

Draft Meeting Minutes of April 16, 2015

Members Present: Stephanie Allan Susi Marzuola Eric Weaver
Alan Nudel Nicolie Bolster-Ott Carl Bridgers

Board Directors
Present: Josh Daniels

Staff Present: Timothy E. White, Executive Director of Facilities
Chanita Stevenson, Facilities Analyst
Francisco Martinez, Admissions Director
Miguel Dwin, Accountant

Members of the Public: E. Bailey Tom Kelly, KyotoUSA

1. **Call to Order:** The meeting was called to order at 6:03 PM.
2. **Enrollment Presentation from Francisco Martinez, Admissions Manager:** Mr. Martinez presented student projections for next year. He stated that there have been a lot of discussions regarding enrollment projections. The District hired a consultant to assist with enrollment projections for the future years. After analyzing the data from the report, the Admission department determined that the projections were too high. He explained his method of determining the number of students within the district and how he utilizes the data to determine how many classrooms are allocated to each school. A handout was provided that shows the enrollment projections for the 2015-2016. There are 7 Transitional Kindergarten classrooms this year and 7 Transitional Kindergarten classes projected for the following year. These classrooms will remain at the schools. If there is additional enrollment the School Board has decided to take one classroom at Jefferson and one classroom at Rosa Parks if needed. For 2016-2017, the projections are problematic. There will be a discussion about the long-term options in May or June. Mr. Martinez discussed the handout and the number of classrooms at each elementary school site. Co-Chair Allan asked if the projections include portables. Mr. Martinez responded yes and used Washington as an example. Washington has 22 classrooms, but they have 24 classrooms total. Two classrooms are utilized as flex rooms. Member Nudel asked about what happened last year regarding the predictions and why classrooms were added at the last minute. Board Director Daniels stated that the District felt that the classrooms would not be needed and then they were needed. One of the lessons learned from the experience, is that the District should plan for additional enrollment. Co-Chair Allan asked about the additional classrooms portables currently provide and the number of portable classrooms

will be added in the future project at John Muir, LeConte and Thousand Oaks. There are currently 7 portables at Washington and 7 at Berkeley Arts Magnet. The District is proposing adding 2 portables at Thousand Oaks, 2 portables at LeConte (and 1 restroom portable) and 1 at John Muir. Board Director Daniels added that the following schools do not have flex space: LeConte, Cragmont, Oxford, Thousand Oaks and Berkeley Arts Magnet. Executive Director White stated that he visited John Muir and that the flex space was quite small. He would like to create a standard for flex spaces. A masterplan will help to develop a standard. Board Director Daniels responded to Co-Chair Allan that there will be a total of 19 classrooms in the current portables and the additional portables. This total could justify creating a new school. Mr. Martinez stated that the REALM space may become available. There was some additional discussion regarding REALM and whether the facilities will be available in the future to house the program. Secretary Weaver asked if REALM no longer requested the space could another Charter petition for space and what would be the process? Board Director Daniels stated that they would have to petition the Board for space and it would take months for review. Secretary Weaver asked if REALM moved on and the District occupied the space, what would be our obligation to provide facilities to another charter if they petition for space. Board Director Daniels stated that the District would have to provide space or create an agreement with the Charter in lieu of Facilities. He utilized REALM's middle school at a non-district location as an example. Co-Chair Marzuola asked what if the space needed upgrades for occupancy. Board Director Daniels stated that it would have to be a part of the agreement. REALM will have to submit a request for Facilities in October for continued use of the space as their agreement with the District expires in June 2016. Member Bolster-Ott asked how many classrooms REALM would need to house 80 students. Executive Director White stated that the District would only have to provide 4 -5 classrooms. Member Bridgers stated that there may be some resistance to having students going to West Campus as a school. Mr. Martinez continued his presentation. He stated that the Admissions Department is assertively doing more address verifications and that the admissions policy is being reviewed. This year, all fifth graders had to resubmit address verifications to enter 6th grade within the District. This process will be implemented for students going from the middle school to the high school next year. The Department has also invested in software to assist them with address verification for high school enrollment.

3. **Approval of Meeting Minutes:** Member Bolster-Ott stated that the last sentence in item 7 should be changed to from *No Action was taken on this item* to state *This item was tabled for action at a future meeting*. An additional change was made to the minutes to Longfellow Gates item to the following sentence with the addition in bold: Deputy Superintendent Cleveland noted that the safety concerns of the site were addressed at the Site, **Cabinet** and Board level. Secretary Weaver moved to approve the minutes as amended. Co-Chair Marzuola seconded the motion. The minutes were approved unanimously.
4. **Public Comments:** Tom Kelly from KyotoUSA spoke to the Committee and had a request for the District to consider accelerating the solar projects because the costs of solar panels are low, the cost of energy is high and that the tariffs are changing. He stated that there are also renewable energy bonds available to utilize as a funding source. Board Director Daniels asked about the timeline to apply for the energy bond. The timeline for application is first come first serve.

5. **Approve Annual Report:** The Committee discussed the items for their annual report. Secretary Weaver motioned that we accept the annual report. Co-Chair Allan seconded the report. The motion was approved unanimously.

6. **Staff Report**

Timothy White, Executive Director of Facilities gave the staff report.

Current Projects in Construction:

- Longfellow Cafeteria: Demolition is complete and sitework has begun.

Recently Awarded Projects:

- King Gym Modernization: The project budget was increased by \$530,000 to award the project to \$1.6M

Projects Scheduled to be Awarded:

- Rosa Parks Painting and Flooring and Berkeley Arts Magnet Landscaping Project

Projects out to Bid:

- Modernizations: LeConte, John Muir, Willard, and BHS Donahue Gym.
- Landscaping Projects: Jefferson is currently at DSA, BHS Landscaping.
- Multiple Sites: Camera and Public Address – Project was rejected and is now out to bid with reduced scope.
- Malcolm X/Longfellow: This project came in over budget. All bids were rejected. The project will be rebid as a painting project at Longfellow only.

Additional Questions/Comments from the Committee related to Projects:

- **Longfellow Garden** – Member Bolster-Ott requested information about this project. Staff responded that the scope involves relocating the Longfellow garden to the middle of the campus. It has a budget of \$65,000. Member Bolster-Ott would like to see if this project could be added to the Facilities Plan Update with more details. Staff will review how to accommodate this request.
- **Camera and PA:** Co- Chair Allan asked about the rejection and re-advertisement of the project with reduced scope. Staff responded that bids for the project came in above budget and the Board rejected all bids. Staff was directed to eliminate the scope from some sites so that the project could be awarded at price within budget. The Facilities Division is reviewing how to implement the scope that was eliminated. The project has been readvertised for bid with a reduced scope.
- **King Track:** Secretary Weaver stated that the weeds near the field are too high. It looks awful. Member Nudel stated that the field is fenced off and closed for the students at King. Staff will check in with the Maintenance Department regarding the field.

- **King Gym Modernization:** Co-Chair Marzuola asked about the \$530,000 increase to project budget. Staff responded that the bid climate is changing and they are reviewing their process for bid solicitation in this new bid climate.
- **Budget:** Co-Chair Marzuola would like to see more budget alignment with the scope requested from the school community and the project budget. She noted that the current process allowed the community to create a masterplan to only see only a portion of the plan implemented in the project scope because of required upgrades would take majority of the budget.
- **Portables:** All of the initial community meetings have taken place. The first site committee has taken place at each site. Options for portable placement were discussed at the first meeting. Executive Director White further reiterated the options of portable placement at Thousand Oaks. He noted that there is still a possibility that the portables will not be required. A member of the public asked if he believes it is appropriate to put portables on the grass at Thousand Oaks with all of the infrastructure that is required if the portables are temporary. Executive Director White responded that it is important to engage the community regarding the options and that an answer should come from the Board level. The member of the public responded that with the major infrastructure that is required for the portables it would make them more of a permanent investment, thus the portables would not be temporary. Executive Director White that the other option would be for the Board to decide that the portables are not temporary and that they could provide additional space for the school. It is a decision that the Superintendent or the Board would have to make with the Community. Member Bridgers stated to be fair to the District historically a lot of portables have been removed over the last 20 years.

To conclude this topic the Executive Director White stated that the data has to be the basis of how we plan. The Board is interested in looking at the long term capacity problem strategically. Member Nudel stated that the portable project will trigger ADA upgrades that will increase the budget.

7. **Discussion regarding Berkeley High Tennis Courts:** This item will be pushed to the next meeting.
8. **Discussion of Educational Specifications:** This item will be pushed to the next meeting.
9. **Committee Comments regarding Longfellow Gates:** This item will be pushed to the next meeting.
10. **Monthly Report from the Subcommittees:** There were no reports.
11. **Future Meeting Dates:**
 - Tentative dates for a future meeting are May 28th and May 14th. Staff will coordinate with the Committee to schedule the next meeting.

12. **Adjournment:**

- The meeting adjourned at 7:35 PM.