APPROVED 5/31/24

FACILITIES SUBCOMMITTEE MINUTES

Gilroy Unified School District
7810 Arroyo Circle, Gilroy and via Zoom teleconference
11 a.m Friday, May 10, 2024

PRESENT

Irma Argueta
Nicole Babock
Maribel Guizar
Anisha Munshi
Anna O'Connor
James Pace
Dianne Padilla
Aurelio Rodriguez
Kimberly Smith
Matt Woolman

SECTION 1: APPROVAL OF MINUTES & TIME CERTAINS

ITEM #	ITEM
1a	Approval of minutes: March 29, 2024

MINUTES

- Dr. Munshi moved to appove. James seconded.
- All in favor to approve

1b	**Time certain, 11 a.m.:** Principal Camille Epps, request for storage shed at El Roble ES **Time certain, 11:30 a.m.:** Principal Diane Padilla, on facility-based items for Mt. Madonna HS (*items 3i and 3j*)

MINUTES

- Camille Epps presented request for storage shed for El Roble ES. The El Roble HSC is willing to fund the option staff recommends. One shed would be for PE/recess rolling carts. The other is for supplies and materials for HSC events.
- The sheds would be placed where Facilities and the committee recommend.
- The recommended shed would not require DSA approval and cost about $1,000 each. Maintenance can assemble.
- Next steps: The committee approves this proposal.

MINUTES

- Dianne Padilla presented on Mt. Madonna requests (items 3i, 3j and 3n on this agenda).
- As part of the Safe School Mapping Project, students and staff evaluated the campus for safe areas and recommended improvements. These are the recommendations from this project. One of main pieces where how furniture may be equity issues. The site has a mix of donated furniture.
- Dianne requests new furniture in this rooms to standardize the campus: front office, lunch room, office space for community/outreach agencies, patio area, wellness center, classrooms.
- Dr. Munshi recommends a walk through for a future space analysis to address the size of classrooms and if any changes need to made before proceeding with furniture purchases.
- Next steps: Matt and Paul work with Dianne for a space analysis as a first step.
- Request for Conex: Replace aging existing sheds with 20-foot Conex box. They will have to be crane-lifted into the proposed area because of access constraints. The estimated cost for the boxes would be $5,000 total, plus unknown for craning.
- Next steps: Matt will get a quote for craning. The quote for box and installation will be brought to committee at a future meeting.

SECTION 2: FACILITIES (PAUL NADEAU)

ITEM #	ITEM	SITE	VENDOR	COST	FUNDING SOURCE
2a	Club Drive property (non-use fee)	Club Drive	N/A	$32K/year	General Fund
MINUTES • This is an information-only item. • This fee is being levied for the property on Club Drive, near Solorsano MS. It was originally going to be the site of a future elementary school. The county charges this fee on school property that isn't be used. • Options: Compact field and use as a P.E. field for Solorsano MS; place trailer for Maintenance office. • Next steps: Staff is consulting with School Facility Specialists for options. Plans will be presented to committee at future meeting.					
2b	Roofing material for three projects	Eliot ES, ADB & Gilroy Prep gym	Weatherproofing Technologies Inc.	$430,143,67	Measure E
MINUTES • These are for the roofing materials for these upcoming roofing projects. • Next steps: The item will go the board for approval.					
2c	Roofing contract	ADB	Best Contracting Services Inc.	$318,478	Measure E
MINUTES • This is the winning bid for this project. • If approved, this project would take place this summer. • Next steps: The item will go the board for approval.					
2d	Roofing contract	Eliot ES	Waterproofing Associates Inc.	$333,792	Measure E
MINUTES • This is the winning bid for this project. • If approved, this project would take place this summer. • Next steps: The item will go the board for approval.					
2e	Roofing contract	Gilroy Prep gym	State Roofing Inc.	$163,500	Measure E
MINUTES • This project is slated to go to start in September unless this contractor finds room in its schedule to move it up. • Next steps: The item will go the board for approval.					

2f	TK furniture plan and purchase	Glen View ES	KI/J&H Panels	$17,106.63	Universal Prekindergarten (UPK) Grant

MINUTES
- Staff recommends these flexible furniture combinations for these classrooms as well as for the new classrooms at ADBSP (see item 2m).
- Next steps: This will go to the board for approval.

2g	TK/kinder playground improvements	Glen View ES	SPEC	$155,940.12	UPK P&I Grant

MINUTES
- This is the recommendation to upgrade this playground at Glen View ES.
- Staff propose dividing the existing play box in half. Keep the swings. The rest of the area would receive a pour-in-place rubber surface and a more age-appropriate play structure.
- This would be purchased with the CMAS purchasing agreement that also includes installation. This would be same manufacturer as the newer playgrounds recently installed in the district.
- Next steps: This will go to the board for approval.

2h	Swing seat replacement	Glen View ES	Miracle Play Systems	$1,712.30	RRM

MINUTES
- The existing seats are weathered. Staff recommends replacement in anticipation of the addition of the TK students joining the school in August.
- Next steps: This will go to the board for approval.

2i	Ramp replacement	Rod Kelley ES Power School	SKC Co.	$23,948.43	ELOP

MINUTES
- Power School is working to get this building certified with DSA for future use. This would make the ramp to this portable ADA-compliant.
- The installation will be a separate payment.
- Next steps: This will go to the board for approval.

2j	Hazmat testing	MOTs yard	EnviroScience	$51,060	Measure E

MINUTES
- This item is coming back to the committee for approval because the area is ready for this work.
- This testing is required before demolition can occur. This is for facilities/maintenance/preschool building and transportation buildings.
- Next steps: This will go to the board for approval.

2k	Furniture purchase	MOTS trailer	KI/J&H Panels	$39,597.96	Measure E

MINUTES

- This is for furniture for the new home of Facilities and Maintenance office. The office was formerly the Flint trailer. Three offices, one cubicle, meeting room items, etc.
- Next steps: This will go to the board for approval.

2l	Refrigerator purchase	ADB State Preschool	East Bay Restaurant Supply	$4,903.69	Measure E

MINUTES

- This is for the ADBSP. Same model as one recently at Brownell MS and South Valley MS. Food Services approves this purchase.
- Next steps: This will go to the board for approval.

2m	Furniture purchase	ADB State Preschool	KI/J&H Panels	$93,337.42	Measure E

MINUTES

- Furniture for four preschool classrooms, offices, therapy (OT, speech) areas, meeting rooms, reception area.
- Some items from existing Swanston preschool will be used in this new campus as well.
- Next steps: This will go to the board for approval.

2n	HVAC repairs	ADB State Preschool	ESI Inc.	$89,688	Measure E

MINUTES

- Because the buildings have been vacant for several years, the HVAC systems need these repairs or replacements to be operational.
- These repairs and replacements would install Pelican thermostats, which is the district standard.
- Next steps: This will go to the board for approval.

2o	Window replacement	ADB State Preschool	MH Glass	$4,428.26	Measure E

MINUTES

- As part of the improvements to this site, 19 damaged windows are being replaced.
- Next steps: This will go to the board for approval.

2p	Update master plan planning process **INFORMATION ONLY**	All sites	Information only	N/A	N/A

MINUTES

- Staff is aiming to post an RFP for a vendor in June.
- Next steps: After the completion of the RFP, the committee will be presented with a potential vendor at a future meeting.

SECTION 3: MAINTENANCE (MATT WOOLMAN)

ITEM #	ITEM	SITE	VENDOR	COST	FUNDING SOURCE
3a	Temp wheelchair ramp for graduation **INFORMATION ONLY**	Solorsano MS	GUSD	<$2,000 materials + labor	N/A
MINUTES • This ramp would be for promotion. District staff will install the ramp. • Next steps: This committee approves this proposal.					
3b	Fence in solar panels and Adult Ed	Rod Kelley ES	ASI	$79,481	ELOP
MINUTES • This would enclose an area near solar panels at Rod Kelley ES and close to Adult Ed. • Staff will be meeting with the City of Gilroy next week. Dr. Munshi would like to discuss this as part of that discussion and to see what proposed plans the city has for this area. • Next steps: Dr. Munshi would like to do a site walk with the principals and Alvaro.					
3c	Girls varsity softball batting cage and dugout covers	Christopher HS	ASI	$25,699	Site funds
MINUTES • This site has requested these improvements to the softball facilities so that they have the same batting cage and dugout standards as the baseball fields. • Dr. Munshi would like to evaluate the facilities at Gilroy HS. • Next steps: Staff will evaluate the state of facilities at both comprehensive high schools and will determine the funding for these improvements. This information will be presented to the committee at a future meeting.					
3d	Three security trailers	All	Qovo	$24,000	General Fund
MINUTES • These trailers would be stationed throughout the district to provide security and act as a deterrent to vandals and intruders. • A similar trailer is parked in Christopher HS quad to deter intruders. These are high visibility trailers, with a camera and blinking color lights on a extending pole. The district as previously purchased a new trailer. • This would be funded out of the equipment replacement fund. • Next steps: This will go to the board for approval.					
3e	Varsity softball and baseball infield tarps	Christopher HS/ Gilroy HS	Sport and Cycle	$22,687.17/ each school	Site funds
MINUTES • Four tarps in total. They would help with the upkeep of the infield areas of these fields. • Next steps: The committee approves this purchase and they will not go to the board because they're purchase from site funds.					

3f	PA system replacement (system failure – 4.8.2024) **INFORMATION ONLY**	Las Animas ES	N/A	N/A	Measure E

MINUTES
- The system failed after a power outage/spike. The equipment is obsolete so replacement is not possible.
- Site staff is using the phone system as a PA system. That is functional inside classrooms but announcements are not heard outside.
- Next steps: To replace this, the project has to go out to bid. Staff is working on getting this bid prepared.

3g	PA system replacement **INFORMATION ONLY**	Solorsano MS	N/A	N/A	Measure E

MINUTES
- This system went down after the same power incident of item 3f but was able to be brought back online. It is the same obsolete system as Las Animas ES and replacement parts are not available.
- Matt recommends changing this one before it fails again.
- Next steps: Staff is working on getting this bid prepared.

3h	LED upgrade update **INFORMATION ONLY**	Christopher HS, Solorsano MS	ABM	N/A	N/A

MINUTES
- ABM is working on upgrades across the district. They are working on Christopher HS. Eliot ES is scheduled for May 13; GECA is May 15.

3l	Furniture upgrade **INFORMATION ONLY**	Mt. Madonna HS	KI/Core	N/A	N/A

MINUTES
- See minutes for item 1B (time certain) for more information about this item.

3j	Storage (Conex box) **INFORMATION ONLY**	Mt. Madonna HS	N/A	N/A	N/A

MINUTES
- See minutes for item 1B (time certain) for more information about this item.

3k	Perimeter fencing – garbage corral	GECA	ASI	$16,649	RRM

MINUTES
- This would replace a temporary fence in this area with a permanent fence.
- Gavilan College has not provided a final approval for this.
- Next steps: This is a pending item because Gavilan has not provided a final approval.

3l	Fire access driveway apron **INFORMATION ONLY**	South Valley MS	N/A	N/A	N/A

MINUTES

- This is off of Swanston. The City of Gilroy is asking the district to make this change.
- This area was approved during the South Valley MS modernization project.
- The funding source for this project is to yet to be determined.
- Next steps: Paul will follow up on this and other fire inspection findings at the weekly city TAG meeting.

3m	Trip hazard campus assessment	All sites	Precision Concrete Cutting	$4,000	RRM

MINUTES

- This proposal is to assess all potential trip hazards across all district sites. The report would pinpoint areas that need fixing and recommend solutions.
- Next steps: The committee approves this assessment. This does not go to the board.

3n	Safe school mapping project **INFORMATION ONLY**	Mt. Madonna HS	N/A	N/A	N/A

MINUTES

- See minutes for item 1B (time certain) for more information about this item.

3o	Ergonomic recommendations from insurance **INFORMATION ONLY /** *Request to quote*	District office	N/A	N/A	N/A

MINUTES

- Some cubicles in Ed Services cannot accommodate ergonomic equipment and setup because they are not structurally sound. Matt requests permission to get quotes for cubicles.
- Next steps: Committee grants permission to get quotes.

3p	Window film on copy room door	Eliot ES	GUSD	<$100	RRM

MINUTES

- Matt requests direction about the district standard on window film. Maintenance recently received a request to replace blinds on an interior door window with film.
- Next steps: More information needed. Dr. Munshi would like to know why this interior window needs to be covered.

3q	24 lunch tables for Power School	Rod Kelly ES	Belson Outdoors	$40,306.41	ELOP + GUSD labor to build

MINUTES

- This would be used for summer program. 18 tables are in stock.

- These would go under the solar structure.
- Next steps: Dr. Munshi would like to complete a site walk before moving forward on this request.

3r	Goats to clear Club Drive property	Solorsano MS and Club Drive property	Green Goat Landscapers	$1,400/acre x 13 acres = $18,200	RRM

MINUTES
- This would be to clear the weeds from this property.
- This is the most environmentally friendly and probably most cost-effective method of weed clearing.
- Next steps: This would go to the board for approval.

SECTION 4: SAFETY & SECURITY (AURELIO RODRIGUEZ)

ITEM #	ITEM	SITE	VENDOR	COST	FUNDING SOURCE
4a	Camera replacement	Rucker ES	QOVO	$7,533.09	Site funds

MINUTES
- Principal would like to replace an existing camera with multi-sensor camera.
- Next steps: The total for the camera and installation is $9,313.19, paid out of site funds.
- The committee approves this purchase and installation.

4b	Cable installation	Rucker ES	R3J	$1,780	Site funds

MINUTES
- See item 4a for the committee's decision on this item.

4c	Camera system replacement **INFORMATION ONLY**	Christopher HS	QOVO	$274,852.30	N/A

MINUTES
- Half of the cameras are not recording.
- RFP is in process. Qovo bid was lowest. This only for hardware. Does not include cable structure. Estimated cost for cable structure would be $180,000.
- Funding source is yet to be determined.
- Next steps: Staff will research options for funding and will report findings at future committee meeting.

SECTION 5: INFORMATION TECHNOLOGY (MARIBEL GUIZAR)

ITEM #	ITEM
5a	Digital records update **INFORMATION ONLY**

MINUTES

- Vendors who could do this work require a fee to assess amount and type of records that would be digitize for any scanning can be done. The fee is about $60,000 across the three vendors that have discussed this with the district.
- One option is to set an RFP to solicit bid.
- Maribel recommends RFP so that the assessment is part of an overall project.
- Next steps: This will come back as an information item at a future meeting.

5b	Update on Cyber Security assessment **INFORMATION ONLY**

MINUTES

- IT has received the draft of the core review. The recommendations were to utilize a combination of cloud, SaaS and on-premise services.
- Maribel says the priority should be on upgrading the firewall. To do this, it requires hardware and licenses. Three-year license $401,000 + $32,000 installation fee. Five-year $582,000 + $32,000 installation fee.
- This would be replace firewall only: total: $457,000. Funded out of money set aside for cyber security improvements.
- Next steps: This will come back as an information item at the next meeting.

SECTION 6: ALVARO MEZA'S ITEMS

ITEM #	ITEM	SITE	VENDOR	COST	FUNDING SOURCE
6a	Follow up: GUSD's counter MOU with Bay Area Community Health	Glen View ES	Bay Area Community Health	No cost to GUSD	N/A

MINUTES

- This is still under negotiation.
- Next steps: This will come back as an item at the next meeting.

6b	Garden bed installation	Gilroy HS	SCCOE	N/A	N/A

MINUTES

- SCCOE operates special education classrooms at Gilroy HS. The program would like to install raised garden beds for those students.
- Next steps: The committee approves this proposal.

SECTION 7: FACILITY MODIFICATION REQUESTS (MARISSA VAN PATTEN)

ITEM #	ITEM	SITE	VENDOR	COST	FUNDING SOURCE
7a	Baseball field access gate and curb cut relocation	Gilroy HS	TBD	TBD	TBD
MINUTES • The school has requested that the access off 10th Street, instead of the one at the baseball field. This would include expanding existing gate and using this entrance only for maintenance's field access. The current access will be limited to pedestrian access. • This would be funded out of RRM. • Next steps: The committee approves this proposal.					
7b	Storage shed request	El Roble ES	TBD	TBD	El Roble HSC
MINUTES • See the minutes for item 1b.					

NEXT MEETING: Friday, May 31, 2024