutes*:

- Co-Chair Allan has requested adding the statement (distributed at the meeting) to the meeting minutes. The statement is as follows:

While shorter-term measures can be taken to alleviate the immediate problem, the Committee also discussed how to add capacity in the longer term. Committee Member Goldin asked Facilities Director Jones if it was his understanding as well that unless the scope of work is specifically named in the bond, the district is completely free to determine the work at each named school site depending on the need. Director Jones agreed that was correct. Committee Members commented that there then appears to be no reason why the measure I funds can't be repurposed at particular school sites to reflect the changing needs of the school community, such as the influx of students at the kindergarten level who will be in the elementary schools for the next six years. Committee Members then discussed adding permanent additions to elementary schools that could accommodate them, such as Washington and BAM, understanding such structures could be 3-5 years out from the time the Board makes a decision.

Secretary Weaver would like to add an additional sentence. Secretary Weaver asked about how illegal enrollment will be addressed. The following sentence will be added. *He believes that the Board should address the issue one way or another, the worst response is to ignore it because it allows for rumors.*

Member Goldin moved to approve the minutes as amended. Secretary Weaver seconded the motion. The motion was approved unanimously.

4. *Staff Report*

Project Updates

- **Longfellow:** This project is out to bid. The bids are expected to come in at the end of December. This project will be approved at the first Board meeting in January.
- **Berkeley Arts Magnet and Jefferson Landscaping Project:** The videos for this project took place today. Member Bridgers attended the meeting. Staff's recommendation will include a recommendation to increase the budget by \$40K for Jefferson for accessibility issues. Co-Chair Allan asked about the accessibility. Staff explained that grading from Rose Street is a part of the additional cost.
- **Transition Plan:** Member Goldin asked what is the transition plan related to finding a new Facilities Director. Staff responded with the following details. The job has been posted and 17 applications have been submitted. The posting closes on December 17th. They hope to have someone on Board by February. Board President Daniels added that he spoke with the Superintendent multiple times about the plan for January and February and feels that the Superintendent does not have a final plan yet. Member Goldin noted that there will be payment applications, contracts signed and additional work flow. Staff explained that these items will be taken care of by the Deputy Superintendent or the Maintenance Manager. Member Goldin asked if there are any pending claims. Staff stated there are no claims and the only claim the District had was settled. Member Goldin also asked about the Prop 39 audit if it is complete. Staff responded it is in process. Board President Daniels explained that the capacity decisions will require decisions from Facilities related to having portables by Fall 2016.

5. *Discussion of Educational Specifications:*

- Co-Chair Marzuola provided an overview of the information that the Committee has received regarding Educational Specifications. She asked if there have been any discussions at the Board level related to Educational Specifications in the past three meetings. Staff answered that a recent Board document states that the Board would look at Educational Specifications at a later date and have demographic studies done more frequently. The Superintendent and Associate Superintendent were discussing creating a district wide strategic plan before creating the Educational Specifications. The strategic plan would take place ahead of initiating the educational specifications. Staff added that it would not take long to complete and would only delay the initiation of the proposal by a few months. Co-Chair Marzuola reiterated the importance of the process of developing educational specifications. She said the Board should move forward with preparing an Educational Specification along with the other documents such as the Master plan and Implementation Plan. The Master plan creates the vision, the Educational Specification is the program document that describes curriculum and goals, and the Implementation plan is how it the goals will be implemented over time. She recommends that we should get the ball moving on this. Member Bolster-Ott added that the Committee also discussed creating a document that show existing conditions (Needs Assessment). Staff added that a needs assessment was done for the current bond. The Blue Book is the master plan, but it was not

driven by educational specifications it needs and political preferences based. The District does not have Educational Specifications. The Board President has suggested that the Committee go to the Superintendent. Secretary Weaver states that it is a good exercise is that there is no institutional memory within the District. Before this capacity problem there was a problem with crappy facilities at Berkeley High School. A concrete set of Educational Specifications would politically benefit the Board to have structured guidelines. Member Bridgers stated that educational specifications will keep the District school committees from creating spaces that are not used. Co-Chair Allan noted that having educational specifications based on curriculum changes will help with changes that are occurring outside of the District. Member Goldin explained the next steps such as creating a RFQ, pool and interviews. Staff explained that our next steps will be to speak with the Superintendent regarding the timing. There were two firms named. Co-Chair Allan and Co-Chair Marzuola will meet with the Superintendent regarding Educational Specifications. Member Goldin suggested that we should wait until a new person is on board. Co-Chair Marzuola hopes that we will have the Educational Specifications in place before the next bond. Secretary Weaver would like to improve the process for the next bond, because many implicitly assume that the process for selecting the projects that went into the last project was wrong.

6. *Discussion of Capacity*

- Staff had two meetings regarding capacity. The first meeting defined the problem. From TK-5 there will be 250 more kids within 3-4 years. If we keep the current class size numbers we will need 10 -11 additional classrooms. Staff believes that the demography study may be high. At the second board meeting, there was a presentation of 11 options including short term and long term options. One long term option includes identifying a new site for a new school. The 11 options included increased class sizes, and that is the only option that the Board took off the table. The Board asked for information about TK consolidation at one site, if B-Tech and the Adult school could work together and if there are flex spaces that could be converted into flex spaces. The goal is to reduce the 11 options to 2 options.
- For the short term options you could take away flex spaces and the following year add portables. The Board President asked, what is the minimum amount time the District will need to add a portable at a site? Staff answered that the District would have to engage the community around the process. The Board should decide the schematic layout of the portables before the break in June. It will take a year and 3 months. We will have to post for community meetings and site committees will take 3 months. Member Goldin believes that it could be doable by Fall 2015. He also added that the Community would be okay with portables if they are used as a short term option. Board President Daniels also provided context. The options presented to the Board included ways to address issues for Fall 2015, Fall 2016, and it will look at longer term options for if the District has more than 10,000 kids. On November 5th, the Board discussed options for Fall 2015. The options included class size, consolidation of TK and Flex spaces. Member Bolster Ott asked if there are any flex spaces used for Special Ed. Staff responded that the only Special Ed space was at Oxford. The Board was not interested in looking at that option. Secretary Weaver stated that the Class

size issue will have a big impact on future votes. He also added that there is a perception within the community that portables will become permanent fixtures. Secretary Weaver stated that if \$8-\$9M were reserved for permanent facilities in addition to portables that it would make the community happy. Bill Savidge stated that communication has sometimes been a problem of the district. The long term solution will have to be decided before the short term solution. Board President Daniels responded that the deliberation is intended to be an open one. The first meeting presented the issues, the second meeting had a presentation on both long and short term options, the next meeting will be to provide further direction, with a final decision made in January. The Board President explained the decision time frame and why there was not a longer community process. The longer term option may have a longer community process. The Board President believes that the District will have to build a new school. The challenge will be the communication and that it is a five year time frame. The Board President believes that we will need to have a lot more classrooms. Board Director Alper asked about the middle schools. Staff responded that he has not finalized the data yet, and will have to speak with the Associate Superintendent.

7. *Future Meeting Date:*

- A future meeting date will be determined in February.

8. *Adjournment:*

- The meeting adjourned at 7:30 PM.