

FACILITIES OVERSIGHT AND ADVISORY COMMITTEE MEETING
April 18, 2023
MINUTES

- 1.0 Call to Order** The Facilities Oversight and Advisory Committee (FOAC) held a virtual meeting. The meeting was called to order at 6:35 PM by Kyle Levy, Chair
- 2.0 Roll Call** Members present: Todd Bryant, Ed Duarte, Jane Joyce, Kyle Levy, Bridget Pelley, Anthony Romanelli,
- Members Absent: Garrett Gritz, Madeline Serafin
- Board of Education Liaisons Present: Susanna Ordway and Jesse vanZee
- Administrators Present: Assistant Superintendent of Business & Operations Stella Kemp, Director of Facilities Erin Hirst, Recording Secretary Renee Kanalakakis
- Others Present: Tim Doane, Capital Program Management (CPM)
- 3.0 Approval of Agenda** On a motion by Bridgit Pelley seconded by Jane Joyce, the agenda was approved (6-0).
- 4.0 Acceptance of Minutes** On a motion by Ed Duarte, seconded by Bridgit Pelley, the January 24, 2023 minutes were acceptance (6-0).
- 5.0 Reports**
- 5.1 Public Comment for Non-Agenda Items (Comments limited to three minutes)** None
- 5.2 Staff Reports:**
- 5.2a Project Updates** Erin Hirst presented the Measure D projects.
- Stone Valley Middle School – Modernization*
- Erin Hirst read a narrative regarding a financial update, which lead to the final decision between the District and Liberty Mutual Insurance, the general contractor’s bonding company that resulted in the release of the final funds for work performed.
- At the time legal action was entered into, the contractor claimed that they were owed a little over \$7.4 M. The District came to an agreement with the contractors bonding company, Liberty Mutual Insurance, for \$2M. This enabled the District to finish the project fairly close to the original budget.
- Twin Creeks Elementary School – Modernization*
- Has been completed.
- Twin Creeks Elementary School – K-Yard*
- Out to bid.

Charlotte Wood Middle School – Modernization

- Has been completed.

Vista Grande Elementary School

- The covered walkways will be replaced over the summer. The District is in contract to shore up the existing conduits while the new covered walkways are being constructed.

Security Camera Installation - Districtwide

- The Security Camera Installation at Various Sites – Phase 3 went to bid on March 30, 2023. The contract will go to the Board on April 25, 2023 and anticipated to be completed over the summer.

Neil Armstrong Elementary School - Fencing

- The Neil Armstrong Elementary School Security Fencing & Gating went to bid on April 11, 2023. The contract will go to the Board on April 25, 2023.

Play Structures – Various Sites

- The district is in the process of updating four elementary school play structures making the structures age appropriate.

5.2b Long Range Facilities Plan

- The Long Range Facilities Committee has met with teachers and educators to talk about the future of the district and educational program opportunities. The consult, LPA Design Studios, has met with principals, educators, staff and students at each school site and compiled a Campus Visioning Report and a comprehensive Facilities Assessment Report for each site. The Campus Visioning Reports consist of the overall impression of the campus, traffic patterns, safety and security, outdoor areas, adequate play areas, areas for the school to assemble for school-wide functions, current learning spaces, Pre-K and TK classrooms and the immediate concerns of the current facilities. The Facilities Assessment Reports consist of an in depth report of the deficiencies and lifecycle needs identified in the assessments to provide the basis for a portfolio-wide capital improvement funding strategy. Facilities staff will meet with each principal to review each reports. The Long Range Facilities Development Plan committee, which have stakeholders throughout the District, have met twice with three meetings remaining. The third meeting will focus on the Educational Specifications that derived from a subcommittee focusing on topics that related to the educational programming and give input to finalize the specifications. These reports will be shared at the upcoming Town Hall meetings. The District is anticipating to take the draft report to the Board late fall or early winter 2023 with project prioritization.

5.3 Subcommittee Reports:

5.3a Finance

5.3a (1) June 30, 2022 Building Fund (Measure D) Financial Audit and the June 30, 2022 Building Fund (Measure D) Performance Audit

The June 30, 2022 Building Fund (Measure D) Financial Audit and the June 30, 2022 Building Fund (Measure D) Performance Audit were discussed under 6.1.

5.3a (2)	Master Program Budget Revision Updates and Recommendations	The Master Program Budget was discussed under 6.2.
5.3b	Design	No meeting took place.
5.3c	Communication	No meeting took place.
5.3d	Bylaws	Bridgit Pelley and Todd Bryant <u>Kyle Levy</u> are in the process of reviewing bylaws that Jerome Pandell, past FOAC Chair, drafted as well as other school districts bylaws. They are hoping to present a draft set of bylaws at the next FOAC meeting.
6.0	Discussion/Action Items	
6.1	Consideration of Acceptance of the June 30, 2022 Building Fund (Measure D) Financial Audit and the June 30, 2022 Building Fund (Measure D) Performance Audit	<p>Tim Doane from CPM reported to the committee that there were no inconsistencies in the June 30, 2022 Building Fund (Measure D) Financial Audit and the June 30, 2022 Building Fund (Measure D) Performance Audit and noted that the Measure D Fund Balance Reconciliation Aide balanced to the audit.</p> <p>On a motion by Todd Bryant, seconded by Jane Joyce, the June 30, 2022 Building Fund (Measure D) Financial Audit was accepted (6-0).</p> <p>On a motion by Bridget Pelley, seconded by Ed Duarte, the June 30, 2022 Building Fund (Measure D) Performance Audit was accepted (6-0).</p>
6.2	Consideration of Acceptance of the Master Program Budget and Revisions	<p>On March 27, 2023, the Finance Subcommittee met with staff and Tim Doane from CPM to review the Master Program Budget (MPB), which reflected updated expenditures and budget changes through March 10, 2023. Tim Doane presented the Proposed Changes to the Measure D Budget – March 10, 2023 report. The proposed changes are; Stone Valley Middle School Modernization, California High School Modernize - Commons and Kitchen, Alamo Modernize – Two Classrooms, Charlotte Wood Modernization, Security Cameras, Play Structures and Clock/Bell Speaker Upgrades. The Program Balance (unassigned Budget) has remaining funds of \$4,936,283.</p> <p>On a motion by Jane Joyce, seconded by Ed Duarte, the Master Program Budget and Revisions as of March 10, 2023 were accepted (6-0).</p>
6.3	Future Fundraising	Stella Kemp and committee discussed a future general obligation bond and how the current committee will be involved.
7.0	Future Agenda Items	Draft Bylaw Report
8.0	Adjournment	The meeting was adjourned at 8:03 PM.