

**RIVERSIDE UNIFIED SCHOOL DISTRICT
OPERATIONS DIVISION**

Operations Board Subcommittee Meeting

October 31, 2016

9 a.m. – 11 a.m.

Conference Room 1

3380 14th St., Riverside, CA 92501

A G E N D A

As required by Government Code 54957.5, agenda materials can be reviewed by the public at the District's Administrative Offices, Reception Area, First Floor, 3380 Fourteenth Street, Riverside, California.

Public Input

The subcommittee will consider requests from the public to comment. Comments should be limited to three minutes or less. If you wish to address the subcommittee concerning an item already on the agenda, please indicate your desire to do so on a provided card. You will have an opportunity to speak prior to the subcommittee's deliberation on that item.

Pursuant to Section 54954.2 of the Government Code, no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Subcommittee or staff may briefly respond to statements made or questioned posed by persons exercising their public testimony rights. Discussion of items brought forward that are not on the agenda shall be considered for future agendas by the Subcommittee Chair.

Action/Discussion Items

The following agenda items will be discussed and the Subcommittee members may choose to introduce and pass a motion as desired.

1. Approval of Minutes

The Subcommittee will be asked to approve the minutes of the October 1, 2015, meeting.

2. Board Policy No. 7310 – Memorials, Naming of Facilities, and Sponsorships

At the August 15, 2016, Board of Education meeting, staff gave an overview of Board Policy No. 7310, and presented a comparison concerning naming of school facilities policies criteria and procedures in the neighboring districts.

The subcommittee will discuss Board Policy No. 7310 – Memorials, Naming of Facilities, and Sponsorships, and the option to assign of a committee to develop proposed policy revisions for consideration of the Board of Education at a future meeting.

3. Naming of Pachappa Elementary School Library in Honor of Ms. Ardice Bailor

The Board of Education at the July 20, 2015, meeting, considered and took action to name the Pachappa Elementary School Library in honor of Ms. Ardice Bailor, and asked staff to bring back concrete plans for signage at a future Board of Education meeting.

The subcommittee will discuss the plan for dedication and memorial signage specifications.

4. Transportation Attendance Areas – Facilities Planning

The subcommittee will discuss steps to develop a long range comprehensive plan to reduce busing, and options to increase classroom and ancillary facilities capacity within the transportation attendance areas.

5. Construction Delivery Methods

Staff will provide information related to construction delivery methods traditionally used by the public sector.

6. Landscape Project Design Update

Staff will provide a brief update on the landscape project design at Thomas Jefferson Elementary, Matthew Gage and Sierra Middle Schools.

7. Project Prioritization Process

Staff will provide project prioritization process options to move projects forward in the District's Long Range Facilities Master Plan.

Conclusion

7. Subcommittee Members Comments

Adjournment

**Riverside Unified School District
Operations Division
Operations/Board Subcommittee Meeting
October 1, 2015 – 9:00 a.m. to 11:00 a.m.
Conference Room 3
3380 14th Street, Riverside, CA 92501**

MINUTES

CALLED TO ORDER: 9:10 a.m. by Mr. Hunt

PRESENT: Tom Hunt, Brent Lee, and Kirk Lewis

Also present were Hayley Calhoun, Richard Carpenter (CSEA), Kevin Hauser, Mays Kakish, Ken Mueller, Daniel Rudd (CSEA), and Lizette Delgado, (Recorder).

Kirk Lewis welcomed Richard Carpenter and Daniel Rudd, CSEA

Public Input

There were no requests to speak to the subcommittee members.

Action/Discussion Items

1. Approval of Minutes

Mr. Lee moved and Mr. Hunt seconded to approve the minutes of the August 7, 2015, meeting.

2. Community Facilities District (CFD) No. 32

The District has received a proposal for the formation of a Community Facilities District (CFD) to fund school facilities and water/sewer/road infrastructure within the Citrus Heights residential development. The development is located in the Lake Mathews area east of McAllister Street and southwest of Van Buren Boulevard. It will consist of 343 homes with prices ranging from \$500,000 – \$700,000. RUSD will received funding in the amount of \$6,610,520, through the selling of bonds that are sold up front. The cost of the bonds is charged to home buyers. Staff also shared that the residential developer, Lennar Homes, approached the agencies involved in the formation of the CFD and asked the District to be the lead agency.

Subcommittee members were informed of the steps of the formation process and the specific details of this CFD. Possible student enrollment impact to Lake Mathews and Harrison Elementary Schools, Frank Augusts Miller Middle School, and Arlington High School, was discussed. Subcommittee members were also informed that resolutions and agreements to support the processing of the CFD will be presented to the Board of Education for approval in November and December.

After a brief discussion, members agreed to move the item for Board approval at the November 2, 2015, Board of Education meeting.

3. Process for Selecting EMS System for Riverside Polytechnic High School HVAC Project

Staff presented a recommendation to initiate a process to select the lowest contractor bid containing specific and critical equipment that conforms to the district standard relative to data processing equipment. This process is new to the district, but supported by the Public Contracting Code. This process is endorsed by our legal counsel.

The subcommittee briefly discussed the information received from staff and agreed to approve the utilization of this section of the Public Contracting Code that permits selection of a contractor specifying district standardized equipment for the selection of an EMS System for the Riverside Polytechnic High School HVAC Project.

4. Resolution for Change Order for Fire Alarm System Replacement at William Howard Taft Elementary School

Staff informed the subcommittee that the electrical subcontractor of the project was required to install new conduit since the existing conduits were not satisfactory. Since the value of the work exceeds the 10% change order limit, a resolution permitting this change order is necessary. Staff requested that the subcommittee support this resolution to process the change order for the needed work.

Subcommittee members reviewed the information that was presented by staff and agreed to move forward the resolution for approval at the November 2, 2015 Board of Education meeting.

5. Announcement of Newly Acquired Properties

At August 7, 2015 meeting, the subcommittee asked for signage and posting, on the district website, of the acquisition of the property at Central and Victoria Avenues and the Citrus Grove property on Wood Road adjacent to Martin Luther King High School. Staff informed the subcommittee that upon discussion at a Superintendent's Executive Cabinet meeting, it was determined that the Board of Education should be presented with these requests for approval.

The subcommittee discussed the item briefly and agreed with the Superintendent's Executive Cabinet recommendation to present the item as an information item to the Board of Education at the December 2015 meeting.

6. Draft Board of Education Policy – Utilization of Energy Rebates

As requested at the August 7, 2015 subcommittee meeting, staff presented a draft policy regarding the recommended use of energy rebate funds. The subcommittee reviewed the draft and agreed to present the new policy to the Board Education for first reading at the November 2, 2015, meeting, as presented.

Conclusion

7. Subcommittee Members Comments

Mr. Hunt shared that the HMC Architect's 75th Anniversary celebration will be held on October 9th at 3546 Concoors Street in Ontario.

Adjournment

The meeting was adjourned at 9:55 a.m.



POLICY

Board of Education

Riverside Unified School District

Item No. 2

Memorials, Naming of School Facilities, and Sponsorships

Purpose:

To give guidance to individual schools on the appropriate ways to handle naming facilities and schools, as well as for memorializing someone who has passed away, and to clarify guidelines for sponsorships to secure operating funds that might involve naming and signage.

Position:

It is the responsibility of the Board of Education to adopt all names for school facilities. Suggestions from the school site and the public should be submitted to the Superintendent for his recommendation and will be considered by the Board of Education, but are not binding.

1. Cost of signage

- a. If the Board of Education determines that they wish to honor an individual and name a facility after someone, the District bears the cost of the signage.
- b. If a facility has been sponsored (and has an approved sponsorship contract), the costs of the signage are born by the sponsor.

2. **Memorials** to a student or staff member who has passed away need to be channeled into positive outcomes such as: a scholarship or gift to REEF in the person's honor; the planting of a tree; a day of service (in which participants could plant a bed of flowers or gather for another kind of campus improvement); a non-permanent bench or table that could have a small plaque no larger than 3"x5" attached; or books for the library (with or without a frontispiece with the name of the honored person). Self-standing plaques or headstones are not permissible. Gifts should be reviewed by staff to ensure that they are cost neutral.

3. The honor of **naming a school facility** after a community member shall be with the consideration of the Board of Education and based on a history of outstanding support to the district and community, ties to RUSD, and/or positive accomplishments that serve as an example to RUSD and our community.

- a. To create conformity with existing schools, elementary schools should retain the tradition of being named after authors, poets, geographic sites and presidents.
- b. Facilities that might serve the purpose of being named after an honored person shall be: school theaters, libraries, cafeterias, multi-purpose rooms, offices and at future district honor walls.
- c. Classroom and Academic facilities are not considered appropriate.

- d. Length of Time for Names: The Board of Education can determine after a one year “wait period” that a facility’s name may be changed and shall make that determination in consideration of information contained above.

4. Sponsorships to name a facility for a given donation to the district shall include these facilities only: sports facilities (including district stadiums), fields, pools, scoreboards, and uniforms. Sponsorships will not be extended for classrooms or academic buildings. Contracts for sponsorships shall be reviewed periodically by staff.

a. General Program Statement:

The purpose of this Program is to provide guidelines for the advertising of products or services for District revenue to supplement the diminishing monies students need for extra-curricular activities. Riverside Unified School District shall protect students and parents from exploitation and ensure that commercial activities do not interfere with educational programs. Except for instruction relating to sponsorship, students shall not be required to listen to, read, or be subjected to commercial advertising in the classroom or in school-provided materials or curriculum-related activities, except as provided by this policy. Revenue enhancement opportunities should be in keeping with the community standards of good taste, and promote positive values for the students of the District.

b. Definitions:

Sponsorship: Any payment of money or other economic benefit to a school or to the school district that requires visual, audio, or video placement of a name, slogan or product message on a school district property, publication, or broadcast. The term sponsorship does not include traditional fundraising activities, such as magazine sales, nor does it apply to outright gifts to which no quid pro quo is attached.

c. Regulations:

i. SPONSORSHIP

No Sponsorship, as defined by this policy, shall be allowed unless it complies with this policy, fits one or more of the following categories, and is approved by the Superintendent or designee.

1. Paid sponsorship in school student publication or other district publication;
2. Maintain pre-existing advertising space for community businesses;
3. Paid sponsorship signs on school property or at school events that meet local sign ordinances and comply with this policy;
4. The display of product names on vending machines appropriately placed in the school for the use of students, staff, and the public;

5. Sponsorship ads that appear when students are using various Internet services.

ii. PROHIBITED COMMERCIAL ACTIVITIES

No sponsorship shall be accepted if it:

1. Is associated with tobacco, alcohol, illegal drugs or weapons;
2. Promotes hostility, disorder, or violence;
3. Contains vulgar, abusive, obscene, or sexually explicit language and/or imagery;
4. Is libelous;
5. Demeans or discriminates against any person or group on the basis of race, gender, ethnicity, age, disability, or religion;
6. Advocates the violation of law;
7. Inhibits the functioning of the school and/or the school district;
8. Advances any religious or political purpose or interests;
9. Promotes, favors, or opposes a candidate for elected office or a ballot measure;
10. Is associated with any company or individual whose actions are inconsistent with Riverside Unified School Districts' educational mission and goals or community values; or
11. Is otherwise in violation of the law;
12. Or is otherwise deemed unfit by the Superintendent or Designee.

iii. DISTRIBUTION OF FUNDS

1. The collection of funds from Sponsorship activities will be organized and accounted for by the Deputy Superintendent of Business Services. These funds will be accounted for annually with a report to the Board of Education that will be posted on the RUSD website for public viewing.
2. No portion of the sponsorship funds will be used for general fund purposes including administration; rather they will be used specifically to support extra/co-curricular programs at the school site level that may have been previously supported by "student fees." In associated procedures and regulations, there will be a plan to provide as equitable a solution as possible between school sites and programs.

Legal Reference:

Education Code

7050-7058 Political Activities of School Employees and Officers

35160 Authority of Governing Boards

35160.1 Authority of School District

35172 Promotional Activities

35182.5 Sale of Advertising Products

38130-38138 Civic Center Act

48907 Student Exercise of Free Expression

51520 Prohibited Solicitations

Adopted: July 18, 2011



Rules and Regulations

Board of Education
Riverside Unified School District

Memorials, Naming of School Facilities, and Sponsorships

The following process will be used to recommend that an individual be honored with their name attached to a building or facility in RUSD:

1. All recommendations for board honors are to be sent to the Superintendent in writing.
2. No matter where the suggestion emanates, there should be no public announcement of this impending honor until it is determined by a unanimous vote of the entire board.
3. The superintendent will notify all board members of any proposal submitted.
4. Unanimous approval is needed to secure board recognition of this magnitude. Without unanimous approval the nomination should be withdrawn for a period of no less than six months before possible resubmission.
5. The suggestion will proceed to the Communication Subcommittee for consideration of cost, timing and dedication ceremonies. There is recognition (per policy) that any signage or dedication costs are absorbed by the district. Upon resolution, the proposal will be placed on the agenda and forwarded the full Board for consideration.
6. The announcement of the honor shall become public at a meeting of the Board upon approval.

Lettering Graphics

Ardie Bailor Library

Pachappa Elementary School

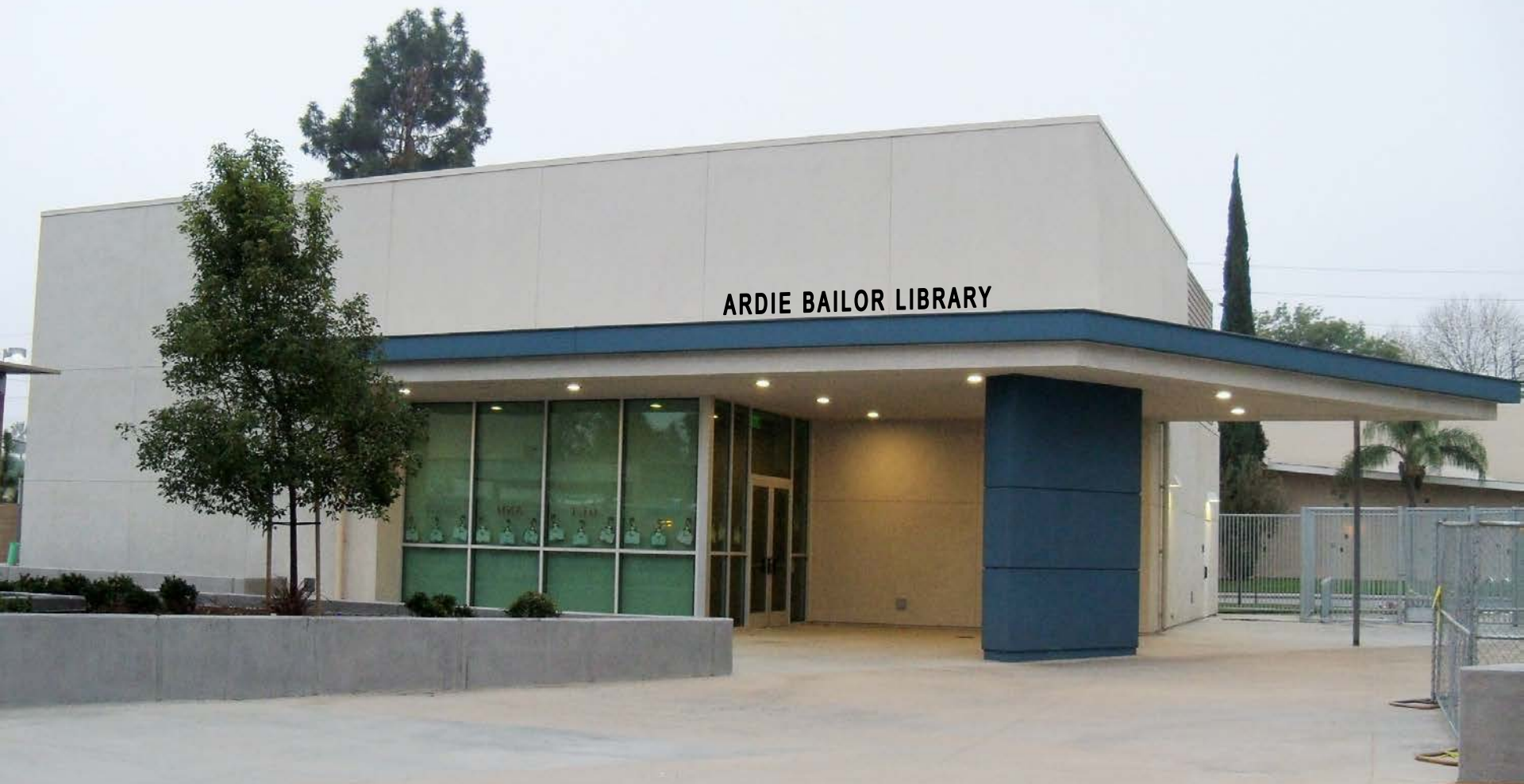
Item No. 3



ESTING
2nd - May 10

**LEWIS J. VANDERZYL
MULTI-PURPOSE HALL**

Sample lettering, Central MPH
8" lettering (shown in brushed
aluminum)



Interior Elevation

Arial font, black powder coating



Optional Riverside Ave. Elevation

Cost Estimate:

18 custom letters, 8" high,
1/4" thick, powder coated
black: (per elevation)

\$1,500

Installation:

\$ 850


(plus sales tax)

Lead time: 4-6 weeks

Transportation Attendance Areas

October 31, 2016

Presented by Sergio San Martin
Assist. Superintendent, Operations



At the request of the Board of Education, staff were asked to evaluate the Transportation - Attendance Areas of 1965:

OBJECTIVE:

- Determine if busing could be reduced or eliminated
- Determine the school housing needs of students living in the areas - if busing were reduced or eliminated

Proposed Plan

Staff to form a “Facilities Summit” to develop a long range Comprehensive Plan.

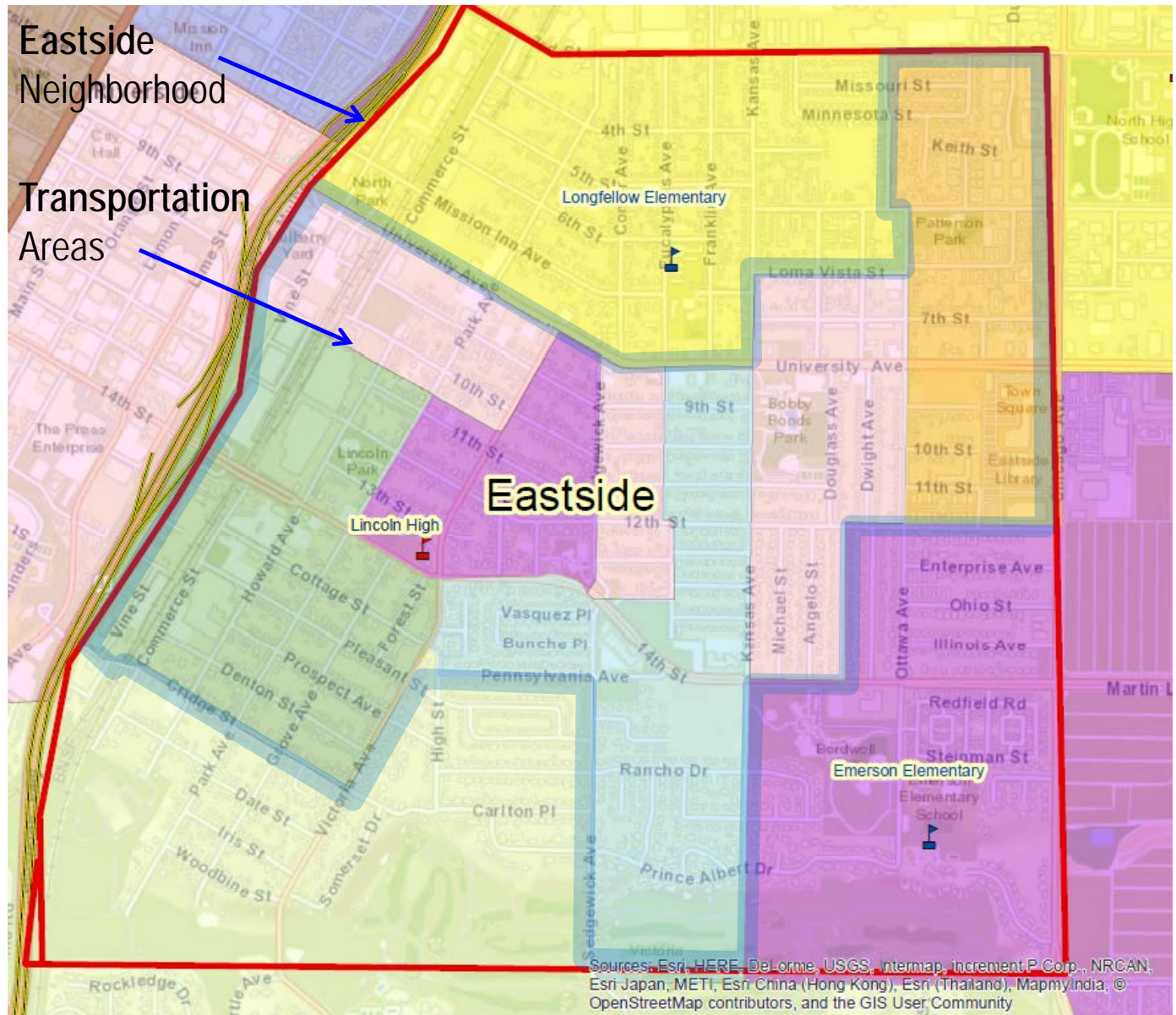
Facilities Summit:

- Analyze student housing needs
- Prepare demographic and enrollment studies
- Present a comprehensive plan with timelines for implementation

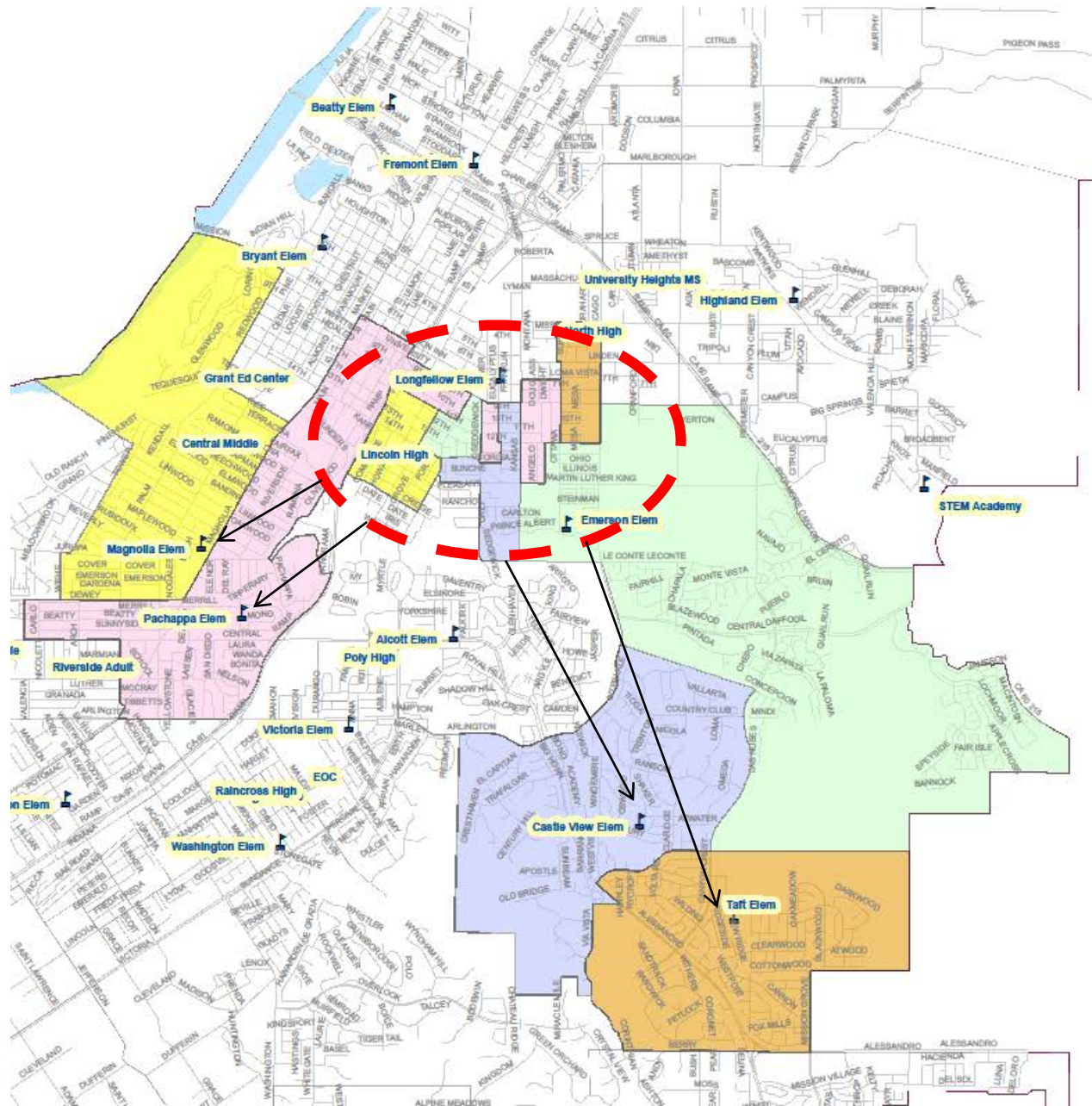
Participants:

- Business Services
- Facilities, Planning and Development
- Instructional Services
- Community representation

Eastside Transportation Areas



Eastside Transportation Areas



Population of students living in Eastside

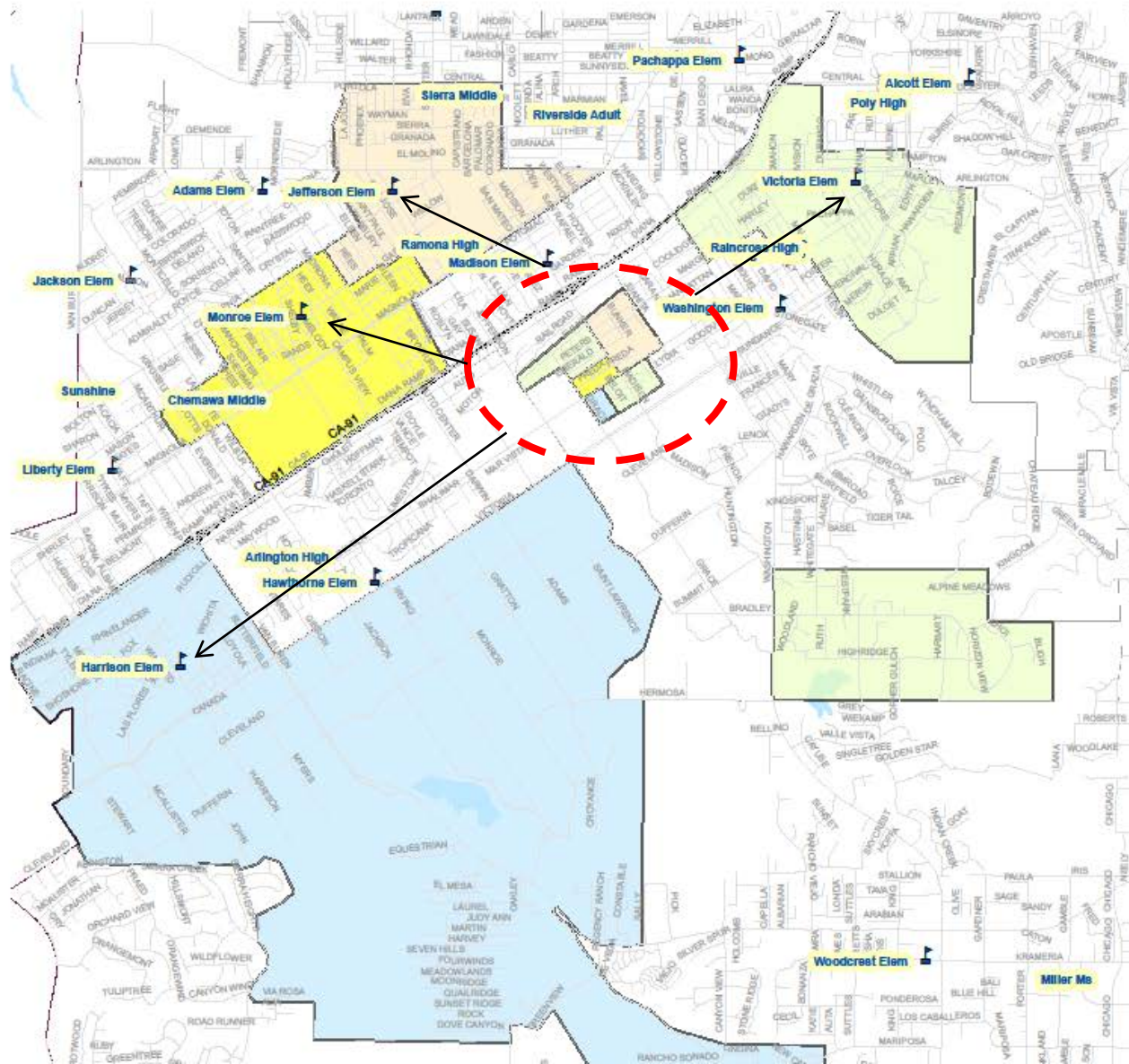
| Number of TK-6 th grade students living in Eastside Transportation areas | Number of TK-6th grade students from transportation areas by school of attendance | Number of TK-6th grade eligible students riding a bus |
|---|---|---|
| 1208 | Castle View 174 | 125 |
| | Emerson 202 | 26 |
| | Magnolia 164 | 133 |
| Total number of TK-6 th grade students living in the Eastside neighborhood | Pachappa 217 | 183 |
| 2298 | Taft 321 | 259 |
| | Other 130 | n/a |

Total:

1,208

726

Casa Blanca Transportation Areas



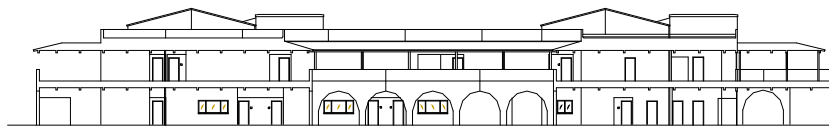
Population of students living in Casa Blanca

| Number of TK-6 th grade students living in Casa Blanca Transportation areas | Number of TK-6 th grade students from transportation areas by school of attendance | Number of TK-6 th grade eligible students riding a bus |
|--|---|---|
| 409 | Harrison 63 | Harrison 40 |
| | Jefferson 102 | Jefferson 67 |
| Number of TK-6 th grade students living in Casa Blanca neighborhood | Monroe 36 | Monroe 25 |
| 751 | Victoria 146 | Victoria 91 |
| | Other 60 | n/a |
| Total: | 407 | 223 |

Questions?



Construction Project Delivery Methods Overview and Comparison



Operations Division



Four Types of Delivery Methods

- Design/Bid/Build (CM Multi-Prime)
- CM at Risk
- Design/Build
- Lease/Leaseback

Considerations in Selecting a Delivery Method:

- Budget
- Schedule
- Risk tolerance
- Level of control desired
- Owner's expertise and staff experience

METHOD COMPARISON

| | | Design/Bid/Build | CM at Risk | Design/Build | Lease/Leaseback |
|----|---------------------------------|------------------|------------|--------------|-----------------|
| 1 | District Control | X | X | | |
| 2 | Competitive Bidding/Pricing | X | X | | |
| 3 | Accepted by State (OPSC) | X | X | | |
| 4 | Less Risk to Owner | | X | X | X |
| 5 | District Design Control | X | X | | |
| 6 | District Construction Control | X | | | |
| 7 | Includes Check & Balances | X | X | | |
| 8 | Litigation Method Risks | | X | X | X |
| 9 | Contractor Prequalification | X | X | X | X |
| 10 | Prefer: Large, Complex Projects | X | | | |
| 11 | One Point of Control | | | X | X |

DELIVERY METHOD

Design / Bid / Build *PC Code section 20111*

- Traditional U.S. project delivery method
- Three phases: Design, Bid, Build
- Design process complete before bidding
- Single-prime or multi-prime

- Architect designs project according to district specifications and budget
- Construction Manager (CM) reviews progress drawings for constructability, and also provides an independent budget estimate per construction category

Pros:

- Greatest amount of control by owner
- Can produce highly competitive pricing
- Well-understood and accepted by the Office of Public School Construction (OPSC)

Cons:

- Potential risk
- Construction cannot start until design is complete & DSA State Approved

DELIVERY METHODS

CM at Risk *Gov. code section 4526*

- CMR commits to construction performance to deliver the project within a defined schedule and price, either fixed or a Guaranteed Maximum Price (GMP)
- CMR cannot take on the traditional role of a prime contractor

- Common to enter initial agreement with CMR for a fixed-fee contract for pre-construction and General Conditions costs, along with agreed contractor's markup fee as a percentage of construction costs
- Once design has progressed to a point where GMP can be established, the contract is converted to GMP

Pros:

- CM's input and perspective are incorporated during the design phase
- Ability to start construction of certain non DSA elements prior to full design completion
- Less risk to owner

Cons:

- Premium is placed on the selection of the CMR, as their skills and experience can determine the outcome
- Less control by the owner
- CMR transitions from an advisory role during design to a possibly adversarial role during construction

DELIVERY METHODS

Design Build *Ed Code 17250.10, AB 1358*

- General Contractor designs and builds the project (\$1 million threshold)
- Contractor can be a joint venture of a contractor and designer, a contractor with a designer as a sub-consultant, a designer-led team with a contractor as a subcontracted entity, or a single firm capable of performing both design and construction

- Stipulated Price – district says how much it will pay for a project and gives a programmatic description, asks competing firms to submit building designs they're willing to construct for that price
- Materials can be ordered and site work can start on non DSA elements before design is complete.



Pros:

- Design Build Firm is selected based on qualifications, capabilities, experience and price, not just low bid
- One party responsible for the design and construction of the project.

Cons:


- Loss of control over the design process, subjective contract award
- Reduced competition between design firms can mean higher pricing
- Lacks checks and balances between the design and construction team, leading to decreased transparency (owner may not be the architect's client)
- AB 566: Subject to Skilled and Trained Workforce Provision.

DELIVERY METHODS

Lease/Leaseback *Ed. Code section 17406*

- District leases (land, building, system) to a contractor for \$1, who leases it back to the district with the stipulation that he will build an improvement on it, and ownership of that improvement will revert to the district and the end of the lease payments
- “Without competitive bidding”...

- Intended as a financing vehicle, used by multiple districts throughout California as a more convenient delivery method even when funds are available
- Similar to DB, contractor designs and builds the project, at the end of the lease period the project reverts to the owner



In September of 2016, AB 2316 and AB 566 instituted significant changes to the law:

- Contract let by specific, pre-determined competitive process (best value)
- Competitive process for selecting subcontractors (best value)
- Contractors must be pre-qualified at every tier

- Contracts deemed illegal (prior to July 2015) still entitle contractor to be paid labor and materials, but not profit
- Subject to Subletting and Subcontracting Fair Practices Act
- AB 566: Subject to Skilled and Trained Workforce Provision.



Pros & Cons:

Same as Design Build with the added unstable legal history