



**San Juan**  
Unified School District

# San Juan Unified School District Facilities Committee

- Anderson Berry, Chair
- Maggie Cooper, Asst. Chair
- Lupita Alcala
- Melinda Avey

- Kathryn Brann
- Tina Cooper
- Ashley Freer

- Fred Latu
- Steve Ward
- Fedros Yavrom

---

### **We commit to:**

- *Being responsive to the needs of students*
  - *Conducting meetings that are: Effective, Efficient and Decisive*
  - *Focusing on solving problems*
  - *Working together through the committee chair*
  - *Recognizing the committee's role as a recommending body*
  - *Differentiating between fact and opinion*
  - *Clearly defining and agreeing upon mission*
  - *Members having open minds and being creative*
  - *Abide by Brown Act concept and principles*
  - *Being responsive to the direction of the Board as a whole*
  - *Members being polite, respectful, and supportive of other's time and opinions*
- 

## **AGENDA**

**October 4, 2022**

**District Office Board Room**

**3738 Walnut Avenue, Carmichael, CA 95608**

**I. CALL TO ORDER – 6:30 p.m.**

**II. VISITOR COMMENTS\* - 6:35 p.m.**

**III. BUSINESS ITEMS – 6:40 p.m.**

**1. Introductions - New Facilities Committee Members (Berry)**

**2. Approval of the Minutes - June 7, 2022 - Action (Berry)**  
Material Provided (Pages 3-6)

**3. Chair Report (Berry)**

**4. Board Member Report (Hernandez)**

**5. Brown Act Review – Report (Simlick)**  
Material Provided (Pages 7-16)

**6. Review: Facilities Committee Bylaws (Berry)**  
Material Provided (Pages 17-20)

\* Public comments are welcome at Facilities Committee meetings. Each agenda allows time for visitor comments at the beginning of the meeting, as well as during consideration of specific agenda items. To give everyone a chance to be heard, we ask that you limit your comments to two minutes. To speak to the Committee, you must fill out a "Request to Address the Facilities Committee" card, which is available at each meeting. This card will be given to the Chair. You will be called at the appropriate time.

**BUSINESS ITEMS (Continued)**

**7. Organizational Meeting – Action**

**(Berry)**

- a. **Annual Meeting Schedule** - Material Provided (Page 21)
- b. **Annual Board Report**
- c. **Committee Chair Election**
- d. **Committee Assistant Chair Election**

**IV. FUTURE AGENDA ITEMS – Discussion 7:30– 7:40 p.m.**

**V. INFORMATION – 7:40 p.m.**

- 1. Attendance Summary..... Page 22
- 2. Board of Education Future Agenda Items..... Pages 23 - 25

**VI. ADJOURNMENT – 7:45 p.m.**

\* Public comments are welcome at Facilities Committee meetings. Each agenda allows time for visitor comments at the beginning of the meeting, as well as during consideration of specific agenda items. To give everyone a chance to be heard, we ask that you limit your comments to two minutes. To speak to the Committee, you must fill out a "Request to Address the Facilities Committee" card, which is available at each meeting. This card will be given to the Chair. You will be called at the appropriate time.



## San Juan Unified School District Facilities Committee

- Anderson Berry, Chair
- Maggie Cooper, Asst. Chair
- Melinda Avey
- Kathryn Brann

- Brett Burns
- David Doerr
- Fred Latu

- Jon Mohle
- Fedros Yavrom
- Vacant

---

### **We commit to:**

- o *Being responsive to the needs of students*
  - o *Conducting meetings that are: Effective, Efficient and Decisive*
  - o *Focusing on solving problems*
  - o *Working together through the committee chair*
  - o *Recognizing the committee's role as a recommending body*
  - o *Differentiating between fact and opinion*
  - o *Clearly defining and agreeing upon mission*
  - o *Members being polite, respectful, and supportive of other's time and opinions*
  - o *Members having open minds and being creative*
  - o *Abide by Brown Act concept and principles*
  - o *Being responsive to the direction of the Board as a whole*
- 

# AGENDA

June 7, 2022 – 6:30 p.m.

Del Campo High School - Library, Science Wing & CTE  
4925 Dewey Drive, Fair Oaks, CA 95628

## I. CALL TO ORDER – 6:30 p.m.

Mr. Berry called the meeting to order at 6:38 p.m.

## II. VISITOR COMMENTS\*- 6:35 p.m.

Damaris Canton expressed her concerns regarding Katherine Johnson Middle School being moved to the Creekside campus.

## III. BUSINESS ITEMS – 6:40 p.m.

### 1. Approval of Minutes – April 12, 2022 - Action

(Berry)

Material Provided (Pages 2-4)

As so moved by Ms. Cooper, seconded by Mr. Berry. The motion passes unanimously.

### 2. Chair Report

(Berry)

Mr. Berry reported he is glad we're back to in person meetings and able to take a tour this beautiful school.

### 3. Board Member Report

(Hernandez)

Ms. Costa filled in for Mr. Hernandez this evening. Ms. Costa was the former Facilities Committee Board liaison.

Ms. Costa was happy to report that graduations were in person this year. These events went smoothly; all was calm on the last day of school.

### 4. Tour: Del Campo High School Science Wing & CTE Buildings

(Camarda/Arps)

Mr. Arps and Mr. Camarda took the committee on a tour of Del Campo's new science wing and CTE classrooms. They showed the committee the site's new library/media commons, with many components being mobile to add room for flex space. They also showed a couple of science classrooms, highlighting the state-of-the-art equipment installed for students to conduct

projects with. The committee was then shown Del Campo's CTE classrooms, which included the firefighter academy, "fab lab", EMT academy, broadcasting stations, computer science and construction trades classrooms.

## 5. Arcade MS/Katherine Johnson MS Design Presentation

(Camarda/Knauss/Arps)

Materials Provided (Pages 5 -26)

Mr. Camarda introduced the topic. The district is focusing a lot in the Arden Arcade area. We started out with K-5s; Dyer-Kelly has grown to 780 students, and Del Paso Manor and Greer were modernized. Now, we must address the 6-8 population. Arcade Fundamental Middle School and Katherine Johnson Middle School will be getting brand new campuses. The sites will be considered "sister schools", since they are similar, but each site will have its own identity. Mr. Camarda mentioned that boundary adjustments will need to occur to make the west end ideal.

Mr. Camarda then introduced Ms. Knauss, principal architect for Lionakis, to the committee. Ms. Knauss walked through the construction process and schedule. Ms. Knauss and her team have held multiple meetings with different stakeholders, i.e., teachers, administrators, support staff, nutrition services, etc. to arrive at the design we have settled on. Community meetings for both sites will be forthcoming. Lionakis will be using the same buildings on both campuses, as well as prototype classrooms, which will add to the efficiency and speed of delivery of the sites. Katherine Johnson Middle School is anticipated to house 650 students. Arcade Fundamental Middle School is a bit larger and can house more students.

Ms. Knauss spoke what kinds of engagement was done prior to design. Engagement consisted of focus groups of all sizes while showing 3D models of similar projects (such as Natomas USD's prototype classrooms). For example, Katherine Johnson staff was able to provide input on what they dreamt of having on their new campus. One of their wish list items was more flex space, which has been worked into the classroom design. Lionakis will loop back with teachers at the beginning of the new school year to keep them up to date on the project's process. Ms. Knauss advised that submittals will be made in August 2022 and classroom prototype buildings can be done at the same time. Occupancy is scheduled for 2024. Before the project can be awarded, we must ensure that we've heard and mitigated all concerns raised in the EIR. A shovel will not go into the ground until we have received all clearances. Once the EIR is certified, we can move forward full steam ahead.

Ms. Knauss then shared 3D flythroughs for both sites. Arcade's identity will be around innovation in motion, featuring gears, rods and connectors displayed throughout the campus. Katherine Johnson's identity will be formed around Katherine Johnson's accomplishments. The campus will feature planetary rings and their alignment on the date of Katherine Johnson's birth. Concentric themes will be displayed throughout the campus.

Mr. Camarda added that the district is starting its transformation era, bringing school sites into the modern century. The current, old buildings are not educationally adequate. The district will incorporate reasonable efforts into the design on both school sites. Now is when the community engagement phase begins.

### Questions asked:

Ms. Cooper asked for the current enrollment at Katherine Johnson.

Mr. Camarda answered a little over 500 students; they are at capacity. There is no way to continue growth in their current location while sharing space with Encina High School. We cannot continue to operate in the same way.

Ms. Cooper asked for more information regarding the boundary adjustments.

Mr. Camarda advised that the district is looking at balancing its boundaries for Starr King, Churchill, Katherine Johnson, Sierra Oaks, Edison and Arden.

Ms. Cooper supports the female scientist focus at Katherine Johnson Middle School, but wants to be sure boys will feel included as well.

Ms. Knauss answered yes, all genders will be included.

Mr. Doerr asked if there is enough space at the new Katherine Johnson campus for recreation activities.

Ms. Knauss replied yes, we have basketball courts, pickle ball courts and could possibly add backstops to the field for softball/baseball.

Mr. Yavrom stated the formality of Katherine Johnson's offices is not conducive to the school. What are some of the ongoing efforts to meaningful engage the site leadership team? Specifically, SEL spaces, SEL is not feeling heard.

Mr. Camarda answered that Mr. Yavrom's statement does not seem to match the theme of the feedback we have received. We have engaged the site leadership team quite extensively, and the design is a result of those conversations.

Ms. Knauss added that flex spaces can be utilized for SEL as well. She has designed many schools with SELs in mind.

Mr. Yavrom would like the district to be sensitive to the Katherine Johnson population.

Ms. Chenoweth added that she has been engaging with Encina 6-12 for a very long time. She will get the details on specific needs, i.e., washing machines, flex spaces, moveable furniture, etc.

Mr. Camarda stated that a happy medium can be found for these spaces. He hears Mr. Yavrom loud and clear.

Ms. Avey brought up traffic concerns that were mentioned during Supervisor Desmond’s meeting the week before. How will the district mitigate these concerns?

Mr. Camarda answered there will be a detailed traffic study done, and the district will work the Department of Transportation as well. Currently, there is a low percentage of Encina/Katherine Johnson students being dropped off at school. Most students are walking. We will assess how boundary exercises will affect flows of traffic. The traffic study will show where our walking students are coming from. The boundary exercise done earlier shows most Katherine Johnson students are in the Dyer-Kelly area.

Ms. Knauss elaborated on the traffic study. The study will address pedestrian paths, sidewalks, etc. The layout shown today is a placeholder until the district receives the green light.

Mr. Arps added that his team has been working on partnering with the county on the street connector at the future Katherine Johnson Middle school. We have expanded district partnerships with the county, grant efforts, mediation, etc. The more we partner with them, the better.

Ms. Avey mentioned the resident’s use of the Creekside area. How will the district handle this?

Mr. Camarda answered we will work closely with Fulton El-Camino Parks & Recreation District. It’s in the district’s interest to continue some type of access.

Ms. Avey asked when the Creekside community was informed about the decision to relocate Katherine Johnson Middle School.

Mr. Camarda replied this is earlier than we typically engage. There will be concerns and the district will try its best to mitigate all reasonable concerns. We want to partner with the community.

Ms. Avey asked for confirmation: the community does not get a say in whether or not the district builds there.

Mr. Camarda concurred. There is a community meeting on June 16 at Creekside. Neighbors can receive more information about the process and different stages. This meeting will have more of a workshop feel to it, where community members can receive more informative, in-depth answers from our specialists. There will be breakout tables as well.

Ms. Knauss added that all voices can be in the scoping documents to mitigate concerns.

Mr. Arps stated that flyers were sent out to the community, which included links and interest forms for those seeking more information.

Ms. Cooper asked when the district will receive the EIR.

Mr. Camarda answered that we’re not entirely sure at this time. This is not just about Katherine Johnson, but Arcade as well. There are loud concerns from the Katherine Johnson community, and he does not want Arcade to be overshadowed.

Ms. Avey stated she is in support. Middle School students tend to get “stuck”. She feels the schools are needed.

Mr. Camarda mentioned Arden Middle School. Arden is the current beacon in this area. We are geographically set up for success. Considerations must be made for the incoming TK and refugee populations.

Ms. Knauss added the schematic design phase goes until August 2022. EIR mitigations will roll into that conversation. There are many more months of design ahead of us.

Mr. Berry re-opened the floor for public comment.

Michael Seaman, Creekside community member, stated that the district is doing this backwards. Cookie cutter buildings are being packed into Creekside. The district does not understand the constraints of the site. This should be considered before we roll out expensive drawings.

#### **IV. FUTURE AGENDA ITEMS – Discussion 7:30– 7:40 p.m.**

- Fair Oaks Recreation & Parks District at La Vista
- Cell Towers Update

Ms. Avey suggests a meeting on school safety.

Mr. Camarda advised we can have a robust conversation about school safety on a future agenda.

#### **V. INFORMATION – 7:40 p.m.**

1. Attendance Summary..... Page 27
2. Board of Education Future Agenda Items.....Page 28

**VI. ADJOURNMENT – 7:45 p.m.**

There being no further business or discussion, Mr. Berry adjourned the meeting at 9:11 p.m.

DRAFT

# UNDERSTANDING THE BROWN ACT

Presented to the  
**Facilities Committee**

Tuesday, October 4, 2022

Linda C. T. Simlick  
General Counsel - San Juan Unified School District

1

## UNDERSTANDING THE BROWN ACT

### What is the Brown Act?

- Authored by and named after Assemblyman Ralph M. Brown in 1953 to guarantee the public's right to attend and participate in meetings of local government.
- Found in Government Code sections 54950 through 54963.
- The Intent is to ensure that:
  - deliberations and actions of a local agency legislative body are open and public,
  - there is meaningful public access to local government decisions, and
  - the public is fully informed and able to participate in decisions involving the public agency (section 54950).

2

## UNDERSTANDING THE BROWN ACT

### Who is subject to the Brown Act?

- Legislative bodies/local government, including anyone who has been elected but has not yet assumed office.
- Committees and subordinate bodies created by formal action of the Board of Education, which would include the Facilities Committee.

3

## UNDERSTANDING THE BROWN ACT

### What Does the Brown Act Require?

- Meetings must be held on a regular schedule,
- Meetings be conducted in public,
- Meetings be conducted with an agenda available in advance of the meeting,
- Meeting agendas must be posted on the District's website and made available upon request in appropriate alternative formats to persons with disabilities.
- All persons must be permitted to attend and participate in meetings, and
- Actions and deliberations must be taken openly, in public.

4



## UNDERSTANDING THE BROWN ACT

### What Constitutes a Meeting?

- Any congregation or gathering
- of a majority of the members
- at the same time and place
- to hear, discuss, or deliberate on any item within the subject matter jurisdiction of the committee (section 54952.2(a)), and
- A “collective concurrence” is not necessary to be considered a meeting.

If a quorum (usually considered a simple majority) doesn't appear, there is no meeting under the Brown Act, and no action can be taken.

5

## UNDERSTANDING THE BROWN ACT

A meeting can occur no matter how inadvertent or informal the congregation of a majority of the committee. For example, if a majority of committee members happen to “run into each other” at a coffee house, and start discussing committee business, such a gathering is considered a meeting and is a violation of the Brown Act.

A majority of members shall not, outside a meeting:

- use a series of communications of any kind,
- directly or through intermediaries,
- to hear,
- discuss, or
- deliberate business that is within the subject matter jurisdiction of the committee.

6

## UNDERSTANDING THE BROWN ACT

### Serial meetings

- “[A] serial meeting is a series of communications, each of which involves less than a quorum of the legislative body, but which taken as a whole involves a majority of the body’s members.” (Attorney General’s Brown Act Handbook)
- Serial meetings can lead to a collective concurrence and are prohibited (section 54952.2)
  - Example - a majority of members cannot e-mail each other to engage in a discussion of topics that are before the committee. (section 54953(b)(2)).
- “Daisy Chain”
  - “. . . a chain of communications involving contact from member A to member B who then communicates with member C [on the same issue] would constitute a serial meeting of a five-person body.” (AG’s Brown Act Handbook)
- “Hub” and “Spokes”
  - “Similarly, when a person acts as the hub of a wheel (member A) and communicates individually with the various spokes (members B, C, and D) [on the same issue], a serial meeting has occurred.” (AG’s Brown Act Handbook)

7

## UNDERSTANDING THE BROWN ACT

### Technology/Social Media Concerns

A majority of committee members cannot use e-mail or text or other technology among themselves to discuss and develop a collective consensus, agreement, or decision regarding district business, or engage in an exchange of information via technology about their views or positions.

### Meetings May Occur (Inadvertently) Through the Use of Technology

- Telephone/facsimile
- E-mail/text
- Instagram/Tweeting, blogging, participating in a chat room or having a Facebook page
  - Posts on Facebook, Twitter, Instagram, and other social media platforms may constitute conversations among committee members if discussing district business and therefore could be considered a “meeting”
  - Discussion may be out of your control (posts by others to your blog or Facebook page)

This doesn’t mean you can’t do these things, you just need to be aware and be careful.

8

## UNDERSTANDING THE BROWN ACT

### What Doesn't Constitute a Meeting?

- Individual contacts or conversations
- Public conferences
- Community meetings/other local agency meetings (e.g., city council meetings)
- Social gatherings
- Attendance at other committees or a Board of Education meeting when a majority of committee members are present, only as an observer, with NO interactions
- Staff meetings
- Merely confirming availability for a meeting
- BUT, even in these gatherings, if you discuss Committee business with a majority of members, it could be a Brown Act violation

9

## UNDERSTANDING THE BROWN ACT

### One-Way Transmission of Information

- District employees and officials can provide information to committee members if they are not communicating the position of other committee members.
- One-way transmission of information by a committee member to other committee members should be very limited.
- Avoid communicating a "position."
- In emails, texts, etc., information only, with no responses (i.e., never "reply to all"), may be permissible.

10

## UNDERSTANDING THE BROWN ACT

### Open Meeting Requirements

- All meetings of the committee must be open, public, and accessible,
- The current agenda must be accessible from the home page of the District's primary website,
- The agenda must be posted in an open format that is "retrievable, downloadable, indexable and electronically searchable" and "machine readable," without charge. (Section 54954.2)
- Agenda must be posted at a location freely accessible to the public, at least 72 hours before the meeting,
- All person must be permitted to attend, and
- No conditions on attendance (not required to sign in).

11

## UNDERSTANDING THE BROWN ACT

### Public Participation and Comment

Members of the public must be provided an opportunity to address the committee on any item within the subject matter jurisdiction of the committee (usually agendized at the beginning and/or the end of a meeting under visitor comments). However, the committee may not discuss or act on the public comment unless it has been properly agendized.

Members of the public must be provided an opportunity to address the committee on any item on the agenda either before or during the committee's consideration of that item.

12

## UNDERSTANDING THE BROWN ACT

### Public Participation and Comment, continued:

- The committee cannot prohibit public criticism of the policies, procedures, programs, or services of the committee, district, or employees, or the acts or omissions of the committee.
- The committee may reasonably “regulate” the total time allocated for comment by the public for items on and not on the agenda in a content neutral manner. (See committee Board Bylaw 9323 which provides for 2 minutes)
- Must provide at least twice the time allotted to any member of the public who uses a translator, unless a simultaneous translation equipment that allows the committee to hear translated testimony simultaneously is used. (Section 54954.3; AB 1787 (2016))

13

## AB 2449

- AB 2449 was recently signed into law on September 13, 2022. It amends certain requirements relating to teleconference participation. It is effective January 1, 2023, through January 1, 2026.
- Allows teleconferencing participation based on State of Emergency/ ‘emergency circumstances’ identified under AB 361 (passed under COVID, ending January 1, 2024), with additional exceptions.
- A member may attend a meeting remotely without having to identify and open their teleconference location to the public **IF**:
- The member has ‘just cause’ or faces ‘emergency circumstances’ that require them to meet remotely

14

## AB 2449

- Just cause defined:
  - Childcare or caregiving of certain family members requiring remote participation
  - Contagious illness preventing them from attending in person
  - A need related to a disability not otherwise accommodated
  - Travel while on official business of the legislative body or another state/local agency
- Member must notify legislative body of need to participate remotely asap, and provide general description of reasons
- Just cause excuse cannot be used by a member more than 2 meetings per calendar year.

15

## AB 2449

- Emergency circumstances defined:
  - Physical or family medical emergency preventing attendance in person
- Member must request remote appearance asap, and the legislative body must take action to approve the request.
- If not sufficient time for placement on the posted agenda, the legislative body may take action by majority vote as an emergency circumstances at beginning of the meeting.
- Member shall provide a written description of their need to appear remotely, but shall not exceed 20 words, and must not require the member to disclose any medical diagnosis or disability, or personal medical information

16

## AB 2449

- Remote attendance under AB 2449
  - Members must participate through both audio and visual technology. If participating in an action item, the remote member must publicly disclose if someone over 18 is present in their room, and their general relationship to the member.
  - Members may not participate remotely for a period of more than 3 consecutive months, or 20% of the regular meetings in a calendar year. If the committee meets less than 10 times per year, a member can not participate remotely in more than 2 regular meetings.

17

## AB 2449

- In order to allow teleconferencing without the more traditional process of identifying location on the agenda, posting the agenda at all teleconferencing locations, and opening the location to the public:
  - A quorum of members must participate in person at a single location within the agency's jurisdiction
  - The agency must provide the public means to observe and participate in the meeting through a means like Zoom, or a two way telephone service and live webcasting of the meeting
  - The posted agenda must include information on how to access the meeting and make public comment (through in person or remote)
  - The agency may not require public comments submitted before the meeting, but must allow 'real time' opportunity to address committee
  - If the broadcast is disrupted preventing the public from making public comments, no action can be taken on the agenda until public access is restored.

18

## UNDERSTANDING THE BROWN ACT

### **Brown Act Violations**

- Violations of the meeting notice and agenda provisions may cause a committee action to be null and void if judgment is found against the District/committee.
- Any interested party or the Sacramento County District Attorney must demand in writing that the committee “cure or correct” the alleged violation prior to action being commenced.
- Any committee member who attends a committee meeting where action is taken in violation of any provision of the Act, and where the member intends to deprive the public of information to which the member knows or has reason to know the public is entitled, is guilty of a misdemeanor. (Section 54959)
- Civil Actions (injunction, mandamus, declaratory relief):
  - Any lawsuit must be commenced within 15 days of receipt of written notice of the committee’s refusal to cure, or within 15 days of the expiration of the 30-day period to cure, whichever is earlier.
  - Significant costs and attorney fees may be awarded against the local agency.
- Criminal penalties (misdemeanor)
  - May be assessed against a member or members who participated in committee action with the “wrongful intent to deprive public of information.”



## SAN JUAN UNIFIED SCHOOL DISTRICT

### FACILITIES COMMITTEE BYLAWS

#### I. Name

The name of the committee shall be the Facilities Committee.

#### II. Authority

The Facilities Committee, hereinafter referred to as “the committee,” is a standing committee of the San Juan Unified School District Board of Education as established by formal board action and shall operate in compliance with the state’s open-meeting laws (Ralph M. Brown Act). In this regard, a majority of committee members shall not meet at the same time and place to hear, discuss, or deliberate upon any matter within the jurisdiction of the committee, and shall not make any agreement to take or refrain from taking any particular course of action, except during the course of a public meeting.

#### III. Charge

As directed by the board, superintendent or designee, the committee shall serve at the pleasure of the Board of Education in an advisory capacity on matters pertaining to facilities. Final authority for Facilities lies with the Board of Education.

#### IV. Function

The work of the committee shall be aligned with board priorities and available resources, including staff time. At the board’s direction, the committee may collect information, respond to important issues, review materials, and develop recommendations. It may also meet and share information, interpretations or recommendations with other committees and district administration pertaining to planning of facilities.

In implementing the charge and functions, the Facilities Committee shall:

- A. Review and advise the board on the allocation of resources to provide adequate, safe and appropriately maintained schools.
- B. Review and advise the board on facilities needs of the district including proposals related to categories which may require a large expenditure of funds or may be controversial in nature.
- C. Review and advise the board on effective utilization of facilities due to enrollment problems caused by shifting, increasing, or declining enrollment or boundary issues.

The Committee shall also provide written and oral presentations to the board as requested or at the committee’s initiative.

#### V. Voting and Quorum

Visitors may address the committee, as described in Section XIV, but do not have voting privileges and do not participate in discussion with committee members. For the purpose of taking action, a quorum shall consist of a simple majority of the appointed members of the committee. No action may be taken without a quorum; however, the committee may continue to meet and consider topics without a quorum. Any action adopted must be approved by a simple majority of the quorum.

#### VI. Staff Liaison

- A. The superintendent shall appoint a senior administrative staff liaison for this committee.
- B. The staff liaison shall serve as a resource, providing information and materials to the committee, as well as feedback to district administrators from the committee.

- C. The staff liaison and other district staff serve under the direction of the superintendent, who prioritizes their time and other resources. Individual committee members shall not direct staff or contact staff to request data or other information. Such requests will come from the committee chairperson to the staff liaison, who will determine if staff resources are available and if the request aligns with the priorities of the superintendent and governing board.

VII. Board Liaison

- A. One board member will serve as liaison to the committee and will be a non-voting member of the committee.
- B. The board liaison may provide a board update at meetings.
- C. The board liaison will provide clarification to the committee at his or her discretion as deemed appropriate.
- D. The committee chair may meet with the board liaison, staff liaison, board president and superintendent as needed.

VIII. Composition

The composition of the committee shall be ten (10) community members appointed by the board (two (2) appointed by each board member).

- A. Board members have sole discretion and authority of appointees.
- B. Members may only serve on one board appointed advisory committee.
- C. Employees who are represented by an employee group (CSEA, Confidential, Educationally Related Mental Health Worker, SJAA, SJPEC, SJTA, Supervisors, Teamsters) shall not serve as board appointed members of an advisory committee.

IX. Selection of Members

The process for selection of community members shall be determined by the Board of Education is as follows:

- A. The staff liaison will inform the board administrative assistant of all committee vacancies.
- B. The board administrative assistant will inform the appropriate board member of vacancies.
- C. Each board member shall appoint two community members to the committee.

X. Term

Committee members shall serve two-year terms. Subsequent appointee terms are at the sole discretion and authority of the appointing board member. Terms will begin in January and end in December. Terms shall be staggered such that six (6) members' terms will expire in even-numbered years and four (4) members' terms will expire in odd-numbered years.

All members should be prepared to attend all regularly scheduled meetings. Three unexcused absences from regularly scheduled meetings within the academic school year, will initiate a vacancy recommendation to the appointing board member. The appointing board member will determine whether the committee member should continue on the Facilities Committee.

Newly elected board members will be given the option to appoint their own committee members or continue with the current appointments.

XI. Vacancies

The staff liaison will be responsible for informing the board administrative assistant of all vacancies. The appropriate board member shall appoint a replacement member to serve the remainder of the term. If the

board member fails to make an appointment within thirty (30) days after notification, the board president will serve a reminder notice of the need to fully staff the committee to the appropriate board member.

XII. Organizational Meeting

The annual organizational meeting of the committee shall occur at the committee's first meeting of each academic year. The committee shall do all of the following at its organizational meeting:

- A. Establish an annual schedule of regular meetings. The committee generally meets once each month, September through June. The committee may schedule additional meetings if desired, and may also cancel regularly scheduled meetings lacking a quorum or business to conduct.
- B. Review the committee bylaws and receive training on the Brown Act.
- C. Review and recommend approval of the annual report to the board.

XIII. Elections

Elections shall be held at the last meeting of each academic year, and the committee shall:

- A. Elect a chairperson for a term of one year, being eligible for re-election for one additional, consecutive term. The chairperson shall be responsible for coordinating with staff liaison and the committee secretary in developing each meeting's agenda; for conducting the meeting and working with the liaison to ensure compliance with the Brown Act; for reviewing a draft of the minutes; and shall also be responsible for preparing or delegating the preparation of the annual summary report and any committee reports. Training for the chairperson and assistant chairperson will be held annually.
- B. Elect an assistant chairperson for a term of one year, being eligible for re-election for one additional, consecutive term, who shall assist the chair in fulfilling his/her responsibilities, and who shall conduct the meeting in the absence of the chairperson.
- C. If the committee cannot have an election or does not reach a clear decision, the chairperson and assistant chairperson may continue to serve until the election of their successors for a maximum of 60 days after the expiration of their terms. If no successor is elected at the end of the 60-day period, then the positions are deemed vacant, and the chairpersons can act for each meeting until such a time as new chairpersons are elected. If neither is present, the meeting can be chaired by a member based on seniority of appointment with the committee.

XIV. Agendas

The agenda format and minutes will replicate that of the school board, including allowing for general visitor comment before business items, and again at the end of the meeting prior to adjournment, as well as prior to a specific business item. Visitor comments will be limited to two minutes, and visitors must submit a card informing the committee of their interest to speak.

Agenda item requests from committee members shall be forwarded to the committee chair and staff liaison. If the chair and staff liaison jointly determine that the topic meets the charge of the committee, and is aligned with current board priorities and available staff resources, the item shall be placed on a future agenda. A board member or staff member may also place an item on the committee agenda in preparation for a future board discussion.

To determine if the majority of the board would like committee input on a topic, the committee may request that the board liaison present the topic to the board president and superintendent. At the discretion of the board president and superintendent, the item may be placed on a board agenda for discussion. A majority of the board, through action or consent, may or may not refer the topic back to the committee for further research and discussion.

XV. Annual Report

The committee chair will submit an annual summary (ideally, 1-2 pages) report for the Board of Education no later than November 1 of each year. This report should compare committee activities and products with

its charge and function. This report will outline work in progress, foreseen issues and provide a summary of recommendations, citing advantages and disadvantages of each. The report should also contain a recommendation for continuation, modification or termination of the committee.

XVI. Budget

The board will determine the budget, which will cover the operating costs of all board advisory committees.

Approved by the Facilities/Transportation/Finance Committee: 12/6/94

Approved by the Board of Education: 12/13/94

Revised/Approved by the Board of Education: 3/24/98

Revised/Adopted by FT & F 3-06-12

Revised/Approved by the Board of Education 10-9-2012

Revised/Approved by the Board of Education: 6/23/15

Revised/Approved by the Board of Education: 6/27/17

Revised/Approved by the Board of Education: 08/28/2018



San Juan  
Unified School District

# SJUSD Facilities Committee 2022-23 School Year Meeting Dates

Date	Time	Location
September 6, 2022	6:30 p.m.	District Office Board Room 3738 Walnut Avenue, Carmichael, CA 95608 **
October 4, 2022	6:30 p.m.	District Office Board Room 3738 Walnut Avenue, Carmichael, CA 95608
November 1, 2022	6:30 p.m.	TBA
December 6, 2022	6:30 p.m.	TBA
January 3, 2023	6:30 p.m.	TBA
February 7, 2023	6:30 p.m.	TBA
March 7, 2023	6:30 p.m.	TBA
April 4, 2023	6:30 p.m.	TBA
May 2, 2023	6:30 p.m.	TBA
June 6, 2023	6:30 p.m.	TBA

\*\* Meeting cancelled

# Facilities Committee Attendance Summary 2022-2023

Committee Members (initials: board members)	09-06-2022	10-04-2022	11-01-2022	12-06-2022	01-03-2023	02-07-2023	03-07-2023	04-04-2023	05-02-2023	06-06-2023
Maggie Cooper (ZC)	*									
Kathryn Brann (PC)	C									
Steve Ward (SH)	A									
Ashley Freer (PV)	N									
Anderson Berry (MM)	C									
Tina Cooper (PC)	E									
Lupita Alcala (PV)	L									
Melinda Avey (SH)	L									
Fedros Yavrom (MM)	E									
Fred Latu (ZC)	D									

Board of Education / Appointees (Term Expires)

Pam Costa (12/24)	Kathryn Brann (12/23)	Tina Cooper (12/22)
Saul Hernandez (12/24)	Steve Ward (12/22)	Melinda Avey (12/22)
Paula Villescaz (12/24)	Lupita Alcala (12/23)	Ashley Freer (12/22)
Michael McKibbin (12/22)	Fedros Yavrom (12/23)	Anderson Berry* (12/23)
Zima Creason (12/22)	Maggie Cooper** (12/23)	Fred Latu (12/23)

**\*Chair**

**\*\*Assistant Chair**

**SAN JUAN UNIFIED SCHOOL DISTRICT  
TENTATIVE BOARD AGENDA ITEMS  
2022-2023**

**OCTOBER 11**

Independent Study/Homeschool Update – R	Townsend-Snider
Resolution: Secure Firearm Storage – A	Allen
Governance Handbook Revisions – D/A	Allen
Revisions to Board Bylaws – D	Allen/Simlick
Williams Complaint Report – R	Simlick
Tentative Agreement: SJPEC – A [Discussed 09/27/22]	Thigpen
Tentative Agreement: SJTA – A [Discussed 09/27/22]	Thigpen
Tentative Agreement: SJSA – A [Discussed 09/27/22]	Thigpen
Tentative Agreement: CSEA – A [Discussed 09/27/22]	Thigpen
Salary Schedule Adjustments: Confidential, Unrepresented – A [Discussed 09/27/22]	Thigpen
*Revisions to BP/E 0420.41 Charter School Oversight – A [Discussed 09/27/22]	Ginter

**OCTOBER 25**

Recognition: School Psychology Awareness Week (Nov. 14-18) – A	Calvin
Class of 2023 Graduation Requirements – D	Schnepf
2021-2022 End of Year Data Summary – R	Bassanelli
Variable Term Waivers – A	Oropallo
Assignment of Teachers Outside Regular Base Credential – A	Oropallo
Provisional Internship Permits – A	Oropallo
*Revisions to Board Bylaws – A [Discussed 10/11/22]	Allen/Simlick

**NOVEMBER 15** (3rd Tuesday)

WORKSHOP: Katherine Johnson Middle School (Creekside) Environmental Impact Report – A	Camarda
Family and Community Engagement Update – R	Allen
Class of 2023 Graduation Requirements – A [Discussed 10/25/22]	Schnepf
Set Annual Organizational Meeting – A	Board

**DECEMBER 13**

*Board Reception/Swearing-In (before board meeting)*

Annual Organizational Meeting – A	Board
2021-2022 Audit Report – A	Stahlheber
2022-2023 First Interim & Budget/Financial Status Report – A	Stahlheber
Minimum Wage Increase (CSEA, Teamsters) – A	Oropallo
Minimum Wage Increase (Short Term, Temporary) – A	Oropallo
Governance Handbook Annual Update – D/A	Board

**JANUARY 10**

Williams Complaint Report – R	Simlick
Annual Policy Review – D	Simlick
BP 3430    Investing and Debt Management	
BP 5116.1  Intradistrict Open Enrollment	
BP 6145    Extracurricular/Cocurricular Activities	
BP 6020    Parent Involvement	
*Resolution: Emergency Contracting – A	Stahlheber
*Resolution: Authorized Signature - Power to Contract on Behalf of the District – A	Stahlheber
*Resolution: Delegating Signature Authorization to the Superintendent – A	Stahlheber

**JANUARY 24**

Recognition: 2023 Classified Employees of the Year – A	Oropallo
Recognition: National School Counseling Week (Feb. 6-10) – A	Schnepf
*School Accountability Report Cards (SARCs) – A	Bassanelli
*Annual Policy Review [Discussed 01/10/23] – A	Simlick
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement	

**FEBRUARY 14**

Mid-Year LCAP Update 2022-2023 – R	Bassanelli
Choices Charter School Mid-Year LCAP Update 2022-2023 – R	Ginter
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D	Oropallo
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated ECE) – D	Oropallo
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – D	Oropallo
Notice of Intent to Reduce Classified Positions – D	Oropallo

**FEBRUARY 28**

Recognition: Arts Education Month (March) – A	Townsend-Snider
Recognition: National School Social Work Week (Mar. 5-11) – A	Calvin
K-8 Schools Update – R	Townsend-Snider
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/14/23]	Oropallo
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/14/23]	Oropallo
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – A [Discussed 02/14/23]	Oropallo
Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/14/23]	Oropallo

**MARCH 14**

Second Interim Budget Report – R	Stahlheber
Expanded Learning Opportunities Update (Secondary) – R	Schnepf
2023 CSBA Delegate Assembly Election – A	Board
*Consolidated Application, Winter Report 2023 (Part II) – A	Calvin

**MARCH 28**

Expanded Learning Opportunities Update (Elementary) – R	Townsend-Snider
ECE Update – R	Townsend-Snider
*Head Start and Early Head Start Grant Application 2022-2023 – A	Townsend-Snider
*Audit Report for Measures J, N, P and S – A	Stahlheber

**APRIL 11**

Recognition: Week of the Young Child (Apr. 15-21) – A	Townsend-Snider
Recognition: School Bus Driver’s Appreciation Day (Apr. 25) – A	Oropallo
Instructional Materials Adoptions – D	Schnepf
New High School Courses – D	Schnepf
Williams Complaint Report – R	Simlick
Proposed Board Meeting Dates for 2023-2024 – A	Board

**APRIL 25**

Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 10) – A	Calvin
Technology Update – R	Skibitzki
*Instructional Materials Adoptions – A [Discussed 04/11/23]	Schnepf
*New High School Courses – A [Discussed 04/11/23]	Schnepf



**MAY 9**

Recognition: California Day of the Teacher (May 10) – A	Oropallo
Recognition: Classified School Employee Week (May 21-27) – A	Oropallo
Hearing Officer’s Recommendation-2023 RIF (if applicable) – A	Simlick
*Approval of CTE 2023 Advisory Committee Roster – A	Schnep
*Head Start/Early Head Start COLA Funding Allocation 2023-2024 – A	Townsend-Snider
*Resolution: CSPP Continued Funding Application Designated Personnel 2023-2024 – A	Townsend-Snider

**MAY 23**

Recognition: National Science Bowl (if applicable) – A	Schnep
Recognition: Science Olympiad (if applicable) – A	Schnep
Recognition: Academic Decathlon (if applicable) – A	Schnep
*Head Start/Early Head Start Contract Resolution FY 2023-2024 – A	Townsend-Snider

**JUNE 13**

Public Hearing: LCAP – D	Bassanelli
Public Hearing: LCAP/Choices Charter School – D	Ginter
Universal Prekindergarten Planning and Implementation Update – R	Townsend-Snider
Early Literacy Support Block Grant Annual Report – R	Townsend-Snider
Public Hearing: Adoption of the 2023-2024 Budget – D	Stahlheber
Temporary Interfund Borrowing of Cash – A	Stahlheber
*CIF Superintendent Designation of Representatives 2023-2024 – A	Schnep
*ECE Program Self-Evaluation for CDE – A	Townsend-Snider

**JUNE 27**

California School Dashboard Local Indicators – R	Bassanelli
LCAP – A [Public Hearing 06/13/23]	Bassanelli
Choices Charter School California School Dashboard Local Indicators – R	Ginter
LCAP Choices Charter School – A [Public Hearing 06/13/23]	Ginter
Adoption of the 2023-2024 Budget – A [Public Hearing 06/13/23]	Stahlheber
*2022-2023 Actuarial Report (OPEB) – A	Oropallo
*Charter School 2021-2022 Audit Reports (Aspire, Atkinson, CMP, GIS, GV, OFY) – A	Stahlheber
*CARES Act Budget Modification (ECE) – A	Townsend-Snider
*2023-2024 School Plan for Student Achievement (SPSAs) – A	Calvin

D=discussion; A=action; \*=consent; R=report; PC=public comment