

## DISTRICT SURPLUS FACILITIES (7-11) ADVISORY COMMITTEE

November 27, 2017

The District Surplus Facilities (7-11) Advisory Committee of the San Bruno Park School District held its third meeting on November 27, 2017 at the District Office, 500 Acacia Avenue, San Bruno.

The meeting was called to order at 6:05 pm.

The following District members were present:

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

The following Committee members were present:

Wendy Al-Mukdad	Paul Linden
Leo Alvarez	Alejandra Meza
Kerry Burns	Judith Puccini
Kathy Cannon	Christine Sonnenburg
Teri Chavez	Denis Vorrises
Raul Gomez	

Committee Resource: Marilyn Cleveland, Esq., DWK Attorneys at Law  
Paul Disario, COE Fiscal Expert

Sixteen people signed the register.

### **INTRODUCITONS**

Wendy Al-Mukdad welcomed the committee and thanked Teri Chavez for filling in at the last meeting.

### **APPROVAL OF MINUTES FOR NOVEMBER 13, 2017**

Teri Chavez made the motion to accept the minutes of November 13, 2017, Kathy Cannon seconded. The minutes passed with one abstention.

## **REVIEW OF COMMITTEE'S RESPONSIBILITIES.**

Marilyn Cleveland reminded the group that this is an advisory committee. Their recommendation will be presented to the Board of Trustees and the Board would accept the committee's recommendation based on all the information gathered. Paul Disario also stated that this is a statutory committee.

## **REVIEW OF INFORMATION PREVIOUSLY PROVIDED**

Marilyn Cleveland summarized the list of all the documents that had been provided to the committee from prior meetings. She noted that all the information is located on the web site as well as any documentation presented at all of the meetings.

Teri Chavez mentioned there were a few items that were tabled from the November 13 meeting due to the meeting running past 7:30 pm. Paul Disario commented these were on the agenda for this meeting.

## **INFORMATION REQUESTED AT NOVEMBER 13, 2017 MEETING**

- A) Reconciliation of acreage of sites-Paul Disario stated once any discussion of construction, whether new or modernization begins, the District will have the correct acreage for each site.
- B) Paul Disario showed a map of the possible future developments. He also reminded the group that these future developments were taken into consideration by Decision Insight when they projected the enrollment. There was discussion of the sites mentioned on the maps with estimated enrollment from each site. Most of the development is single family homes. This was one of the reasons the Engvall property may be sold instead of leasing because of the zoning requirements in the city of San Bruno. The city has a zoning ordinance preventing apartments or condos at this time. There would be considerable amount of political issues to address to have this changed. The committee would like to know how many people still have homes that fall under Prop 13. Paul will try to gather this information. Discussion on the age of the voters in the city of San Bruno was brought up by Stella Kemp and Paul Disario.
- C) Paul Disario included in the meeting packet a copy of a checklist that the California Department of Education's Facilities Planning Division would look at when deciding if property is suitable for a school site.

## **DISCUSS AND IDENTIFY FACTORS REGARDING SCHOOL CONSOLIDATION/ CLOSURE FOR CONSIDERATION**

Stella led the group in a discussion on factors that should be considered when recommending closure or consolidation.

### Projected enrollment

1. By district (District has this information-provided in earlier meetings)
2. By site (including projected Development) (provided in earlier meetings)
3. 5 years (the projection should go out 5 years)
4. Inter district transfers out (Need to know the amount of transfers and the reason for requesting the transfers)
5. Residency by home school (this was provided in earlier meetings)

### Geographic distribution of schools

1. In proportion to student population
2. Walkability

### Student accessibility, functionality, site safety

1. ADA (American Disabilities Act) and path of travel
2. Vehicular traffic impact
3. Can school be upgraded?
4. Is the school property suitable for modernization or expansion?

### Building condition

Ability to add classrooms

Pre-school/after school (public and private funding) impact on the building space

## **DISCUSS AND BUILD TEMPLATE FOR SURPLUS PROPERTY MATRIX**

Both Marilyn Cleveland and Stella Kemp reviewed the template included in the packet for this meeting. The committee is to rate each of the facilities based on the above mentioned factors. Review each of the properties by next meeting. Stella Kemp and Paul Disario will bring suggestions to the next meeting regarding the possible ranking.

## **REVIEW SAMPLE TEMPLATE FOR COMMITTEE'S FORMAL REPORT OF RECOMMENDATION**

A sample of the template to be used to create the formal report was in the packet (also on the website). Marilyn Cleveland, Stella Kemp and Wendy Al-Mukdad will work on this report once recommendations are completed. This report will give the committee's recommendations to the Board of Trustees and will include all the factors and documents used in preparing the report. The timeline is to have the report ready for January 22, 2018 for public hearing. The public will be able to comment. Caution was given to the committee that the public hearing was a forum to hear the public and not to have an open dialogue with the public. Based on information of the hearing, the report could be revised or adjusted before the final presentation to the Board of Trustees on February 14, 2018.

### **PUBLIC COMMENT**

Tim DeSoto, a new resident of San Bruno, commented he felt the process that the District is going through is great. He appreciated being able to listen to the committee's discussion.

Principal Dunleavy requests that the staff revisit the number of classrooms at each site.

### **COMMUNICATION TO THE PUBLIC:**

Stella Kemp thanked everyone for taking the time to attend the meeting. She believes the committee is moving in the direction needed. She mentioned the Facilities Visioning-Master Facilities Plan committee took a tour of a newly opened school site in Daly City. The school was Thomas R. Pollicita Middle School in the Jefferson Elementary School District. Some of the 7-11 Committee also attended.

Saturday, December 2, the committee is invited to take a tour of the facilities in San Bruno Park. This will be a brief tour so the committee members can see the state of our facilities. Marcus Hibser, the District's architect, will also be present on the tour to point areas of concern and issues. The committee will meet at Allen School at 9:00 am. The group decided to make arrangements to drive their individual cars or some may car pool.

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;**

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 7:55 pm