



# San Juan Unified School District Facilities Committee

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Melinda Avey, Chair        | <input type="checkbox"/> Maggie Cooper | <input type="checkbox"/> Jodi Mulligan-Pfile |
| <input type="checkbox"/> Lupita Alcalá, Asst. Chair | <input type="checkbox"/> Tina Cooper   | <input type="checkbox"/> Murad "Moe" Sarama  |
| <input type="checkbox"/> Josh Alvarado              | <input type="checkbox"/> Ashley Freer  | <input type="checkbox"/> Steve Ward          |
| <input type="checkbox"/> Rachel Andrakowicz         | <input type="checkbox"/> Peter McKane  | <input type="checkbox"/> Fedros Yavrom       |
| <input type="checkbox"/> Anderson Berry             |  |  |

**We commit to:**

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

## AGENDA

Tuesday, November 7, 2023

Sylvan Middle School MP Room - 7085 Auburn Blvd, Citrus Heights, CA 95621

**I. CALL TO ORDER – 6:30 P.M.**

**II. VISITOR COMMENTS\*- 6:35 P.M.**

**III. BUSINESS ITEMS – 6:40 P.M.**

- |   |                           |
|---|---------------------------|
| <b>1. Approval of the Minutes – October 3, 2023 (<i>Action</i>)</b><br>(Material Provided: Pages 2-4) | <b>(Avey)</b>             |
| <b>2. Chair Report</b>  | <b>(Avey)</b>             |
| <b>3. Board Member Report</b>   | <b>(Hernandez)</b>        |
| <b>4. 3280 Committee Requirements (For members absent 10/03/23)</b><br>(Material Provided: Page 5)    | <b>(Camarda)</b>          |
| <b>5. Rules of Order – Review and Questions (From 10/03/23)</b><br>(Material Provided: Pages 6-10)    | <b>(Avey)</b>             |
| <b>6. LCAP Listening Session (<i>Report</i>)</b><br>(Material Provided: Pages 11-12)                  | <b>(Mulder/Tornatore)</b> |
| <b>7. Update from Safe Schools (<i>Report</i>)</b>  | <b>(Jones)</b>            |
| <b>8. Master Plan RFQ (<i>Report</i>)</b><br>(Material Provided: Pages 13-21)                         | <b>(Arps/Chenoweth)</b>   |
| <b>9. Avey/Sub. Committee Update, Non-Permitted School Use (<i>Report</i>)</b>                        | <b>(Avey)</b>             |

**IV. FUTURE AGENDA ITEMS & NEXT MEETING LOCATION – 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.



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## MINUTES

October 3, 2023

Mesa Verde High School Library – 7501 Carriage Drive, Citrus Heights

**I. CALL TO ORDER – 6:30 P.M.**

Ms. Avey called the meeting to order at 6:45 P.M.

**II. VISITOR COMMENTS\*- 6:35 P.M.**

There we none.

**III. BUSINESS ITEMS – 6:40 P.M.**

**1. Tour of New Mesa Verde High School Stadium**

**(Camarda/Arps)**

Mr. Arps from Facilities conducted a twilight tour of the new stadium which included a new ticket booth and restroom/concession building. There was a discussion regarding the adjacent neighbors and perimeter lighting.

**2. Approval of the Minutes – September 5, 2023 (Action)**

**(Avey)**

(Material Provided: Pages 2-5)

As so moved by Mr. Sarama, seconded by Ms. M Cooper. The vote was unanimous.

**3. Chair Report**

**(Avey)**

Ms. Avey had nothing to report.

**4. Board Member Report**

**(Hernandez)**

Mr. Hernandez reported the ribbon cutting ceremony for the new stadium will be on Friday, October 13, 2023, with Homecoming on Saturday, October 14, 2023. He also reported that districtwide student attendance is increasing. He gave a status of the current facilities projects: KJ, Coleman and Mariemont are all moving forward, and Arcade is under construction.

**Questions / Comments:**

Mr. Sarama asked when is KJ's completion date: Mr. Camarda responded August 2024, KJ's foundation is being poured and Arcade is moving forward with framing walls. This schedule could change depending on weather this winter.

Mr. Sarama also asked for an update on the pending lawsuits regarding KJMS. Mr. Camarda responded yes, there were two pending lawsuits, but these could not be discussed in detail.

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Ms. Avey commented on how the new KJMS building will be a significant improvement for the students. Ms. Freer asked about the status of the Middle School Boundary lines. Mr. Camarda responded that the boundary lines are final. He also mentioned that the west side of the district's population is growing due to the increase of refugee relocation.

Ms. M. Cooper mentioned that during the early discussions of creating KJMS, the staff was in favor of keeping the Middle school at the same location. Is the staff now happy with the construction of the new facility?

Mr. Camarda commented that with the input from this committee, stakeholders, and staff, KJMS's faculty is happy with the outcome and the new building's location

## 5. Review: Rules of Order

(Avey)

(Material Provided: Pages 6-10)

Mr. Camarda wanted to thank Mr. Allen for sending over the Rules of Order document. This item will be added to the November 7th meeting agenda. He asked the committee to review and pose any questions regarding this issue for the next meeting.

## 6. 3280 Committee Requirements

(Camarda)

(Material Provided: Page 11)

The Board shall appoint a 3280 Committee prior to the sale or lease of any surplus real property to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. Mr. Camarda would like to use the Facilities Committee as the foundation for 3280 Committee. There may be a need to add new members to fulfill the requirements. The 3280 Committee would meet two-three times a year in conjunction with the Facilities Committee meetings. Mr. Camarda asked the members of the Facilities Committee to fill out page 11 "3280 Committee Composition Check list" and return the form to him. Mr. Camarda explained the process of selling surplus property. Properties being considered for surplus are the nature area at Orangevale and grass fields at La Entrada.

### Questions / Comments:

Ms. Avey asked how do we determine the demographic of the committee? Mr. Hernandez responded; the Facilities Committee is far more qualified than most 3280 Committees.

Mr. Ward commented, should we sell property at this time? The market seems soft.

Mr. Alvarado commented that our main goal is to give the Board an informed decision and asked will there be an RFI or RFP process. Mr. Camarda responded "Yes" there will be an RFP.

Mr. Ward asked is there an order to whom we should offer the sale of properties. Mr. Camarda answered in the past the order was: charter schools, preschools, and recreation and park districts.

Ms. Mulligan-Pfile asked how are the funds reinvested. Mr. Camarda explained that proceeds from the sale of surplus district property are used for capital outlay or maintenance costs. Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities. This income is not allowed to be invested in the market or bonds.

## 7. Avey/Sub. Committee Update, Non-Permitted School Use (Report)

(Avey)

Ms. Avey and Mr. Camarda gave an update on their findings regarding non-permitted use of school property. The committee will bring back this item at the next meeting. The ad-hoc team met with Risk Management to get a better understanding of the site's liabilities. The recent survey received over 300 positive responses. The survey's comments were varied and interesting. Next steps would be to meet with the sites to assess the usage and expectations. The site meeting should include Principal, Athletic Director, PE Coach(es), Custodians and Risk Management. At the next meeting Mr. Camarda asked the committee to produce questions for the site's meetings. From the pool of member's questions, 10 questions will be selected to ask each participant at each site. A suggestion was to have a quiet roll out at a couple of sites, leaving their gates open on Sundays. The committee noted that there will be a cost to the district.

### Questions / Comments:

Mr. Sarama commented that each site should be treated fairly. Should the survey have been vetted by Legal and Communications prior to posting?

Ms. Avey reminded the committee to be mindful of the Brown Act. This issue is an Ad Hoc item and until it is an agenda item, send all emails to Mr. Camarda.

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Ms. Freer commented that a new survey is not necessary, we know the community would be in support of this issue. Ms. Mulligan-Profile stated that stakeholders do not like long surveys. We should keep them short.

**IV. FUTURE AGENDA ITEMS & NEXT MEETING LOCATION – Discussion 7:30– 7:40 p.m.**

Ms. Avey would like to have a Safe Schools presentation added to the agenda.

**Questions / Comments:**

Mr. Sarama wanted to mention that October 4th is Walk to School Day. Is the District doing anything?

Mr. Hernandez answered this event is based on each site.

Ms. M. Cooper asked, what is the district’s liability?

Mr. Hernandez noted participants should use common sense.

Mr. Sarama also wanted to complement to new website design and the ease of use.

Ms. Mulligan-Pfile asked what are the next step after a visitor makes a comment.

Mr. Camarda answered that the visitor’s comment is assigned to the appropriate staff for follow-up.

Ms. Avey thanked everyone for their attendance and noted the importance of having a quorum at each meeting.

Mr. Hernandez explained that if there are chronic absences, he will have a conversation with the sponsoring Board member.

Meeting locations for the next Facility Committee meetings:

November 7, 2023 – Sylvan Middle School

Dec 5, 2023 – Arden Middle School

January 2, 2024 – Mira Loma High School

**V. INFORMATION – 7:40 p.m.**

- 1. Attendance Summary..... Page 12
- 2. Board of Education Future Agenda Items..... Pages 13-15

**VI. ADJOURNMENT – 7:45 p.m.**

The meeting was adjourned by Ms. Avey at 8:25 P.M.

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# 3280 Committee Composition Check List

Name: \_\_\_\_\_

**(Check all that apply)**

Education Code sections 17388-17389 require the governing board of the District to appoint a committee made up of seven to eleven members who are representatives of each of the following:

- The ethnic, age group, and socioeconomic composition of the district.
- The business community (ex: store owners, managers, supervisors).
- Landowners or renters, with preference given to those who are representative of neighborhood associations.
- Teachers.
- Administrators.
- Parents of students.
- Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to, knowledge of the zoning and other land use restrictions of the cities or cities and counties in which surplus space and real property is located.

## San Juan Unified Rules of Order

San Juan Unified's Board of Education and committees that operate under the Brown Act or Greene Acts utilize the following rules to govern operations during meetings of their bodies. District policy including administrative regulations and board policy as well as state and federal laws shall take precedence if in conflict with these rules.

### Amendments and Updates

These rules are based on [Rosenberg's Rules of Order](#) (as published by the League of California Cities) designed for municipalities and civic organizations with modifications to meet the specific needs, practices and interests of the district. In connection with updates to the district's Board Governance Handbook, district staff shall review any updates to Rosenberg's Rules of Order to consider for adoption.

The Board of Education shall approve all proposed changes to these rules before they become effective.

### The Role of the Chair

It is the responsibility of all members to understand the rules of parliamentary procedure, but it is the role of the chair to apply the rules to the operations of the meeting. The chair is supported in this function by staff as appropriate for the meeting body.

As the chair has a larger role in the operation of the meeting, it is a courtesy that they offer comment on a matter before the body after other members and should refrain from making or seconding a motion unless convinced other members will not do so at that point in time.

#### The Basic Format for an Agenda Item Discussion

A meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

- 1) The chair should announce the agenda item number and subject and then invite the appropriate person(s) to report on the item, including any recommendations they may have.
- 2) Following the presentation, the chair should open public comment following the body's public comment procedure. Speaking times for public comment are limited to 2 minutes per speaker. Total time for public speaking on a public item is determined by each body's bylaws. If the item is a public hearing, the chair must open the public hearing before beginning public comment and close the public hearing upon conclusion of speakers.
- 3) The chair should ask members of the body if they have questions or comments regarding the item. Members may ask questions of the presenters and other members or offer comments for consideration. The chair should offer questions or comments after other members have had an opportunity. At the discretion of the chair, members may have additional opportunities to offer questions or comments.
- 4) Upon conclusion of discussion and questions by members, or as appropriate, the chair should invite a motion. The chair should announce the name of the member who makes the motion.
- 5) The chair should ask for a second to the motion. The chair should announce the name of the member who seconds a motion. All motions require a second.
- 6) The chair should check to make sure everyone understands the motion. This can be done by:

- a. The chair asking the maker of the motion to repeat it;
  - b. The chair can repeat the motion; or
  - c. The chair can ask the individual taking minutes to repeat the motion.
- 7) The chair should then invite discussion on the motion before the body. If no discussion is offered, or after discussion has ended, the chair should announce the body will vote on the motion.
  - 8) The chair takes a vote by asking for the “ayes” and then asking for the “nays”. If members have not yet voted, then the chair should ask for “abstentions”.
  - 9) The chair should announce the result of the vote and the action the body has taken.

## Motions

Motions are the vehicles for decision-making by a body. A member makes a motion by preceding the member’s desired approach with the words, “I move...” The chair usually calls for a motion by inviting members of the body to make a motion, by suggesting a motion that another member then moves or by making the motion themselves. (Note: Chairs should refrain from making motions or seconding motions unless other members of the body do not offer.)

### Types of Motions

**Basic Motion** – The basic motion is one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan our event.” A motion must have a second to be considered by the body.

**Motion to Amend** – If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.”

**Substitute Motion** – If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the event this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accept the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

A “motion to reconsider” is a special and unique motion. Once a vote is taken by a body it is considered final and can only be reopened if a motion to reconsider is made and passed. A motion to reconsider requires a majority vote to pass like other basic motions, but there are two special rules that apply only to motions to reconsider. First, a motion to reconsider must be made at the meeting where the item was first voted upon. (This requirement can be suspended if motioned to do so and approved by a two-thirds majority.) Second, the motion to reconsider may only be made by certain members of the body. Accordingly, a motion to reconsider may only be made by a member who voted in the majority on the original motion. Any member may second the motion including those who voted in the minority. If the motion to reconsider passes, the original matter is back before the body and the new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them to avoid confusion. All motions must have been moved and seconded to be valid for consideration by the body, this includes basic motions, motions to amend and substitute motions.

When there are two or more motions on the floor (which have all been moved and seconded) the vote should proceed *first* on the *last* motion that is made. For example, consider that 1) a basic motion is made followed by 2) a motion to amend and then 3) a substitute motion. The chair would first call for discussion and vote on the third motion, the substitute motion. If the substitute motion is approved, it replaces the basic motion and renders the motion to amend invalid and voting is over. If the substitute motion fails, the chair would then call for discussion and vote on the motion to amend. If approved, the amended motion would be considered for vote. If the amendment fails the original motion is then considered.

### Debate on Motions

Most motions are subject to discussion and debate by the body as long as members wish to discuss the item. Discussion remains open until such time that the chair determines it is time to move on and take action. There are exceptions when a motion is *not debatable* and a chair must take an immediate vote if the motion is made and receives a second:

**Motion to adjourn** – This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess** - This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or several hours. It requires a simple majority vote.

**Motion to fix the time to adjourn** - This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. It requires a simple majority vote.

**Motion to table** – This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold”. The motion can contain a specific time in which the item can come back to the body or the motion can contain no specific time for the return of the item. If no specific time is included in the motion, those individuals responsible for setting the body’s agenda shall identify when the item returns for consideration by the body. Motions to table require a simple majority vote.



**Motion to limit debate** – The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question”. As a practical matter, when a member uses one of these phrases, the chair can expedite matters by treating it as a request rather than as a formal motion. The chair can simply inquire of the body “any further discussion?” If no one wishes to have further discussion, the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion and proceed to it. Motions to limit debate require a two-thirds vote.

### Majority and Super Majority Votes

All motions require at least a simple majority vote. A tie vote means the motion fails. For example, in a seven-member body, a vote of 4-3 passes a motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3 the motion still fails.

There are exceptions when a motion requires a super majority vote:

**Motion to limit debate** - This motion ends debate on a motion before the body and requires a two-thirds vote to be approved.

**Motion to close nominations** – A motion to close nominations for officers (such as the chair) effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question** - Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

### Counting Votes

Quorum is determined by the body’s bylaws or other governance documents.

All motions must receive a second and an “aye” vote by a majority of the body to be adopted.

Abstentions votes can be used to meet quorum requirements but are not calculated in determining the outcome of the vote.

### Courtesy and Decorum

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. A member cannot generally interrupt a speaker however there are a few exceptions:

**Privilege** – A member can call for a “point of privilege.” The chair should then interrupt to ask the interrupter to state their point. Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order** – A member can call for a “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered

appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal** – If the chair makes a ruling that a member of the body disagrees with, the member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day** – This is simply another way of saying “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion** – During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion and any other member may make the motion if properly recognized.

## 2023-24 EDUCATIONAL PARTNER LISTENING SESSIONS - Staff

**Group Name:**

**Session Date:**

**Participant Number:**

**What is the Local Control and Accountability Plan (LCAP):** The LCAP is a three-year plan that is revised annually that describes how services are provided to improve the performance of English learner, low income, and foster youth students as well as the performance of all students.

**How is the LCAP developed:** The LCAP is developed with and includes the diverse perspectives and experiences of our educational partners that includes our students, families, staff, and community.

**LCAP goals:** Our district is focused on the following LCAP goals:

- **Connected School Communities:** Caring staff actively build community relationships, identify assets and needs, and connect students and families with resources to help them access the best opportunities our schools have to offer.
- **Healthy Environments for Social and Emotional Growth:** All staff cultivate inclusive, safe, equitable, culturally responsive and healthy environments by integrating social and emotional learning to ensure essential student development.
- **Engaging Academic Programs:** All educators engage and support each student in a challenging and broad course of study that builds skills, knowledge and experiences preparing all to be critical thinkers who communicate effectively, collaborate and are civic minded.
- **Clear Pathways to Bright Futures:** Our whole school community engages each student in discovering their limitless potential, and through coordinated efforts prepares them for college, career and bright futures filled with opportunity.

**Listening Session Activity:** Share your perspectives, ideas, and experiences as they relate to our four LCAP goals using the questions below. Your ideas will help inform our next steps and improvement work related to the LCAP.

**“Based on your observations and experiences....”**

Considering our LCAP goals:

- What are some things our schools are doing well to support students and families?

Considering our LCAP goals:

- What are some things our schools should do differently to improve support for students and families?

# **San Juan Unified School District**

**3738 Walnut Ave.  
Carmichael, CA 95608**

**October 11, 2023**



**Request for Proposals (RFP #24-210)**

**Facilities Master Plan Update Services**

## Request for Proposals (RFP #24-210)

### Facilities Master Plan Update Services

#### San Juan Unified School District

The Board of Education of the San Juan Unified School District (“SJUSD” or “District”) is seeking qualified firms (“Consultant”) to provide professional facility master planning services. The District is seeking a Consultant to review all relevant data provided by the District and prepare a comprehensive list of projects to be completed, including estimated costs at the architectural program level. The District intends to continue to modernize its facilities to better meet student and community needs, including in connection with anticipated future bond funding.

The District serves students and families in a 75-square-mile area covering the communities of Arden-Arcade, Carmichael, Citrus Heights, Fair Oaks, Gold River, and Orangevale in eastern Sacramento County. The District serves more than 40,000 preschool, K-12, and adult learners at 64 schools. The District completed a 10-year Facilities Master Plan in 2014 that identified approximately \$2.4 billion in school improvement needs to serve District residents, many of which improvements have been completed. Proposers can access the Executive Summary, Plan Volume 1, on the District website: <https://resources.finalsite.net/images/v1686940125/sanjuanedu/cv41a6hqp36ciigeeabb/ExecutiveSummary.pdf>. The District now seeks to update and modernize the Master Plan to afford the District a flexible tool to track and adjust priorities as student and parent needs evolve.

The Consultant will review various District documents and assist the District to prepare a comprehensive Facilities Master Plan that will guide facilities planning and improvements. The plan will address short and long-term District goals and objectives. The Facilities Master Plan shall be provided to the District electronically, including an electronic database, and the District shall have all licenses necessary to modify and update the Plan database.

The Consultant must have experience in facilities master planning for California educational facilities, in facilitating innovative and collaborative problem-solving, and in providing updatable, electronic facilities master plan database.

The District will determine the Consultant to which it will award the contract based on Proposals establishing demonstrated competence and the professional qualifications necessary for the satisfactory performance of the services required. The District will consider experience, references, approach/methodology, and the proposed fees, as further described herein.

#### I. **Critical Dates**

##### **Submittal Due Date:**

Proposals shall be submitted **electronically only** no later than **10:00 a.m., November 9, 2023** as follows:

1. Email to [FacilitiesBusiness@sanjuan.edu](mailto:FacilitiesBusiness@sanjuan.edu). (if you have issues call 916 971-7283) **and**
2. Deliver a USB drive to San Juan Unified School District Facilities Business Department office 5320 Hemlock Street, Sacramento, CA. 95841 main office.

Proposals submitted in any other manner, including any Proposal sent in hard copy, emailed, or faxed, will not be considered. Proposals not received by the deadline will not be accepted. Please be advised that there may be a heavy demand at the deadline for submitting Proposals, and the District assumes no responsibility if the Proposer is unable to complete the upload of its Proposal by the deadline.

## RFP Milestone Dates:

- October 11, 2023 – RFP Uploaded to District’s web site <https://www.sanjuan.edu/our-district/contracts-and-bids/facilities-contracts-and-bids/rfp-rfq-bids-awards>
- October 25, 2023 10am – Last day to ask a question/clarification
- October 27, 2023 10am – Final addendum posted
- November 9, 2023 10am – Proposals due
- November 17, 2023 – Interviews
- November 20, 2023 – District Selection
- December 12, 2023 – Presentation of Recommended Consultant to Board for Approval

## II. Responsibilities of the Consultant

The Consultant shall be responsible for the following scope of services:

- A. **District Staff and Community Outreach:** An important component of the Facilities Master Plan will be to share and gather feedback on new priorities from District staff and seven community areas. *The Consultant shall propose methods (e.g. surveys, town hall meetings, and focus groups) and a schedule to obtain a requisite level of community and staff input. The methods shall include one in-person staff meeting, at least one in-person meeting with District Facilities/Maintenance/Operations/Technology staff, at least two Board meetings or one workshop, and at least seven community area meetings in the first quarter of 2024.*
- B. **Facilities Database:** The Consultant shall prepare a database of all existing District properties including location, land area, site improvements, square footage by use, and specialized facilities. The database will draw upon existing District inventories and information, and it shall be supplemented with additional site assessments. The database shall include location maps and site plans showing adjacent areas for all sites. Building plans shall be included where available. The District has an extensive database of most school site plans that will be made available to the successful firm. The master plan must be ADA compliant for public viewing. *The database must be in a format that will allow the District to readily update and expand information and documents available after completion of the Facilities Master Plan, as a key tool in implementing the Plan.*
- C. **Facilities Assessment and Master Plan Update:** Based on District and community input and direction from the District, the Consultant shall update the 2014 Facilities Master Plan and establish a 15-year deferred maintenance plan identifying and prioritizing projects at District facilities. Among key goals for the Facilities Master Plan are:
  - Assess physical conditions of all sites to determine prioritized needs for repair and replacement
  - Assess major building systems (e.g. building envelope, mechanical, electrical, plumbing, low voltage, access compliance, site improvements, landscape, irrigation, interior finishes, furniture, paint, etc.)
  - Assess educational adequacy, identifying shortfalls and campus needs
  - Update from 2014 Facilities Master Plan the grading system applied to each site
  - Develop a 15-year deferred maintenance implementation plan based on the condition and useful life of major building systems and site improvements
  - Prepare cost estimates for recommended improvements

- Update cost analysis with 10-year escalation calculations
- Prepare 7-year demographic analysis using established (District-approved) demographer

D. **Training:** Following completion and acceptance of the Facilities Master Plan, the Consultant shall train selected District personnel on how to maintain and update the database, and shall provide 12 months, total of 96 hours of technical support to District staff following training.

Attached as Exhibit A to this RFP is the District’s Consultant Services Agreement, including the scope of work. This Agreement, together with its exhibits, sets forth in more detail the types of services required.

### III. **Summary of Qualifications**

The Consultant must have extensive experience, either as a contractor, architect, engineer, or construction manager, with documenting and evaluating the condition of public facilities, with particular emphasis on facilities subject to the Department of General Services’ Office of Public School Construction and Division of the State Architect oversight. The Consultant must be, or include on its team identified in its Proposal, a licensed architectural or engineering firm. In addition, the successful Consultant shall have the following characteristics:

- Have substantial experience with community outreach associated with assessing constituent priorities in connection with public projects and/or services.
- Provide adequate staffing and resources to the project(s). Maintain key staff throughout the duration of the project.
- Have substantial experience with preparing facilities master plans for public entities, including working collaboratively with the public entity in modifying and finalizing the plan.
- Have a demonstrated ability to develop a flexible, robust, and user-friendly database that can be readily updated and modified.

### IV. **Proposal Format and Content**

Proposals submitted in response to this RFP should be clear, concise, complete, well organized and demonstrate both Proposer’s qualifications and its ability to follow instructions.

In order to be considered for selection as Consultant, Proposer shall submit the following information in the specified order. The Proposal cover should include the RFP’s title and submittal due date, the name, address, and the telephone number of the Proposer, and an email name and address to reach Proposer. The Proposal should include a table of contents with complete and clear listings of heading and pages to allow easy reference to key information. Please bookmark each section of the Proposal to correspond to the numbers shown below under “Body of Proposal.”

All materials submitted to the District in response to this RFP shall remain property of the District.

Proposals are limited to 45 pages, excluding covers, table of contents, and sample facilities master plan. Links to videos and websites are not permitted and will not be considered, other than the permitted link to a sample facilities master plan.



## **Body of Proposal**

The following sections should be included in the order listed:

### **1. Letter of Introduction**

A letter of introduction, signed by an officer of the firm submitting the Proposal, or signed by another person with authority to act on behalf of and bind the Consultant. Indicate contact person(s) for the project.

### **2. Firm Information**

Provide general information about your firm, including description and history of the firm, years in business, name(s) of owner(s) of the Consultant, home office location, local office location (if different), types of licenses held, number of employees, primary business types, and market areas. Identify the legal form, ownership, and officers or senior officials of the firm. If the Proposer is not an architectural or engineering firm, identify the same information for the architect/engineer sub-consultant.

Provide an organizational chart showing major components of the firm's organization, including the names of individuals in key positions, the names of individuals to be involved in this project and their roles, and any proposed sub-consultants. For proposed sub-consultants, identify the names of key personnel to be involved and identify if the sub-consultant is a small business or disabled veteran business enterprise.

### **3. Experience**

Describe the Consultant's experience with similar projects, with an emphasis on K-12 school projects. The discussion should identify challenges addressed and overcome in performing such work, the particular strengths that the Consultant offers, and how the Consultant's experience sets it apart.

Describe your firm's experience with: 1) obtaining staff and community input, 2) documenting the condition of public facilities, 3) assessing and prioritizing proposed improvements to public facilities, 4) estimating costs of improvements, and 5) preparing an updatable database and training on maintaining and updating the database. Describe your knowledge of the local community and market, including the bases for such knowledge.

The selected firms shall employ at their expense professionals properly licensed and skilled in the execution of the functions required for the project. Identify the key personnel you would assign to the project, including their role(s). For each key staff person identified, provide the following:

- Describe their experience with the services they are proposed to provide, including describing similar projects or services provided in the past five years
- Provide a résumé
- List relevant licenses, including expiration dates if any
- Provide at least one reference from a public owner who has personal experience with the staff person's abilities

### **4. Statement of Approach or Methodology**

Provide a recommended, specific approach for accomplishing each item in the Scope of Services. Discuss the tasks, services, milestones, and deliverables that Consultant recommends for successful implementation of the project. Provide a detailed schedule for the work and demonstrate the Consultant's ability to meet this schedule, including by identifying key staff/subcontractors dedicated to accomplishing each item. State any timing or District staffing assumptions. *The schedule shall reflect delivery of a draft deferred maintenance plan in the third quarter of 2024 and finalizing the plan before the end of 2024.*

The discussion of approach or methodology should include, but not be limited to, the following issues:

- Obtaining stakeholder input
- Facilities assessment, including converting and updating the 2014 Facilities Maintenance Plan
- Preparing a 15-year Deferred Maintenance Plan
- Cost Estimating
- Project selection
- Creating an editable database
- Approach to training and support

Describe the Consultant's approach to collaborating with District staff.

## **5. References**

Provide a list of all projects, including client name, with a similar scope of services that Consultant has performed in the past five (5) years. Do not include projects completed outside of California.

Provide reference contact information for three previous clients for similar projects, including: the client name, address, and a contact name with email address and phone number. For each sub-consultant expected to perform at least ten percent (10%) of the contract value, provide an additional three references. Provide additional references, if necessary, to ensure that at least three references can address the Consultant's or its sub-consultant's ability to create a flexible, updatable database.

Do not include references for projects that did not include at least one of the individuals identified as key personnel identified in the "Experience" section.

Provide a copy of a sample facilities master plan prepared for a comparable district with a similar scope of services requested. The plan may be provided through a link.

## **6. Potential Conflicts of Interest**

Identify any potential conflicts of interest that the Consultant, any sub-consultant, or any of the proposed key personnel has with the District or submit the Statement of Non-Conflict of Interest form included with this RFP. Conflicts include, without limitation, a conflict between family, business, or financial interests of the firm or personnel and the District's interests in the services to be provided as a result of this RFP. Consultants that have current contracts with the District for services such as construction services, construction management services, and program management services should identify such contracts, but the existence of such contracts will not, without more, be deemed to disqualify a Consultant from receiving award under this RFP.

## **7. Fee Proposal (Provided separately)**

Provide a firm, fixed fee for the services described in the Consultant's approach or methodology described under Section 4 above. Provide hourly rates for all key personnel and for categories of personnel not listed as key personnel if the District should request additional information or support, as well as providing pricing for the following:

1. An additional in-person community outreach event
2. An additional remote (e.g., Zoom) community outreach event
3. An additional training session for District personnel
4. Extension of technical support (hourly rate)

The Fee Proposal shall be provided separately in an email to: Facilities Business Department [FacilitiesBusiness@sanjuan.edu](mailto:FacilitiesBusiness@sanjuan.edu). **The subject line must indicate "Confidential Fee Proposal"** and the

solicitation number. No mention of the hourly rates or fee shall be made in the body of the Proposal. Failure to comply with this requirement may result in the Consultant's Proposal being rejected.

## **V. Evaluation Criteria and Selection Process**

### **1. *Evaluation Process***

Proposals will be opened privately to assure confidentiality and avoid disclosure of the contents to competing Proposers prior to and during the review and evaluation process. The District believes that the public interest in non-disclosure of the contents of a Proposal during evaluation outweighs the public interest in immediate disclosure. However, at the time that the District recommends award of a contract under this RFP, then, to the extent that the Proposals are public records under California law, they may be released to members of the public in accordance with the California Public Records Act.

A review and selection committee composed of key District officials will review and evaluate all Proposals based on the scoring criteria identified in section 2 below. The evaluation team first will evaluate the Proposals to determine their responsiveness to the RFP's requirements, and then will score the substance of all responsive Proposals using the criteria identified below, including contacting one or more of the Proposer's references. Identification of references shall not prevent the District from considering other information regarding services provided by a Proposer.

At the District's sole discretion, the District may declare the Proposals to be drafts, provide additional clarification or requirements for Proposals, and offer the opportunity for all Proposers that submitted timely Proposals to supplement or update their Proposals. In the event that Proposals are deemed drafts, the District will repeat the above evaluation process on the updated Proposals.

The evaluation team next will create a list of firms to be interviewed, at the sole discretion of the District, based on the highest scored Proposals. The District intends to interview three Proposers, but it may interview more Proposers at its discretion or eliminate the interview process if the District concludes that interviews are not likely to materially affect the evaluation.

The District will notify the Proposers selected for an interview of the times for the interview in a letter. The proposed key staff are expected to attend any interview. The interview will be an opportunity for the District to review the Proposal, the Proposer's and any sub-consultant's history and experience, and other matters that the District deems relevant to selecting its Consultant. The District may inquire as to any issues identified in this RFP or that may be relevant to the services to be performed.

Proposers not selected for an interview will not be eligible for further consideration. After interviews are conducted, each interview panel member will review his/her own prior evaluation of each Proposer on the short list and make adjustments to factors of firm and/or personnel experience and/or approach, if necessary. Upon conclusion of the previous tasks, a technical score will be reached by adding the average of the scores of each evaluation team member in each category.

After the technical scores are reached, the District will open the Fee Proposal and score the proposal as described below. The fee Proposal score will be added to the technical score, and the Proposers will be ranked from high to low score. The Consultant will be selected on the basis of demonstrated competence and professional qualifications necessary for excellent performance of the services required. If an award is to be made, it will be made to the Proposer receiving the highest combined score.

The District reserves the right to request additional information at any time during the evaluation process, in writing or otherwise, which, in its sole opinion, is necessary to assure that the Consultant's competence, number of qualified employees, and business organization are adequate to perform the required services for the District.

## 2. Evaluation Criteria

Evaluation and scoring criteria are as follows, with the maximum possible points in parentheses:

- Consultant Letter of Introduction and basic firm information (5 points)
- Consultant's experience, including successful experience with similar projects for California K-12 school districts. (20 points)
- Consultant's references (5 points)
- Experience of proposed key personnel (20 points)
- Assessment of the firm's approach or methodology, including
  - Stakeholder input (including community outreach, site staff input, and Facilities/Maintenance/Operation/Technology staff input) (25 points)
  - Facilities assessment, including converting and updating the 2014 Facilities Maintenance Plan (25 points)
  - Deferred Maintenance Plan, including schedule (15 points)
  - Cost Estimating (15 points)
  - Project selection matrix (5 points)
  - Proposed editable database (15 points)
  - Training and support (5 points)
- Quality of interview responses (30 points)
- An evaluation of the firm's proposed fee
  - Fixed price fee (25 points)
  - Rates for additional work (5 points)

## VI. General Information

1. **Amendments.** The District reserves the right to cancel or revise in part or in its entirety this RFP. If the District cancels or revises this RFP, it will do so by addendum. The District also reserves the right to extend the date responses are due. Potential Proposers are responsible for verifying that they have received all addenda to the RFP, and, by submitting a Proposal, the Proposer agrees to be bound by all information stated in any addenda.

2. **Inquiries.** Any questions regarding this RFP or selection process may be directed to Maria Mahon via email at [FacilitiesBusiness@sanjuan.edu](mailto:FacilitiesBusiness@sanjuan.edu) no later than the deadline stated under "Critical Dates" above. Proposers are requested not to contact other District staff or Board members in connection with this RFP and selection process. **Any Proposer that violates this request may be disqualified from further consideration.**

If a proposer believes that the RFP (including Exhibit A) is unfairly restrictive, ambiguous, or contains conflicting provisions or mistakes, the matter should be promptly brought to the attention of the District to allow the District to fully consider the matter and take any appropriate action prior to the deadline for Proposals. Any substantive proposed change to Exhibit A must be requested by the deadline for questions.

At its sole discretion, the District will decide whether to consider or respond to questions received after the deadline noted in the RFP.

Replies involving any substantive issues will be addressed by addenda and will be uploaded to the District's website. It is the responsibility of the proposer to check the District's website for updated information prior to the Proposal due date. Oral communications or information not included in an addendum are not binding upon the District. Only questions answered by formal written addenda will be binding.

3. **Non-Discrimination.** The District does not discriminate on the basis of race, color, ethnic group identification, national origin, religion, age, gender, sexual orientation, ancestry, medical condition, genetic information, or disability in consideration for an award of contract.

4. **Drug-Free Policy.** The selected Consultant will be required to complete a Drug-Free workplace certificate.

5. **Costs.** Costs of preparing a Proposal in response to this RFP are solely the responsibility of the Proposer.

6. **Limitations.** This RFP does not commit the District to award one or more contracts or to defray any costs incurred in the preparation of a Proposal pursuant to this RFP. The District reserves the right to award or not award a contract resulting from this RFP, and to reject any Proposal as non-responsive. The awarding of a contract is at the sole discretion of the District.

END OF RFP

# Facilities Committee Attendance Summary 2023-2024

Committee Members (Initials: board members)	09-05-2023	10-03-2023	11-07-2023	12-05-2023	01-02-2024	02-06-2024	03-05-2024	04-02-2024	05-07-2024	06-04-2024
Maggie Cooper (ZC)	X	X								
Rachel Andrakowicz (TK)	X									
Steve Ward (SH)	X	X								
Ashley Freer (PV)	X	X								
Anderson Berry (BA)*										
Tina Cooper (PC)	X									
Lupita Alcala (PV)**	X									
Melinda Avey (SH)*	X	X								
Fedros Yavrom (PC)	X									
Jodi Mulligan-Pfile (ZC)	X	X								
Murad "Moe" Sarama (Vacant)	X	X								
Peter McKane (BA)										
Josh Alvarado (TK)										

Board of Education / Appointees (Term Expires)

Pam Costa (12/24)  
Saul Hernandez (12/24)  
Paula Villescaz (12/24)  
Zima Creason (12/26)  
Ben Avey (12/26)  
Vacant (12/26)  
Tanya Kravchuk (12/26)

*Fedros Yavrom (12/23)*  
*Steve Ward (12/24)*  
*Lupita Alcala (12/23)\*\**  
*Maggie Cooper (12/23)*  
*Anderson Berry (12/23)*  
*Murad "Moe" Sarama (12/24)*  
*Rachel Andrakowicz (12/24)*

*Tina Cooper (12/24)*  
*Melinda Avey (12/24)\**  
*Ashley Freer (12/24)*  
*Jodi Mulligan-Pfile (07/25)*  
*Peter McKane (12/24)*  
-  
*Josh Alvarado (07/25)*

\*Chair

\*\*Assistant Chair

**SAN JUAN UNIFIED SCHOOL DISTRICT  
TENTATIVE BOARD AGENDA ITEMS  
2023-2024**

**NOVEMBER 14**

Recognition: Kids Helping Kids Sacramento – A	Allen
Proposed General Obligation Bonds, Election of 2016, Series 2024 Summary & Potential Nov. 2024 Bond Election – R	Camarda
Community Survey for Potential Nov. 2024 Bond – A	Camarda
Community Outreach for Potential Nov. 2024 Bond – A	Camarda
Family and Community Engagement Update – R	Allen
Proposed Fee Restructure for Fee-Based ECE Programs – A [Discussed 10/24/23]	Townsend-Snider
Set Annual Organizational Meeting – A	Board
*Verizon Wireless Site License at Maintenance and Operations – A	Camarda

**DECEMBER 12**

Board Reception/Swearing-In (before board meeting)

Annual Organizational Meeting – A	Board
Arts, Music, Instructional Media Block Grant – A	Slavensky
Choices Charter School Arts, Music, Instructional Media Block Grant – A	Ginter
Innovative School Update – R	Townsend-Snider
2022-2023 Audit Report – A	Stahlheber
2023-2024 First Interim & Budget/Financial Status Report – A	Stahlheber
*Minimum Wage Increase (Short Term, Temporary) – A	Toto

**JANUARY 9**

Workshop: The Brown Act, Board Governance, Governance Handbook – D	Gaddis
Universal Prekindergarten Planning and Implementation Update – R	Townsend-Snider
Williams Complaint Report – R	Gaddis
Annual Policy Review – D	Gaddis
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 23**

Recognition: 2024 Classified Employees of the Year – A	Toto
Recognition: National School Counseling Week (Feb. 5-9) – A	Schnepf
Bond Program Update – R	Camarda
Government Affairs (Legislative) Update – R	Thigpen
*Annual Policy Review – A [Discussed 01/09/24]	Gaddis
BP 3430    Investing and Debt Management	
BP 5116.1  Intradistrict Open Enrollment	
BP 6145    Extracurricular/Cocurricular Activities	
BP 6020    Parent Involvement	
*School Accountability Report Cards (SARCs) – A	Slavensky
*LCAP Federal Addendum Annual Revision – A	Calvin
*Continued Funding Application CSPP & CCTR – A	Townsend-Snider
*Early Head Start/Head Start Year 1 Budget Mod/Carryover Funds – A	Townsend-Snider
*Resolution: Federal Surplus Property Participation Renewal – A	Stahlheber

**FEBRUARY 13**

Public Hearing: Camp Winthers Fee Increase – D	Schnepf
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Mid-Year LCAP Update 2023-2024 – R	Slavensky
Choices Charter School Mid-Year LCAP Update 2023-2024 – R	Ginter
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D	Toto
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated ECE) – D	Toto
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – D	Toto
Notice of Intent to Reduce Classified Positions – D	Toto
*EHS/HS Year 2 Budget Carryover Funds – A	Townsend-Snider

**FEBRUARY 27**

Recognition: Arts Education Month (March) – A	Slavensky
Recognition: National School Social Work Week (Mar. 3-9) – A	Calvin
Instructional Materials Update – R	Slavensky
2023-2024 Second Interim Budget Report – R	Stahlheber
Camp Winthers Fee Increase – A [Discussed 02/13/24]	Schnepf
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/13/24]	Toto
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/13/24]	Toto
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – A [Discussed 02/13/24]	Toto
Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/13/24]	Toto
2024 CSBA Delegate Assembly Election – A	Board

**MARCH 19** (3rd Tuesday)

Elevating Youth Voice – R	Calvin
District K-12 Mathematics Update – R	Slavensky
Nutrition Services Update – R	Camarda
*Resolution: Election Order – A	Board
*2024-2025 Transportation Plan – A	Camarda
*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 9**

Recognition: Week of the Young Child (Apr. 1-5) – A	Townsend-Snider
Recognition: School Bus Driver’s Appreciation Day (Apr. 23) – A	Toto
Instructional Materials Adoptions – D	Slavensky
New High School Courses – D	Slavensky
Williams Complaint Report – R	Gaddis
Proposed Board Meeting Dates for 2024-2025 – A	Board

**APRIL 23**

Recognition: California Day of the Teacher (May 8) – A	Toto
Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 8) – A	Calvin
Expanded Learning Opportunities Update (Secondary) – R	Schnepf
Technology Update – R	Skibitzki
Safety and Safe Schools Update – R	Allen
*Instructional Materials Adoptions – A [Discussed 04/09/24]	Slavensky
*New High School Courses – A [Discussed 04/09/24]	Slavensky

**MAY 14**

Recognition: National Speech Pathologist Day (May 18) – A	Calvin
Recognition: Classified School Employee Week (May 19-25) – A	Toto
English Learner Update – R	Calvin
Expanded Learning Opportunities Update (Elementary) – R	Townsend-Snider
Hearing Officer’s Recommendation-2024 RIF (if applicable) – A	Gaddis
*Approval of CTE 2024 Advisory Committee Roster – A	Schnepf
*Head Start/Early Head Start COLA Funding Allocation 2024-2025 – A	Townsend-Snider
*Resolution: CSPP Continued Funding Application Designated Personnel 2024-2025 – A	Townsend-Snider



**MAY 28**

Recognition: National Science Bowl (if applicable) – A Schnepf  
Recognition: Science Olympiad (if applicable) – A Schnepf  
Recognition: Academic Decathlon (if applicable) – A Schnepf  
Expanded Learning Opportunities Program (ELO-P) Update – R Calvin  
\*Head Start/Early Head Start Contract Resolution FY 2024-2025 – A Townsend-Snider

**JUNE 11**

Public Hearing: LCAP – D Slavensky  
Public Hearing: LCAP Choices Charter School – D Ginter  
Public Hearing: Adoption of the 2024-2025 Budget – D Stahlheber  
Temporary Interfund Borrowing of Cash – A Stahlheber  
Early Literacy Support Block Grant Annual Report – R Townsend-Snider  
\*CIF Superintendent Designation of Representatives 2024-2025 – A Schnepf  
\*ECE Program Self-Evaluation for CDE – A Townsend-Snider

**JUNE 25**

California School Dashboard Local Indicators – R Slavensky  
LCAP – A [Public Hearing 06/11/24] Slavensky  
Choices Charter School California School Dashboard Local Indicators – R Ginter  
LCAP Choices Charter School – A [Public Hearing 06/11/24] Ginter  
Adoption of the 2024-2025 Budget – A [Public Hearing 06/11/24] Stahlheber  
\*2023-2024 Actuarial Report (OPEB) – A Stahlheber  
\*Charter School 2022-2023 Audit Reports (AAT, CMP, GIS, GV, OFY, VIE) – A Stahlheber  
\*2024-2025 School Plan for Student Achievement (SPSAs) – A Calvin

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