



San Juan Unified School District Facilities Committee

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| <input type="checkbox"/> Melinda Avey, Chair | <input type="checkbox"/> Lupita Alcala, Assistant Chair | <input type="checkbox"/> Josh Alvarado |
| <input type="checkbox"/> Rachel Andrakowicz | <input type="checkbox"/> Frank Cockrell | <input type="checkbox"/> Tina Cooper |
| <input type="checkbox"/> Ashley Freer | <input type="checkbox"/> Peter McKane | <input type="checkbox"/> Zachary Morton |
| <input type="checkbox"/> Jodi Mulligan-Pfile | <input type="checkbox"/> Murad "Moe" Sarama | <input type="checkbox"/> Steve Ward |
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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
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AGENDA

Tuesday, June 4, 2024

District Office Digital Edge – 3738 Walnut Avenue, Carmichael, CA 95608

I. CALL TO ORDER – 6:30 p.m.

II. VISITOR COMMENTS*

III. BUSINESS ITEMS

1. **Approval of the Minutes – May 7, 2024 – Action** (Avey)
(Material Provided: Pages 2-3)
2. **Board Member Report** (Hernandez)
3. **Chair Report** (Avey)
4. **Staff Report** (Camarda)
5. **Review and Discussion: Committee Roles** (Avey)
(Material Provided: Pages 4-9)

IV. ADJOURNMENT – 8:00 p.m.



San Juan Unified School District Facilities Committee

<input checked="" type="checkbox"/> Melinda Avey, Chair	<input checked="" type="checkbox"/> Lupita Alcala, Assistant Chair	<input checked="" type="checkbox"/> Josh Alvarado
<input type="checkbox"/> Rachel Andrakowicz	<input checked="" type="checkbox"/> Frank Cockrell	<input type="checkbox"/> Tina Cooper
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MINUTES

Tuesday, May 7, 2024

District Office Digital Edge – 3738 Walnut Avenue, Carmichael, CA 95608

I. CALL TO ORDER – 6:30 p.m.

The meeting was called to order at 6:34 p.m. by Ms. Avey

II. VISITOR COMMENTS*

There were none.

III. BUSINESS ITEMS

1. Approval of the Minutes – April 2, 2024 – Action

(Material Provided: Pages 2-3)

As so moved by Mr. Alvarado, seconded by Mr. Morton. The vote passed unanimously.

(Avey)

2. Board Member Report

Mr. Hernandez reported that he recently toured the new Katherine Johnson Middle School facility. He is excited for the students who will be attending the new campus. Mr. Hernandez stated he also had the recent opportunity to see the district's new electric school buses. Lastly, he advised that the board voted no, 6-1, on the Non-Permitted Use of Facilities board item during April 9, 2024, board meeting. His reason being, the benefits did not outweigh the risks, but he appreciates all the work the committee and ad hoc committee put into the item.

(Hernandez)

3. Chair Report

Ms. Avey reported that the board chose to vote no on the Non-Permitted Use of Facilities item during the April 9, 2024, board meeting. She said she is proud of the committee's work and appreciates the board's robust discussion on the topic.

(Avey)

4. Staff Report

Mr. Camarda reported that seven out of nine Facility Master Plan Update community forum meetings have occurred, only Rio Americano High School and Mira Loma High School are left, and he anticipates larger turnouts at these sites. He also reported that we are working on the bond mailers with surveys; they should be going out soon. Lastly, the middle school boundary adjustment item is going to the board on June 11, 2024, for discussion and then action on June 25, 2024.

(Camarda)

5. Technology Services Update

Mr. Skibitzki, Senior Director of Technology Services, presented the item to the committee. Mr. Skibitzki explained that the Technology Services Department puts a major emphasis on customer service, and explained how different processes have improved within the last year or so.

(Skibitzki)

* 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.

Questions:

Mr. Alvarado stated ACP is going away soon; is the district doing anything to help?
Mr. Skibitzki advised that we provide families hotspots, if needed, it is part of the enrollment process.
Ms. Avey asked what percentage of families need a hotspot.
Mr. Skibitzki answered that we have around 3,000 checked out at the moment.

Committee members asked other questions and made comments, which staff addressed.

6. Encina Preparatory High School's Proposed Name Change/Logo Redesign (Scholtes/Wilbur)

(Material Provided: Pages 3-8)

Principal of Encina Preparatory High School, Greta Scholtes, introduced the item and provided historical context on the school site. Elyjah Wilbur, Communications Specialist, shared the feedback process thus far. Feedback was collected at in-person meetings and with students during their lunch breaks. Overall, 77% of survey respondents positively agreed on changing the name from "Encina Preparatory High School" to "Encina High School." Mr. Wilbur also shared the top thoughts on the logo redesign, as well as the next steps they will be taking in this process: cabinet approval, board approval, and then CDE's approval.

Questions:

Ms. Alcalá asked who is responsible for funding the transition.
Ms. Schnepf replied, the Department of Teaching and Learning, sponsors, PTA, etc.
Mr. Morton asked how long "preparatory" has been apart of the school's title.
Ms. Scholtes answered since 2006.

After some committee discussion, it was agreed that the Facilities Committee supports the proposed name change and logo redesign for Encina Preparatory High School.

7. Review: Committee Roles (Avey)

(Material Provided: Pages 9-15)

It was suggested by Mr. Alvarado that this item be tabled for the next meeting since Ms. Mulligan-Pfile was unable to attend tonight's meeting. The committee agreed to table this item until the next meeting.

IV. ADJOURNMENT – 8:00 p.m.

It was moved by Mr. Alvarado and seconded by Mr. Sarama to adjourn the meeting. The committee voted unanimously and the meeting was adjourned at 7:49 p.m.

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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 consult and provide advice to the Board of Education and superintendent in an advisory capacity on matters pertaining to facilities. Final authority for facilities lies with the Board of Education (“board”).

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 committee shall review items and advise the board regarding:

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

V. Meetings

- A. Regular committee meetings shall be held as scheduled during the committee’s annual organizational meeting (see section XIII).
- B. Additional meetings of the committee may be called if deemed necessary by the committee chair and staff liaison to ensure adequate time is provided to meet the committee’s charge.
- C. All meetings shall be properly agendized in accordance with these bylaws, district policies and the Ralph M. Brown Act.

Facilities Committee Bylaws

- D. Meeting locations must comply with district policy and state and federal laws including provisions of the Ralph M. Brown Act.
- E. Meetings shall be conducted using the San Juan Unified Rules of Order as detailed in the appendix of the Board of Education's Governance Handbook.

VI. Voting and Quorum

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.

VII. 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, or designee, shall prepare and post agendas as required for the committee as well as compile minutes of each meeting for the committee's approval.
- D. 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 board.

VIII. 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 brief update at committee meetings at their discretion.
- C. The board liaison will provide clarification to the committee at their discretion as deemed appropriate.

IX. Composition

The committee shall be composed of two appointees from each member of the board.

- A. Each individual board member shall appoint committee members subject to ratification by a majority vote of the board.
- B. One appointee of each board member must reside within the trustee area of the appointing board member.
- C. Committee members may only serve on one board-appointed advisory committee.
- D. 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 the committee.

X. Selection of Members

The process for selection of community members 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.

Facilities Committee Bylaws

- C. Interested individuals will submit an application to the board administrative assistant. Applications may be submitted at any time, even if an opening is not currently available, and will be kept on file for the current school year.
- D. Each board member shall appoint two community members to the committee after reviewing their applications by notifying the board administrative assistant who shall schedule the appointment for ratification by the board.
- E. The appointment becomes effective upon ratification by majority vote of the board.

XI. Term

- A. Committee members shall serve two-year terms.
- B. A committee member may only serve up to three consecutive full terms for a total of six years. Members who are appointed to fill a vacancy may complete up to three full consecutive terms if reappointed. Board members must notify the board administrative assistant of their intent to reappoint and reappointments must be ratified by majority vote of the board.
- C. Terms will begin in August and end in July. Terms shall be staggered such that half of the committee members' terms will expire in even-numbered years and the remaining half of committee members' terms will expire in odd-numbered years.
- D. All members should be prepared to attend all regularly scheduled meetings. Two absences from regularly scheduled meetings within the academic school year will initiate a notice to the appointing board member. The appointing board member will determine whether the committee member should continue on the committee.
- E. Newly elected board members will be given the option to appoint their own committee members or continue with the current appointee. New appointments are subject to ratification by majority vote of the board.
- F. The board member who appoints a committee member may remove that committee member at any time. A new appointment may then be made, subject to ratification by majority vote of the board, by notifying the board administrative assistant.
- G. Civil and appropriate behavior are expected of all committee participants. Committee members who fail to meet the requirements of board policy 0201 and the district's volunteer code of conduct are subject to removal by majority vote of the board.
- H. Any existing committee members who become ineligible to serve upon adoption of these bylaws shall be allowed to complete the remainder of their term, subject to removal by their original appointing board member or under the terms of item F above.

XII. Vacancies

- A. The staff liaison and board administrative assistant shall collaborate to promptly identify any vacancies on the committee and ensure notification of the appropriate board member(s).
- B. 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 written reminder notice of the need to fully staff the committee to the appropriate board member.

Facilities Committee Bylaws

XIII. 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.
- B. Review the committee bylaws and receive training on the Brown Act.
- C. Elect committee officers. (See section XIV, below.)

XIV. Elections

Elections shall be held during the committee's organizational meeting, and the committee shall:

- A. Seek nominations from all eligible committee members.
- B. With a quorum at the organizational meeting, the committee shall elect by majority vote the following officers:
 1. A chairperson who shall be elected for one year and be eligible for re-election for one additional term. The chairperson shall:
 - a. Preside at all meetings.
 - b. Coordinate with the staff liaison in developing each meeting's agenda.
 - c. Work with the staff liaison to ensure compliance with the Brown Act, these bylaws and all district policies and procedures.
 - d. Review a draft of meeting minutes prior to their presentation to the committee.
 - e. Prepare or delegate the preparation of the annual summary report and any committee reports.
 - f. Sign all letters, reports and other communications representing the committee.
 - g. Meet with the board liaison, staff liaison, superintendent and/or board president as needed.
 2. A vice chairperson who shall be elected for one year and be eligible for re-election for one additional term. The vice chairperson shall assume the duties of the chair in the chair's absence.
- C. If the committee cannot have an election or does not reach a majority decision, the board liaison shall select a chairperson to serve until the committee elects a successor.
- D. If an officer position becomes vacant, the chairperson may appoint any eligible member in good standing to fill the remaining term of the position. If both the chairperson and vice chairperson become vacant at the same time, the board liaison shall appoint officers until such time that the committee can elect new officers at a regularly scheduled meeting.
- E. Training for the chairperson and vice chairperson shall be held annually.

XV. Agendas

To provide consistency in how the public may expect to engage with district committees, the committee's agenda and minutes format will mirror that of the school board and other appointed committees.

- A. Visitor Comments
 1. General visitor comments regarding topics not on the agenda shall be heard prior to the regular business discussion or action items.

Facilities Committee Bylaws

2. Visitor comments related to an agenda item shall be heard after the item is presented but prior to discussion by the committee to allow for consideration of comments in the committee's discussion.
 3. Visitor comments will be limited to two minutes. Time shall be extended for those who require the use of a translator or need other communication supports.
 4. Visitors must submit a speaker card to the designated committee member or staff person at the meeting informing the committee of their interest to speak.
- B. Agenda Items
1. Agenda item requests from committee members shall be forwarded to the committee chairperson and staff liaison. If the chairperson and staff liaison jointly determine that the topic meets the charge of the committee, is aligned with current board priorities and staff resources are available, the item shall be placed on a future agenda. The superintendent or superintendent's designee may also place an item on the committee agenda in preparation for a future board discussion.
 2. If the chairperson and staff liaison are not in agreement that a requested agenda item meets the charge of the committee, is aligned with current board priorities, or can be met with available staff resources, the question may be appealed to the superintendent who shall make a final determination.
 3. To determine if a majority of the board would like committee input on a specific topic, the committee may, after majority vote, 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.
- C. Posting Requirements
1. Agendas for regular meetings must be posted to the committee's webpage at least 72 hours prior to the meeting.
 2. Agendas for emergency meetings must be posted at least 24 hours prior to the meeting on the committee's webpage.
 3. Members of the public who require agendas in an alternative format may request accommodations through the committee's staff liaison.
- XVI. Annual and Board Reports
- A. The committee chairperson will prepare an annual summary report for the board no later than June 15 of each year.
 1. The report will compare committee activities and products with its charge and function.
 2. The report should be concise and no more than one to two letter size pages.
 3. The report will outline work in progress, unforeseen issues and provide a summary of input and feedback collected by and generated from the committee.
 - B. The committee chairperson may provide update reports to the board on topics and business directly related to the committee's work.
 1. Written updates may be delivered to board members via email.

Facilities Committee Bylaws

2. Time is provided on each regular agenda of the Board of Education for board-appointed and other district committees to provide updates. Because the specific committees and topics provided under this agenda item are not agendized in advance for public consideration, updates provided should be brief in nature and for the purpose of informing members of the board. If a topic requires or would benefit from significant board discussion or public participation it must be agendized as a business item on the board agenda and should not be presented as a committee update report. As a courtesy, the committee chair should notify the staff liaison of their intent to provide an update at a board meeting no later than noon on the day of the meeting.

XVII. Budget

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

XVIII. Amendments

As the authorizing and appointing body, the Board of Education must approve changes to the committee bylaws. Amendments can be made in one of two ways:

- A. A majority of the committee, at a scheduled and agendized committee meeting, may vote to recommend changes. The staff liaison will present changes supported by a majority vote to the superintendent, or designee, for consideration and recommendation to the board.
- B. District staff may propose revisions to align the bylaws with Board of Education interests, current practices or changes to legal requirements when necessary. Such recommendations will be presented to the committee for input and feedback prior to being placed on the board agenda for consideration.

12/06/94	Approved by the Facilities/Transportation/Finance Committee
12/13/94	Approved by the Board of Education
03/24/98	Revised/Approved by the Board of Education
03/05/12	Revised/Adopted by FT & F
10/09/12	Revised/Approved by the Board of Education
06/23/15	Revised/Approved by the Board of Education
06/27/17	Revised/Approved by the Board of Education
08/28/18	Revised/Approved by the Board of Education
03/28/23	Revised/Approved by the Board of Education

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
Frank Cockrell (ZC)					*	X	X	X	X	
Rachel Andrakowicz (TK)	X		X		*					
Steve Ward (SH)	X	X	X	X	C	X	X	X	X	
Ashley Freer (PV)	X	X	X	X	A		X	X	X	
Zachary Morton (BA)					N	X	X	X	X	
Tina Cooper (PC)	X		X	X	C			X		
Lupita Alcala (PV)**	X		X	X	E	X		X	X	
Melinda Avey (SH)*	X	X	X	X	L	X	X	X	X	
Jodi Mulligan-Pfile (ZC)	X	X	X	X	E	X	X	X		
Murad "Moe" Sarama (MP)	X	X	X	X	D	X		X	X	
Peter McKane (BA)			X	X	*		X	X	X	
Josh Alvarado (TK)			X	X	*	X	X	X	X	

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)
Manny Perez (12/26)
Tanya Kravchuk (12/26)

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Steve Ward (12/24)
*Lupita Alcala (07/24)***
Frank Cockrell (07/24)
Zachary Morton (07/24)
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**

JUNE 11

Public Hearing: LCAP – D	Slavensky
Public Hearing: LCAP Choices Charter School – D	Ginter
Public Hearing: Adoption of the 2024-2025 Budget – D	Ryan
Dress Code Policy/Board Policy 5132 Dress and Grooming – D	Schnepf
Encina Name Change – D	Schnepf
Middle School Boundary Adjustments – D	Camarda
Public Hearing: Conveyance of Easement at Garfield to Carmichael Water District – A [Discussed 05/28/24]	Camarda
Public Hearing: Conveyance of Easement at Schweitzer to Carmichael Water District – A [Discussed 05/28/24]	Camarda
Public Hearing: Conveyance of Easement at Del Paso Manor to Sac Metro AQMD – A [Discussed 05/28/24]	Camarda
District’s Proposal with Teamsters for Successor Contract – A [Discussed 05/28/24]	Thigpen
*CIF Superintendent Designation of Representatives 2024-2025 – A	Schnepf
*ECE Program Self-Evaluation for CDE – A	Townsend-Snider
*Charter School MOUs (AAT, CMP, GIS, VIE) – A	Ginter

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
Arts, Music & Instructional Materials Discretionary Block Grant – A	Slavensky
Safety and Safe Schools Update – R	Allen
Adoption of the 2024-2025 Budget – A [Public Hearing 06/11/24]	Ryan
*2023-2024 Actuarial Report (OPEB) – A	Ryan
*Charter School 2022-2023 Audit Reports (AAT, CMP, GIS, GV, OFY, VIE) – A	Ryan
*2024-2025 School Plan for Student Achievement (SPSAs) – A	Calvin
*Dress Code Policy/Board Policy 5132 Dress and Grooming – A [Discussed 06/11/24]	Schnepf
*Encina Name Change – A [Discussed 06/11/24]	Schnepf
*Middle School Boundary Adjustments – A [Discussed 06/11/24]	Camarda
*Head Start/Early Head Start COLA Funding Allocation 2024-2025 – A	Townsend-Snider

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