

DISTRICT SURPLUS FACILITIES (7-11) ADVISORY COMMITTEE

November 13, 2017

The District Surplus Facilities (7-11) Advisory Committee of the San Bruno Park School District held its third meeting on November 13, 2017 at the District Office, 500 Acacia Avenue, San Bruno.

The meeting was called to order at 6:09 pm.

The following District members were present:

Stella Kemp, Ed.D. Superintendent
Wendy Richard, Associate Superintendent Business Services

The following Committee members were present:

Kerry Burns	Alejandra Meza
Kathy Cannon	Judith Puccini
Teri Chavez	Christine Sonnenburg
Raul Gomez	Denis Vorrises
Paul Linden	

Committee Resource: Marilyn Cleveland, Esq., DWK Attorneys at Law
Marcus Hibser, HY Architects
Tom Shannon, Surplus Property Consultant
Paul Disario, COE Fiscal Expert

Thirteen people signed the register.

INTRODUCITONS

Dr. Kemp welcomed the group and made introductions of Paul Disario, San Mateo County Office of Education Fiscal Expert, and Tom Shannon, Consultant. Teri Chavez chaired the meeting as Wendy Al-Mukdad was absent.

APPROVAL OF MINUTES FOR OCTOBER 30, 2017

Kathy Cannon made the motion to accept the minutes of October 30, 2017. Paul Linden seconded and they passed unanimously

**INFORMATION REQUIRED TO BE PROVIDED TO ALL COMMITTEE MEMBERS
BY AR1220.**

Marilyn Cleveland summarized the AR1220 report. This report specifies the following:

1. Names of the committee members
2. What procedure was used to select the chair person
3. Names of District support staff and where meetings to be held
4. Listed goals and charge of the committee
5. Length of time expected for the committee (corrected error on date of February 2019 to February 2018)
6. Listed legal requirements for meeting conduct
7. Listed resources to assist committee
8. Timeline for report
9. Copies of all relevant board policies and administrative regulations

**INFORMATION REQUESTED BY COMMITTEE MEMBERS AT OCTOBER 30, 2017
MEETING**

Each one of the items requested by the committee was discussed and clarifying questions were asked by the committee.

A. Marilyn also explained the Naylor act to the committee and presented a handout. Paul Linden asked what property falls under the Naylor act. There was property declared as surplus from prior 7-11 committees, but none of those properties were identified under the Naylor act.

B. Committee members choose to review the prior 7-11 committee reports (letter C). In 2005 report, page 2, the surplus properties identified were Engvall and Sandburg. Sandburg was subsequently sold. In the 2013 report, Crestmoor and the District Office/Hesselgren were identified as surplus property. Question was asked, what were the funds used for from the sale of Sandburg? The funds were used in on-going expansion of facilities.

Question was asked about the differences in the total acreage of John Muir, Portola and Rollingwood. There will need to have surveys done on the properties.

C. There is a need to review the size of the classrooms, ability to expand, age of the buildings and the conditions of the buildings were among the items discussed. The capacity matrix was based on information gathered from the principals. Committee wanted to have information on how many classrooms for general education and special education. Question was asked if the committee would recommend the boundaries. Marilyn Cleveland said this was not an item that the committee would be required to do. The committee was given the ethnicity report. Question was asked about the intra-district students-are they required to give a reason for wanting to attend another site? Answer is

no. Question was asked how many students are lost to St. Roberts. That information is not known. Question was asked about how many housing developments are in the city based on Decision Insight report provided to committee. Paul Disario responded that when developing the enrollment projections, all known housing projects were included.

DISCUSSION ON THE CONDITION OF DISTRICT SCHOOL SITES

Marcus Hibser gave a presentation on the facilities condition assessment which was done in 2015. A report at that time was presented to the Board. Question was asked what the best practices for school sites are. Paul Disario will bring back that information. Question asked by the committee, will they be able to visit 21st Century sites? Yes, the superintendent plans to visit other sites. The Facilities Vision Committee visited the Thomas R. Pollicita Middle School, 550 E. Market Street, Daly City.

The committee should review the materials presented from the architect presentation and bring back items.

DISCUSS AND IDENTIFY SCHOOL CONSOLIDATION FACTORS FOR CONSIDERATION:

Discussion was done on the items that were requested from the first meeting that not all items on the agenda were discussed. This item is to be brought back for discussion.

Public Comment

Dr. Dunleavy, John Muir Principal, requested that staff revisit the number of classrooms at each site.

COMMUNICATION TO THE PUBLIC:

The committee was cautioned as to commenting to the public. It is acceptable to invite the public to attend the meetings and review any documents that are presented. It is best not to discuss what recommendations will be coming forth until the Board reviews.

INFORMATION NEEDED FOR THE NEXT MEETINGS:

The committee requested to have a legend on any of the maps presented in the future.

NEXT SCHEDULED MEETINGS:

November 27, 2017

December 4, 2017

December 18, 2017 (if needed)

January 8, 2018 (if needed)

January 22, 2018 (if needed)

One meeting will need to be public hearing on the draft report for the Board

ADJOURMENT

The meeting adjourned at 8:06 pm