

**MEETING MINUTES OF THE
CLOSURE AND FACILITIES ADVISORY (7-11) COMMITTEE**

**June 23rd, 2025
5:00 P.M.**

**District Office – Governing Board Room
665 Walnut Avenue
Vallejo, CA 94592**

MINUTES

1. Call to Order.

Sarah Polito, Esq. an attorney from Fagen Friedman & Fulfroft, LLP introduced herself to the committee and called the meeting to order at 5:07pm.

2. Roll Call (Present or Absent) and Initial Introductions.

(1) Hilary Baird	Absent
(2) Hazel Wilson	Absent
(3) Kimberly Marquez-Cortes	Late (arrived at 5:43pm)
(4) Tee Lek Ying	Late (arrived 5:35pm)
(5) Marnee' McKenzie	Present
(6) Christy Gardner	Present
(7) R. Shay Miles	Present
(8) Sandra Stevens	Present
(9) Kathleen Salas-Teitgen	Present
(10) Yvanna Wheeler	Present

3. Public Comments.

There were no public comments.

4. Committee Orientation. [Sarah Polito]

A. The 7-11 Committee's role and Education Code requirements.

Ms. Polito explained the 7-11 Committee's role, and how a minimum of 7, no more than 11 members can compose the committee, that the law requires that the Committee be a cross section of the community members and that they listen to the desire of the community and make a recommendation. The goal is to review data, make recommendations for potential closure or consolidation as well as disposition of closed sites.

Ms. Polito discussed the Education Code requirements and how the Committee is asked to review pertinent information to determine surplus space, facilitate a public hearing for the community and develop recommendations that can and should be detailed. Authority of the Committee members are set in the resolution passed by the board. Board is asking for two items in the committee report: (1) ranked the order of the 7 sites identified for potential closure from the site the committee would most recommend closing to the site least recommended for closing and (2) review the subset of properties to consider whether they should be considered surplus properties. A final written report will then be presented to the Governing Board. Ms. Polito described how the Committee is advisory by nature.

- B.** Brown Act, conflicts of interest, Roberts Rules of Order and Public Records Act applicability to the proceedings, description of norms and protocols for Committee conduct.

The Committee is a legislative body. Transparency is an important component. It is a formal meeting. Ms. Polito gave an example of an accidental illegal committee meeting in a parking lot. Meetings need to be agendized and must be transacted at a public meeting, with the exception of closed session. The group discussed the definition of “Serial Meetings”, prohibited under the Brown Act and how meetings are conducted around items that are in the agenda. Public must be given the chance to speak, with a 3 minute time limitation. Public records are made available to the public. Binders were given to the Committee for all the information provided for each meeting.

Agendas will be made available to the public within 72 hours before the meeting starts. Roberts Rule of Order is not legally required, but is adopted by legislative bodies for meeting conduct structure.

Conflict of Interest – Economic of Interest. Public official should not benefit financially

Contractual Interest – Cannot have a contract with district

Common Law – Vested interest could be a conflict.

Public Records Act – Documents will be available to the public, subject to disclosure of the PRA

Quorum – Need at least 6 for a 10 person Committee to proceed. Please inform the Committee if not available to attend the meeting.

Vote – Each member has the right for one vote and to make a motion. Someone will make a motion, and someone will second the motion.

- C.** Review the Committee’s authorizing resolution and general process expectations.

Resolution No. 5066 was passed by the Governing Board on June 4, 2025 to approve the appointment of the Closure and Facility Advisory Committee members and direct the Committee to review the properties identified in the resolution.

D. Introduction to the Properties under review.

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

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

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

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

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

Cooper Elementary School
612 Del Mar Ave., Vallejo, CA 94589

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

Ms. Polito discussed and referenced the number associated within the VCUSD Boundary Map and provided a list of the different potential interactions for closures and consolidations. For example, if Lincoln were to close, students can re-locate to Federal Terrace, Highland, and Cooper. Other options were explained in the presentation.

5. Discussion and Review of Potential Recommendations and Data Requests.

- A.** Rank order of potential sites to be closed from most to least desirable.
- B.** Decide if separately listed sites are surplus.
- C.** Discuss Committee requests for additional data and/or information to be provided at the next meeting.

Questions from Committee Members for all subsections under item #5:

R Shay Miles - Need clarity of top row in regards to Highland and Cooper?

Superintendent Aurelio explained that it is not a straight consolidation, rather if Highland were to close, it will not be a straight consolidation to Cooper. Process will require re-drawing boundaries.

Kathleen Salas-Teitgen - Has the enrollment been pulled for each of the school to determine if the children are at their home school? Has the population been figured out? Ms. Polito and Superintendent Aurelio explained that there will be enrollment data in the next meeting. Will provide a plot map.

Federal Terrace, John Finney, Cooper and Highland are listed for discussion to be declared as surplus in this meeting. Pennycook, Lincoln, and Steffan were designated as surplus by prior 7-11 Committees.

R. Shay Miles - Need clarity of the EIA (Equity Impact Analysis) and if the data is available? Superintendent Aurelio explained that data is being produced with all options being examined.

Sandra Stevens - How do you define equitable? Ms. Polito explained the eight factors from the Education Code defines equitable, i.e. travel, special education, what is the District's plan for future. Further explanation were given by Superintendent Aurelio as to why the sites are listed on the closure/consolidation. Listed below for explanation:

Lincoln/Federal Terrace: School is small school. Looking at size

Pennycook and Steffan: Proximity, close to each other

John Finney: Could generate potential long term revenue

Highland/Cooper: Listed as an examination/study

Sandra Stevens - Condition of facility a factor? Ms. Polito explained that how much bond money spent already and how much money is needed to improve a site are both items that should be considered.

Tee Lek Ying - Will we get the data before the next meeting for members to review? Would like table of contents, if possible. Ms. Polito gave the answer that the goal is to provide the data, at the very least, the PowerPoint in advance but staff is working to gather that data.

R.Shay Miles - Wanted to know when they can get a bigger picture of their decision. Superintendent Aurelio explained the December target date for the board to make the decision on closure and August for the recommendation from the committee.

Christy Gardner - When will they get an equity analysis report? Ms. Polito answered that committee will not get 100% equity result, but committee will get some pieces of data of the site listed as soon as they are available. Consultant is working on it.

Sandra Stevens - Should not rely their decision on the EIA since they do not have the full information? Ms. Polito explained that committee will not see the EIA in totality, but committee will see pieces of data for their purposes.

Kathleen Salas-Teitgen - She would like to make a responsible decision. Without that report, can't make correct decision. If they do not get the report, then they can't make a responsible decision. Suggest that second meeting be a later date to be able to review the data?
Superintendent Aurelio explained what the EIA report cannot do and how data will be made available for the committee allowing them to consider the necessary components.

R. Shay Miles - Is there visibility of the eight factors. Would like to know what they are? Wants to know what they are allowed to do and make informed decision. Ms. Polito explained that the eight factors will be explained at the next meeting.

Tee Lek Ying - What is the final product for the EIA? Is it binary, a score, or Yes/No report. Ms. Polito explained that the report is a very long report that explains the eight factors and if is equitable based on their analysis.

Kimberly Marquez-Cortes - What fiscal year is this going to affect? Superintendent Aurelio answered by giving the goal to give staff and committee a long enough time to have decision by December and will affect the 2026 – 2027 fiscal year.

Sandra Stevens - Is there a code site for the EIA? Ms. Polito will provide at next meeting.

6. Action Items.

A. Election/Appointment of Committee Chairperson ACTION

Motion by Marnee McKenzie
Second by Sandra Stevens

The Committee elected Kimberly Marques-Cortes as the Committee Chairperson.
Yes Vote = 8

B. Election/Appointment of Individual or Subcommittee to Assist with drafting Committee report. ACTION

Motion: _____ Second: _____ Vote: _____

The Committee requested to table the election/appointment in the July 7, 2025 meeting.

7. Meeting Schedule.

Meeting Two: July 7, 2025

Meeting Three: July 28, 2025

Meeting Four: August 11, 2025

Presentation of Committee Report: Regular Board meeting on August 20th, 2025

8. Adjournment.

Moved and Motion to adjourn the meeting by Sandra Stevens

Second by Christy Gardner

Yes Vote = 8

Meeting adjourned at 6:15 pm

Agendas of public meetings and any other writings distributed to all or a majority of the members of the Committee in connection with a matter subject to discussion or consideration at an open meeting of the Committee are public records. If such writing is distributed less than 72 hours prior to a public meeting, the writing will be made available for public inspection at the District Office located at 665 Walnut Avenue, Vallejo, CA 94592 at the time the writing is distributed to all or a majority of the members of the Committee.

REASONABLE ACCOMMODATION

In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the District, upon request, in accordance with the Americans with Disabilities Act. Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Committee meeting, shall contact the District superintendent or designee in writing by noon the day before the scheduled meeting. Such notification shall provide personnel to make reasonable arrangements to assure accessibility to the meeting.