

## Meeting Minutes

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| <b>Date:</b> April 8, 2019         | <b>Meeting Date:</b> March 28, 2019             |
| <b>Subject:</b> Ventura USD (VUSD) | <b>Meeting Location:</b> VUSD – District Office |
| <b>Attendees:</b> (see below)      | <b>Meeting Time:</b> 12:30 pm                   |

**Present:**

|                             |                              |                       |
|-----------------------------|------------------------------|-----------------------|
| Dr. Roger Rice, VUSD        | Betsy George, VUSD           | Danielle Cortes, VUSD |
| Greg Bayless, VUSD          | Gina Wolowicz, VUSD          | Eric Reynolds, VUSD   |
| Kurt Sowa, VUSD             | Cynthia Frutos, VUSD         | Dave Marshall, VUSD   |
| Terri Allison, VUSD         | Marcus Konantz, VUSD         | Kara Muniz, VUSD      |
| Alex Parslow, PBK           | Gilbert Baez, PBK            | Hal Hart, PBK         |
| Scott Himmelstein, PBK-REDi | Dr. Suzette Lovely, PBK-REDi |                       |

**Distribution:**

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| All Attendees | Dr. Jeffrey Davis, VUSD |  |
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**This meeting was a kick-off to develop the Educational Specifications for the Long Range Facilities Master Plan (LRFMP).**

The following items were discussed:

1. Introductions of the Ventura USD Leaders and the PBK team were done. PBK shared information about the firm, what a LRFMP is, the scope of work, and timelines moving forward.
2. Dr. Rice, Superintendent talked about his Vision for VUSD:
  - a. Is passionate about providing students a compelling learning environment.
  - b. Declining enrollment has created need for VUSD to compete more broadly to stop the loss of students.
  - c. Maintenance matters; more needs to be done to address these issues, especially as schools continue to age.
  - d. Believes students deserve professional, safe and clean facilities (example: St. Bonaventure).
  - e. Wants staff to think differently about future facility design and multi-use spaces (e.g. yoga studio within the gym); Interested in hearing ideas that are innovative and creative.
  - f. During site visits, has noticed equipment falling apart (e.g. Backstops, play grounds).
  - g. Believes in the spirit of competition, however has not found current school “themes” to be that compelling. Would like to see at least one place on campus that identifies what the school represents (i.e. planetarium, garden, etc.).
  - h. Would like to see all corners of schools explored to make better use of spaces suited for student needs (no sacred cows).
  - i. Need to create sustainable spaces (drainage, topography).
  - j. Hopes for the removal of self-inflicted problems at sites by providing solutions.
  - k. Would like to build facilities that take into account capacity of the Maintenance Department.
  - l. Need to balance what students want with infrastructure needs; wants to create compelling learning environments that draw and retain students; maybe longer term plans for infrastructure (phasing).
  - m. Balance safety/security needs with technological solutions to identify what works best.
3. PBK led a discussion about this LRFMP being not just about facilities but the students they serve.
  - a. Why are you here?
    - i. Students are the chief users.
  - b. What are Ed Specs?
    - i. Defined by CDE and tied to the School Facilities Program (SFP) for state funding.

- c. Why are Ed Specs important?
  - i. Link between facilities and curriculum.
  - ii. Design guidelines.
  - iii. Alignment of vision and goal.
- d. Outcomes:
  - i. Identify “ideal state”
  - ii. Prioritize education needs
  - iii. Explore design features
  - iv. Guiding Principles (anchors) for the LRFMP
- e. Preparing students for their future not our past.
- 4. Current State/Ideal State of the District
  - a. Consistent **Current State** Themes:
    - i. Flexible learning spaces
    - ii. Not inviting
    - iii. Lack of “state of the art” spaces
    - iv. Mismatched spaces (e.g. program plopping without any discussions with Facilities)
    - v. Outdated spaces promote traditional instruction
    - vi. Parking & traffic flow issues
    - vii. Pockets of innovative programs throughout VUSD but facilities can’t keep up
  - b. Consistent **Ideal State** Themes:
    - i. Parking
    - ii. Flexible, adaptable, inviting learning spaces (multi-use spaces)
    - iii. Attractive schools (Wow factor!)
    - iv. Sustainability
    - v. Way-finding (signage to know where you are and where you need to go)
    - vi. Students “come for the experience”
    - vii. Features with function
    - viii. Equity for all learners (consistency at sites to accommodate all students, including playgrounds, PE, Health & Wellness elements)
    - ix. Scream the theme (creating a school brand)
    - x. Marquee space at each site
    - xi. Universal safety systems across sites (communication, lighting, cameras, notification, fencing)
- 5. The Ventura USD Five Pillars of Education were discussed.
- 6. The HUB (Core Programs)
  - a. Career Technical Education (CTE)
  - b. Athletics at the two high schools
  - c. Early Childhood Development (Pre-School and EIC)
  - d. Adult Education
  - e. Alternative Education
  - f. School Choice
  - g. Two Way Immersion (TWI)
  - h. Multi-Tiered Systems of Support (MTSS)
    - i. Social/Emotional Learning
    - ii. Restorative Justice
    - iii. International Society for Technology in Education (ISTE)
    - iv. Universal Design for Learning (UDL)
  - i. Health & Wellness and Nutritional Education
    - i. Healthy Green Schools Program
  - j. Visual and Performing Arts (VAPA)
  - k. Additional HUB Programs – VUSD would like to pursue
    - i. Science, Technology, Engineering and Math (STEM)
    - ii. Be known for excellence and draw students into schools/District

7. Guiding Principles "draft":

- a. Safe, healthy, collaborative and positive learning environment in every school.
- b. Invest in facilities and infrastructure for the future of every student.
- c. Engaging settings that stimulate curiosity and empowering students to have a voice in their learning.
- d. Inspire all students with compelling inviting facilities that promote innovative, inclusive teaching and learning.
- e. Support student learning by investing in facility and infrastructure that are safe, student centered and equitable.
- f. Create compelling learning environments that inspire students and staff and engage families.
- g. Empower students to succeed by ensuring that their learning environments promote positive outcomes.
- h. Support all staff through high quality professional development to ensure those teaching and supporting students are able to provide high quality instruction.

Closing remarks (Dr. Rice):

1. Want principals involved.
2. This process is way overdue.

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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, PBK

Partner

**END OF MINUTES**