

**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**

MINUTES

CALLED TO ORDER: 9:00 a.m. by Mr. Hunt

PRESENT: Tom Hunt, Kathy Allavie, and Sergio San Martin

Also present were David Hansen, District Superintendent, Hayley Calhoun, Kevin Hauser, Mays Kakish, Ken Mueller, Daniel Rudd (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 moved and Mr. Hunt seconded to approve the minutes of the October 1, 2015, meeting.

2. 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.

The subcommittee discussed Board Policy #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.

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.

The revisions to the Policy #7310 – Memorials, Naming of Facilities, and Sponsorships, Rules and Regulations #7310 – Memorials, Naming of Facilities, and Sponsorships, and a draft of the application form will be presented to the Board of Education as a First Reading Action item at the Board Study Session scheduled for November 14, 2016.

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 discussed the plan for dedication and memorial signage specifications presented by staff, and agreed to use brushed aluminum 8" high x ¼" thick, black powder coated lettering outside of the library facing Riverside Avenue and painted lettering inside the library along with a bronze dedication plaque. At the subcommittee's request, Mrs. Allavie and Mr. San Martin will walk the inside of the library for more detailed information.

The subcommittee asked staff to work with the Communications Department in preparation for a naming and dedication ceremony. The subcommittee would like to hold the ceremony on February 24, 2017, the second anniversary of Mrs. Bailor's passing.

4. Transportation Attendance Areas – Facilities Planning

The item will be presented to the Board of Education at a future study session.

5. Construction Delivery Methods

The item will be presented to the Board of Education at a future study session.

6. Landscape Project Design Update

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

The Matthew Gage Middle School, Phase I, landscape project was discussed. The project's Phase II, includes the landscape design for Thomas Jefferson Elementary and Sierra Middle Schools.

Staff informed the subcommittee that the project is only for the front of the school, that it is a Deferred Maintenance project, and that only drought tolerant plans will be utilized. It was also mentioned that the Maintenance and Operations Department is looking for an old Gage Canal gate to be used for the project. Subcommittee members suggested the installation of a plaque with history about the Matthew Gage Canal for the project.

Mr. Hunt moved and Mrs. Allavie seconded to approve the project.

7. Project Prioritization Process

Staff provided the subcommittee with project prioritization process options to move projects forward in the District's Long Range Facilities Master Plan, including the formation of a steering group, which may include the Operations Board Subcommittee or a Facilities Summit Group that will be in charge of defining, verifying, and developing the District's objective and project priority list(s). The steering group will use the project prioritization process, which may include: determine/establish project focus goals, project evaluation criteria, project type definition (new construction or modernization), weighing of project priority elements, evaluate the project's alternatives, and a proposed project priority list, all achieved through the Facilities Master Plan's guiding principles and by verifying the project's objective.

The subcommittee discussed the item and agreed that the project prioritization is a decision that should be done by the Board of Education in a study session and then discussed at an Operations Board Subcommittee meeting.

The item will be presented to the Board of Education for approval at a future study session.

Conclusion

7. Subcommittee Members Comments

There were no comments from the subcommittee members.

Adjournment

The meeting was adjourned at 11:45 a.m.