



Evergreen School District

From strong roots grow bright futures

**Minutes of Meeting – Facilities Advisory Committee
Business Office (Technology Learning Center) 3188
Quimby Road
San Jose, CA 95148**

**Thursday, August 4, 2016
6:30 p.m.**

Committee Members:

	Chanice Mason (Secretary)		Brian Wheatley
	Melissa Shelton-Biscardi		Gracie Garcia-Ramos
	Linda Mora		Jane Martin
	Niraj Gopal		Barry Schimmel (Co-Chairperson)
	Nguyen Quach		Pauline Benton (Chairperson)
	Thiagarajan Lakshmanan (Rajan)		

Alternates:

	Stacy Johnston (Alternate 1)
	Bob Moore (Alternate 2)
	Carlos Da Silva (Alternate 3)

CALL TO ORDER

At 6:36 p.m.

ROLL CALL/OUORUM

Roll Call (6 members of 11 were present at roll call)

X	Chanice Mason (Secretary)		Brian Wheatley
X	Melissa Shelton-Biscardi	Late	Gracie Garcia-Ramos
X	Linda Mora		Jane Martin
X	Niraj Gopal	X	Barry Schimmel (Co-Chairperson)
Late	Nguyen Quach	X	Pauline Benton (Chairperson)
Late	Thiagarajan Lakshmanan (Rajan)		

The following members signed in and were present:

Chanice Mason (Secretary)		Gracie Garcia-Ramos
Melissa Shelton-Biscardi		Barry Schimmel (Co-Chairperson)
Linda Mora		Pauline Benton (Chairperson)
Niraj Gopal		
Nguyen Quach		
Thiagarajan Lakshmanan (Rajan)		

The following members were absent:

	Jane Martin
	Brian Wheatley

FLAG SALUTE

Lead by Pauline Benton

REPORTS

NONE

MATTERS FROM THE PUBLIC

Comments from the Public

Kevin Larsen, parent,

1. Stated that the Board of Trustees had deemed this a 7-11 committee in a meeting in February 2016 and requested that the name of this committee be revisited by the Board of Trustees.
2. He request of the district website to post the bylaws of this committee, the names of the committee members and their affiliation with the school district and outside community.
3. He requested the roll call from the July 7 and 21 meetings be reviewed to guarantee that the meetings were not started without the proper quorums.

Please see attached note provided by Mr. Kevin Larsen

ITEMS FOR DISCUSSION/IMMEDIATE ACTION

Approval of Meeting Minutes from 7/21/16:

A motion by Barry Schimmel (Co-Chairperson), seconded by Melissa Shelton-Biscardi to approve the meeting minutes from July 21, 2016.

MOTION CARRIED: 9-0 Vote 0 – Opposed 0 - Abstain

Chanice Mason (Secretary), Linda Mora, Niraj Gopal, Nguyen Quach, Thiagarajan Lakshmanan (Rajan), Gracie Garcia-Ramos, Pauline Benton (Chairperson)- Ayes / None – Opposed / None - Abstain /, Brian Wheatley, Jane Martin- Absent

COMMUNICATION

PENDING REPORTS/AGENDA ITEM

Pauline Benton (Chairperson)

- Could a document repository be set up where all the documents supplied by the District, to the committee, can be viewed in one location; possibly with a calendar of meeting dates and times and possibly open to the public via a link on the District webpage?
- Site Maps reviewed as a group
- Age of Schools report reviewed as a group. Requested information be updated from 2006 to include

more detail about what was modernized at each campus during the years shown and the cost of those modernizations; which schools contain portable buildings which will need to be removed in the next ten years and what modernization projects are recommended to be completed in the next ten years at each campus/facility.

- Facilities Master Plan binders were presented for review to the committee and remain at the District office for review throughout the committee adjournment period.
- Current Bond Measure M overview, reviewed as a group; 100 million dollar bond approved, approximately 60 million dollars remain, board would like recommendations on how this money should be applied to the development/improvements of the District campuses/facilities.
- Population per Boundary is unattainable from public records at the City of San Jose since the records are usually kept by zip code and not school District boundaries.
- Students transported in 1980, 1990, 2000, and 2010 from home to school numbers reviewed as a group. The numbers were requested to be updated from 2010 to reflect the current home to school bussed students which the committee understands has been reduced from District wide bussing to only three schools for select neighborhoods, with possibly as little as 500 students. The District will confirm this information. Chanice Mason requested a map or bus routes of the neighborhoods being bussed to the three schools.
- Highest Enrollment Year was 2010 – 2011 with 13,388 K-8th grade students and a current enrollment for 2015 – 2016 warm body count of 12,287. Enrollment projections summary indicates a drop of approximately 1,500 additional students by 2020 including the 0.5 generation per house factor for the new Arcadia Development.
- Breakeven point for operating a school is a fluctuating number with too many variables so it cannot be determined. The District did supply that the fixed costs to run a school is approximately \$350,000 to \$450,000 per campus, which includes utilities and front office staff (Principal, Secretary, Health Clerk, Library/Media Assistant and Custodial). The committee requested what is the per campus student minimum needed for a school to stay in the black. It was discussed that typically a school with less than 650 students on a campus will begin to have more expenses than income and a campus with more than 750 students will begin to have more income than expenses but will lose the community feel of the school, so optimal enrollment was recommended at about 700 students. The District will have to confirm the committee's discussed numbers.
- Preferred Maximum Enrollment (PME) report was reviewed as a group. The Preferred Maximum Enrollment number for Cedar Grove was requested to be updated to reflect the enrollment at the completion of the new campus.
- Clarification of Facilities Advisory Committee: Rick Navarro spoke to the superintendent and cabinet about the naming of the committee. It was determined that the facilities advisory committee school board representative will inform the School Board about the concerns of the committee name and scope and allow the board to determine if the change needed.

FUTURE MEETINGS

- August 18, 2016 – 6:30 p.m.
- September 1, 2016 – 6:30 p.m.
- September 15, 2016 – 6:30 p.m.
- September 29, 2016 – 6:30 p.m.
- October 13, 2016 – 6:30p.m.

FUTURE AGENDA ITEMS

- Clarification of Facilities Advisory Committee scope, name and bylaws. Place into written text a short summary about committee.
- Determine a list of end goals the committee would like to focus on, i.e. recommendations for

boundary changes, school closures, new Meadow Field Campus, possible K to 8th grade combined campus and STEAM Campus.

- Rise and debate several options for the District, and determine the best way to research and choose several options for presentation.
- Review options used at other school Districts when student enrollment projection show dropping numbers.
- Creation of a master binder of hard copies of all paper work distributed to the committee for public review at the District offices.
- Discuss whether to move the location of the FAC meetings.
- Upcoming costs/repairs at each campus and facility location to determine which need the most improvements in the future.

MATTERS FROM THE PUBLIC

Kevin Larsen made the following suggestions:

- A binder be given to him of all paper work and emails concerning the committee. He will pick it up at the District Offices, no need to email to him. He will then create a binder for the community.
- A letter be written to the School Board to name this committee a 7-11 Committee
- The busing information is outdated and needs to be updated.
- The location for these meetings be moved to another location (i.e. board room) to increase attendance and flow for info presentation and communication.

ADJOURNMENT

Motion to adjourn meeting made by Gracie Garcia-Ramos and Barry Schimmel seconded the motion.
Unanimous - Meeting adjourned at 8:53 pm.

Chanice Mason, Secretary

Approved and Entered Into
Official Proceeding of Evergreen School District

August 4, 2016

Kevin Larsen (Parent, Millbrook Elementary)

Public Comment at ⁷⁻¹¹Facilities Advisory Committee

(it is requested this comment be added to the minutes of 8-4-2016 FAC meeting)

1. Request that the district website (under Operations) post the bilaws of this committee, and post the names of the 11 voting members and their affiliation with the school district and outside community.
2. request discussion of how many Evergreen School District employees are voting members on this committee (perhaps 6, not sure). It may be that the ed code for a 7-11 committee is not being followed unless we follow the ed code of proper make up of who votes: 17389. A school district advisory committee appointed pursuant to

Section 17388 shall consist of not less than seven nor more than 11 members, and shall be representative of each of the following:

(a) The ethnic, age group, and socioeconomic composition of the district.

(b) The business community, such as store owners, managers, or supervisors.

(c) Landowners or renters, with preference to be given to representatives of neighborhood associations.

(d) Teachers.

(e) Administrators.

(f) Parents of students.

(g) Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to, knowledge of the zoning and other land use restrictions of the cities or cities and counties in which surplus space and real property is located.

3. Did the past FAC meeting start without a proper quorum?
It is requested that clarification be done if 6 of the 11 voting members are not present, the meeting may need to be postponed till the 6th voting member arrives.

8-4-2016

To: Mr. Navarro
7-11 FAC - (Operations)
oversight person

Request for all info distributed to
7-11 FAC committee to be
either given to me by paper or email

Mr. K. Larsen
Parent

email : redlavafire@gmail.com

No need to mail me info, I can pick it up
@ 7-11 FAC Committee meetings

I will be making a public binder for
the 7-11 FAC meetings for all members of
the public to borrow if requested
