



Fagen Friedman & Fulfroft LLP

Facility Advisory (7/11) Committee Orientation (Phase 2)

**Vallejo City Unified School District
June 23, 2025**

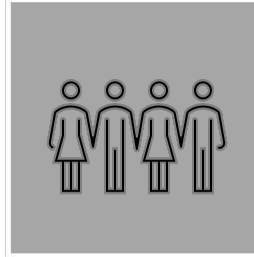


Overview

- 7-11 Committee Orientation
- Introduction to the Ralph M. Brown Act, conflicts of interest, Public Records Act and Robert's Rules of Order
- Introduction to the Properties and District Goals
- Discuss additional logistics

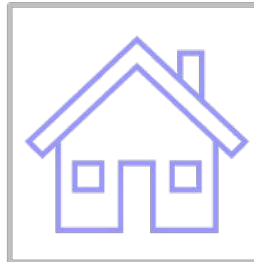


What is a 7/11 Committee?



Representative
cross-section of the
community

At least 7 but no
more than 11
members



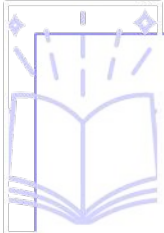
Involve community in
decisions regarding
use of property



The Process

The 7-11 Committee

Duties:



Review pertinent information to determine amount of surplus space



Provide for a public hearing for community input



Develop recommendations

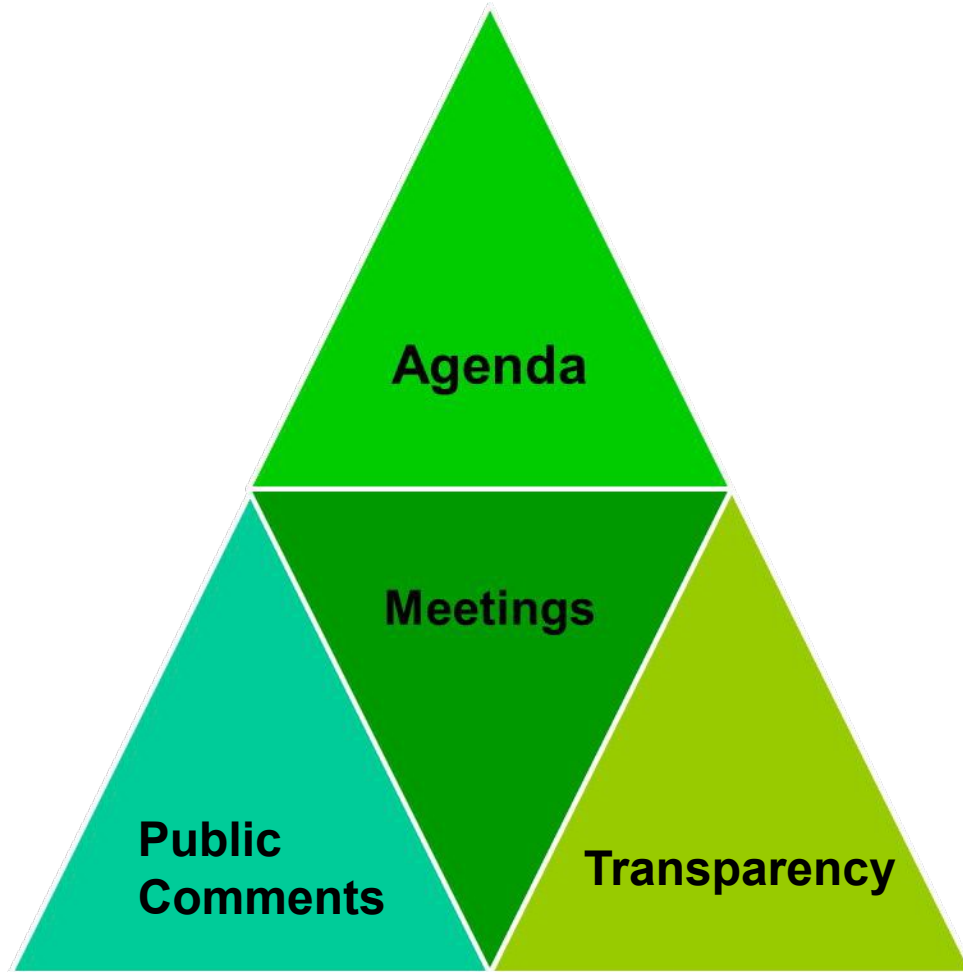
❖ Goal:

Deliver a report to the board that:

- 1.) Contains a rank order list of sites to be closed-ordered from most preferred to least preferred.
- 2.) Consider whether certain sites should be declared surplus.



The Brown Act for 7-11 Committees



- 7/11 Committee is a “legislative body” subject to the Ralph M. Brown Act open meeting laws



What is a Meeting?

- The Brown Act applies to “meetings” of a legislative body
- All meetings of a legislative body are public, and official business must be transacted at a public meeting
 - Exception: Closed Session
- Majority of members gather at the same time and place to hear, discuss or deliberate upon any item within the subject matter jurisdiction of the legislative body



Serial Meetings Prohibited!

- Serial Meetings: Communications outside formal meetings, each of which involve less than a quorum, but collectively encompass a majority.
- Communications of any kind ***cannot*** be used by a majority of members to discuss, deliberate or take action on any item of business that is within the subject matter jurisdiction of the Committee.



The Meeting Agenda

- Goal: facilitate public awareness and access to the Committee's business
- Requirements for Regular Meeting:
 - Must be posted 72 hours in advance
 - Must include time and place of meeting
 - Must identify the business being discussed or transacted
 - Must be posted in location accessible to public



Public Participation and Comment

■ Regular Meetings:

- Subject to reasonable regulations, the public must be allowed to speak on any subject on the agenda (open or closed session) or within the subject matter jurisdiction of the legislative body.



Public Records

- Documents distributed to the Committee less than 72 hours prior to an open public meeting shall be made available for public inspection when distributed to the Committee
- List on the agenda the location of where item can be viewed or can post on website
- All public documents subject to disclosure through the PRA



Robert's Rules of Order

- Designed to provide structure and order to legislative bodies' public meetings.
- Addresses, among other topics:
 - Quorum
 - Voting
 - Rights to make a motion



**Government
Code 1090**

**Conflicts
of
Interest**

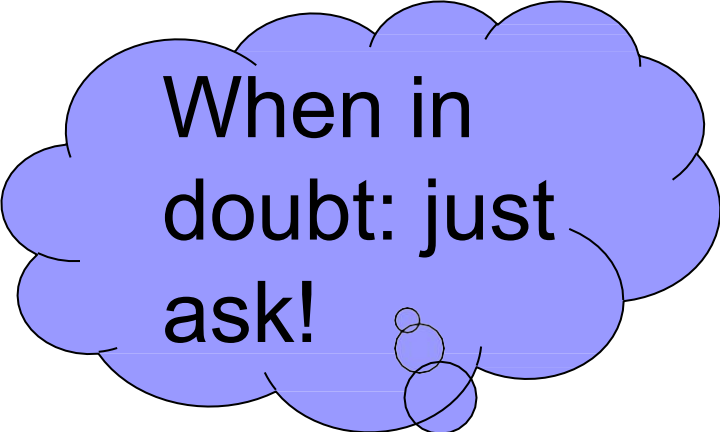
**Other
personal
biases**

**Political
Reform
Act**



Personal Bias and Conflicts Questions

- In support of the Committee's goal of transparency, members should seek to avoid biases or potential conflicts.
- Most conflicts are unintentional and can be avoided with precautions.



When in
doubt: just
ask!



Property Data and Introduction of District Goals



VCUSD BOUNDARY MAP



Rank order of sites for potential closure:

Steffan Manor Elementary School
815 Cedar St., Vallejo, CA 94591

John Finney Education Complex
1347 Amador St., Vallejo, CA 94590

Annie Pennycook Elementary School
3620 Fernwood Dr., Vallejo, CA 94591

Cooper Elementary School
612 Del Mar Ave., Vallejo, CA 9458

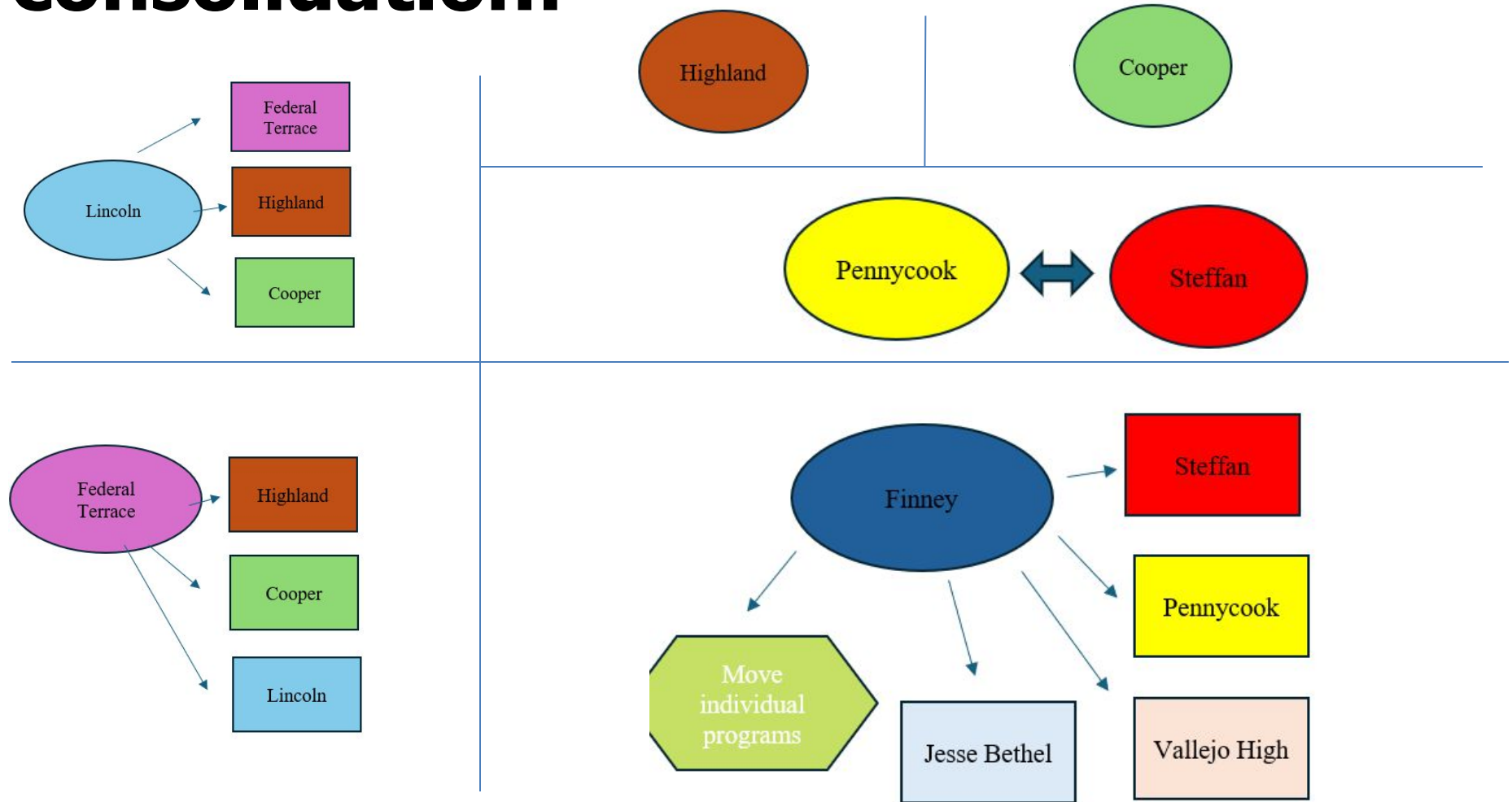
Lincoln Elementary School
620 Carolina St., Vallejo, CA 94590

Highland Elementary School
1309 Ensign Ave., Vallejo, CA 94590

Federal Terrace Elementary School
415 Daniels Ave., Vallejo, CA 94590



Options for closure and relocation or consolidation:



Should these sites be declared surplus?

- **Federal Terrace Elementary School**
- **John Finney Education Complex**
- **Cooper Elementary School**
- **Highland Elementary School**



Questions?

