

Meeting Minutes

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| Date: May 3, 2019 | Meeting Date: April 30, 2019 |
| Subject: Ventura USD (VUSD) | Meeting Location: Ventura USD |
| Attendees: (see below) | Meeting Time: 1:00 pm |

Present:

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| Dr. Roger Rice, VUSD | Cynthia Frutos, VUSD | Eric Reynolds, VUSD |
| Betsy George, VUSD | Terri Allison, VUSD | Dave Marshall, VUSD |
| Dr. Danielle Cortes, VUSD | Marcus Konantz, VUSD | Kara Muniz, VUSD |
| Dr. Jeff Davis, VUSD | Alex Parslow, PBK | Hal Hart, PBK |
| Suzette Lovely, PBK-REDi | Scott Himmelstein, PBK-REDi | |

Distribution:

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| All Attendees | Dr. Greg Bayless, VUSD | Kurt Sowa, VUSD |
| Marco Eacrett, PBK | Gilbert Baez, PBK | Gina Wolowicz, VUSD |
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This second meeting was scheduled to get input from the Educational Specifications (Ed Spec) Focus Group on the Long Range Facilities Master Plan (LRFMP) and the development of the Educational Specification for VUSD.

I. Long Range Facilities Master Plan:

- a. Welcome and introduction: Dr. Rice welcomed the group and emphasized the importance of the Ed Spec work being done in this focus group. Dr. Rice indicated the District is working to align all resources to its Mission and Vision. He also shared the Board’s openness to look at additional possibilities that may be out there through the facilities planning process.
- b. The list of the Ideal State from the previous meeting was reviewed, additions:
 - i. Program-driven design.
- c. Highest Hopes for VUSD students:
 - i. An education that prepares students for the real world.
 - ii. Programs that touch on the 4 C’s (critical thinking, creativity, collaboration, communication).
 - iii. Flexible learning spaces that evolve with technology to adapt to the changing world.
 - i. All schools need quiet spaces to escape the hustle of the larger group.
 - iv. Staff members have adequate space to support them in their work.
 - v. Outdoor learning spaces.
 - vi. Adaptable schools and spaces with multiple options.
 - vii. The ability to compete at a global level (i.e. preparing for jobs that haven’t been created).
 - viii. An environment that includes experiential/blended learning – (not ‘sit and get’).
 - ix. Well-maintained facilities with resources available to support them.
 - x. Relevant experiences within the college and career pathways.
 - xi. Daylighting – interior lighting and higher ceilings.
 - xii. Flexible/remote access to programs (i.e. students could be off-site with video conferencing).
 - xiii. Ed Spec will include both early education and adult education.
 - xiv. Spaces that allow for student collaboration as well as individual study; facilities that are a gathering place for students and allow for access (similar to a student union).
- d. From a Facilities perspective, what’s needed for the District to be successful? (The Focus Group added the following desires to the Principals’ list):
 - i. Renovations/upgrades need to move the needle for students.
 - ii. Inviting doors/entrances at the office and classrooms (i.e. when people drive up to a campus they know where they’re going; curb appeal says, “This is a nice school.”)
 - iii. Entrances tie in/connect with the theme of the school.

- iv. More thought given to where the adults (principal, counselors, secretaries, etc.) are placed in the building; administrative spaces that make sense.
- v. Spaces where parent/community members might gather/interact.
- vi. Multi-purpose rooms that have flexible space that could be reconfigured/used for other purposes.
- vii. Itinerant staff (OT, SLP, Psychology, SEI Teachers) integrated into the main parts of campus.
- e. What challenges or obstacles do you anticipate?
 - i. Balancing all the safety issues with open inviting schools.
 - ii. Community and staff perceptions have to be considered (i.e. When there's trust between the community and staff, people start to value the school and space more.)
 - iii. More experienced teachers may resist space changes.
 - iv. Finding balance between safety and adequate ingress and egress to each campus.
 - v. Planning for programs (not the staff who want a program) so that programs are sustained once people leave.
 - vi. Making schools more community oriented to gain greater trust in the neighborhood schools concept.
 - vii. Ensuring modernization projects retain the city's historic design aesthetic/character.
- f. Finalize the Guiding Principal(s) for Facility Planning
 - i. Apple, Inc. example was discussed – School districts do not suffer from a lack of initiatives we suffer from implementation. Rather than try to be all things to all people, Apple's guiding principles are focused on simplicity, fewer products and great customer service to ensure its success.
 - ii. Reviewed that the Guiding Principal(s) for the District's Facility Planning should:
 - Align with VUSD's mission and values.
 - Provide clarity for making decisions surrounding capital improvement projects.
 - Set direction for each facility/school project.
 - Be specific enough for team members to understand how to apply it at each decision point.
 - Not be too high level.
 - iii. Table groups refined/revised Guiding Principles drafted on 3/28/19 to come up with the following:
 - a. Safe, healthy, collaborative, and positive learning environment in every school.
 - b. Support student learning by investing in facility and infrastructure that are safe, student centered and equitable.
 - c. Support student learning by investing in facility and infrastructure that is student centered.
 - d. Invest in facilities and infrastructure for the future of every student, staff and community member.
 - e. Inspire all students with compelling, inviting facilities that promote innovative, inclusive teaching and learning.
 - f. Create compelling learning environments that inspire students and staff and engage families and the community.
 - g. Create flexible environments that inspire staff and engage families and the community.
 - h. Empower students to succeed by ensuring that their indoor and outdoor learning experiences promote positive outcomes.
 - i. Forward thinking design that intentionally honors history and culture.
- g. Revisiting the HUB: The team reviewed the core educational programs in VUSD's HUB and made the following additions/changes:
 - i. Change center of HUB to read 'Core Academics.'
 - ii. Add Social and Emotional Learning (SEL) as stand-alone component rather than embed as part of MTTS.
 - iii. Add Equity as a spoke of the HUB.
- h. Design Fundamentals for Facility Improvements: The team re-examined the design fundamentals for facility improvement and made the following additions/changes:
 - i. Add: Accessibility By Design
 - ii. Add: Outdoor Learning Environments
 - iii. Add: Program Driven Design
 - iv. Add: Functioning Administration - Welcoming Entrance
 - v. Add: Inclusionary Strategic Design
 - vi. Remove: Transparency
 - vii. Remove: Features with Function

i. Class size guidelines/student loading were confirmed at:

- a. Kindergarten @ 24 students
- b. 1-3 @ 24 students
- c. 4-5 @ 30 students
- d. 6-8 @ 34 students
- e. 9-12 @ 34 students

PBK will work with Betsy and her team to develop typical and ideal enrollment figures/acreage for each campus. It was noted that Ventura USD was "Unified" in 1965, with 23 of the district's existing sites built prior to unification. Current CDE "guidelines" for school size/enrollment are:

- f. Elementary School – 10 acres with 800 students
- g. Middle School – 20 acres 1,200 students
- h. High School – 50 acres 2,500 students

Ed Specs will include the signature programs identified in the HUB, Elementary/Secondary Program areas, including pre-school, district after school programs, on-site vendor provided after school day care.

Other Considerations: The District would like to explore entrepreneurial opportunities to maximize the use of existing space/facilities as part of the Master Facilities Planning process.

The preceding summation is our interpretation of the items discussed at the referenced meeting. Any persons desiring to add to or otherwise correct the minutes are requested to put their comments in writing to the project manager on or before the next meeting. Otherwise, the minutes will stand as written.



Alex Parslow
Partner

END OF MINUTES