

**Riverside Unified School District  
Operations Division  
Operations Board Subcommittee Meeting  
February 24, 2017  
1:30 – 4:30 p.m.  
Conference Room 1  
3380 14<sup>th</sup> St., Riverside, CA 92501**

**MINUTES**

**CALLED TO ORDER:** 1:55 p.m. by Mr. Hunt

**PRESENT:** Tom Hunt and Kathy Allavie, Board Members, and Sergio San Martin, Assistant Superintendent, Operations.

Also present were Ken Mueller, Richard Carpenter (CSEA), and Lizette Delgado, (Recorder).

**Public Input**

There were no requests to speak to the subcommittee members.

**Action/Discussion Items**

**1. Approval of Minutes**

Mrs. Allavie, former Operations Board Subcommittee member, reviewed the minutes of the October 31, 2016, meeting and moved for approval. Mr. Hunt seconded to approve the minutes as presented.

**2. Landscape Project Design Update**

Staff provided an update on the landscape project designs at Matthew Gage and Sierra Middle Schools. Members reviewed a Sierra Middle School Conceptual Landscape Master Plan and Landscape Architecture Construction Plans for Matthew Gage Middle School. Staff stated that for both projects draught tolerant plants, decomposed granite, and mulch will be used.

Staff stated that the Matthew Gage Middle School project includes the front (Gage Canal wall at the entrance of the campus) and two adjacent sides of campus. The project is in the design stages and construction is scheduled to be completed by the end of September 2017. Members were also informed that Toro, an irrigation company, will donate irrigation materials for the project. It was also mentioned that the site will be a draught tolerant demonstration site due to the history and importance of water in the region. Staff added that the project will be sent to DSA for approval by the end of the week of February 27<sup>th</sup>. The estimated cost for the project is \$1,000,000.

Staff highlighted the following aspects of the project: a) remove fence line to front of the school, b) move current rose garden and install three new flag poles; c) Gage Canal theme walkway; d) incorporate a citrus theme along the canal theme; e) use of minimal amount of turf;

f) use of decomposed granite to create a path/walking area in high traffic areas; g) incorporation of pathway lighting; h) replicate Gage Canal plaques and include in the plaza theme.

The Sierra Middle School project includes a half-mile athletic field and construction is scheduled to be completed this summer. The project consists of new irrigation and field rehabilitation and its estimated cost is \$600,000.

The subcommittee was informed that the Jefferson Elementary School project constitutes a much greater financial challenge and that it has been put on hold until we progress into Measure O.

Subcommittee members discussed the projects, provided input, suggested changes, and requested that the Landscape Project Design Update be presented at a future regularly scheduled Board of Education meeting.

### **3. Board Policy #7310 – Memorials, Naming of Facilities, and Sponsorships**

At the August 15, 2016, Board of Education meeting, staff gave an overview of Board Policy #7310, and presented a comparison concerning naming of school facilities policies criteria and procedures in the neighboring districts. On October 31, 2016, the subcommittee discussed the policy and the option to assign of a committee to develop proposed policy revisions for consideration of the Board of Education at a future meeting. At this meeting, the subcommittee made revisions to the policy and recommended the formation of a “Memorials, Naming of School Facilities, and Sponsorships Committee”, formed by district staff and the Vice President and Clerk of the Board of Education to review memorials, name of facilities, and sponsorships applications. They also requested that staff develop an application form. Revisions to the policy and a draft of the application form were presented to the Board of Education for first reading at the December 4, 2016 Board of Education meeting. At this meeting, the Board of Education formed an Ad-Hoc Operations Board Subcommittee to review the proposed changes made by the Board of Education.

The subcommittee reviewed the changes to the policy made by the Board and new revisions were made. The Ad-Hoc Operations Board Subcommittee agreed to meet again before the end of March for a final revision of the policy, which will be presented to the Board of Education for second reading and approval at a future regularly scheduled meeting.

The subcommittee requested that staff prepare a stylebook for dedications with pictures of samples of donor walks, dedication plaques, etc., to keep as a reference/guide for future dedication projects. Members also requested that the list of suggested community members’ names for potential honoring by the Board of Education by naming facilities after their names, and/or other honors, be presented at the next Ad-Hoc Operations Board Subcommittee.

## **Conclusion**

### **7. Subcommittee Members Comments**

There were no comments from the subcommittee members.

**Adjournment**

The meeting was adjourned at 2:55 p.m.