



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 18, 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 6:35 p.m.

ROLL CALL/OUORUM

Roll Call (7 members of 11 were present at roll call)

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

Alternates:

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

The following members were absent:

	Nguyen Quach
	Thiagarajan Lakshmanan
	Bob Moore (Alternate 2)

FLAG SALUTE

Lead by Pauline Benton

REPORTS

None

MATTERS FROM THE PUBLIC

Comments from the Public

Kevin Larsen, parent,

1. His belief is too many voting members of the FAC are employed by the District.
2. The meeting held on July 21, 2016 was not called to order with the proper quorum of voting member and the first 15 minutes of this meeting should be repeated.
3. The committee name needs to be changed and that change reflected in committee bylaws.
4. The creation of bylaws for the committee.
5. The creation of a master binder.
6. Correction of the operations website called Facilities Advisory Committees missing pages.

Please see attached note provided by Mr. Kevin Larsen

ITEMS FOR DISCUSSION/IMMEDIATE ACTION

Approval of Meeting Minutes from 8/18/16:

A motion by Barry Schimmel (Co-Chairperson), seconded by Linda Mora to approve the meeting minutes from August 4, 2016.

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

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

COMMUNICATION

Rick Navarro read to the committee Education Code Sections 17387, 17388 and 17389

He also reported a communication from Clarissa R. Canady stating that bylaws are not required by law for the District's Facilities Advisory Committee (FAC) to hold meetings.

PENDING REPORTS/AGENDA ITEM

Pauline Benton (Chairperson)

- Review of the July 21, 2016 meeting found that the meeting minutes began with only five members of the committee present. There were no items voted on during the first fifteen minutes of the meeting so there is no need to repeat this portion of that meeting.
- A link on the School District's webpage is in the process of being created to allow FAC documents to be posted for public view.
- The creation of a master binder for public review is in progress.
- An outside consultant will need to be retained to update the information and include more detail for the 2006 age of school report. The committee will continue to work with the current report and wait to determine if updated/additional detail is necessary at a later date.
 - A motion by Linda Mora, seconded by Brian Wheatley to approve not retaining an outside consultant at this time. MOTION CARRIED: 9-0 Vote 0 – Opposed 0 – Abstain.
- The update to the Students Transportation report to the 2016 – 2017 school year with a map of areas being currently bused will be provided at the next meeting.
- Rick Navarro informed the committee that there is no established minimum enrollment per school equation. The committee discussed the differences between optimal enrollment, maximum preferred enrollment and maximum capacity of a school campus. At this time the committee will use 600 students per elementary school as a working optimal enrollment number.
 - Public Comment on Agenda item 7.6:
 - *Mr. Kevin Larsen:*
 - Why has the committee not been supplied the total number of students per school?
 - Information needs to reflect special education, main stream students and county student totals.

This above information was supplied to the committee during the July 21, 2016 meeting.

Break Taken 7:52 pm to 7:57 pm

- Which items on the master plan have been completed to date can be determined at a later date if the committee deems the information valuable in determining their recommendations to the School board.
- For the FAC members to determine what is required at each district facility, it was recommended that a field trip to each school facility be taken with a report form Rick Navarro on the recommended crucial items needed at each site. Rick Navarro will send out possible dates to the committee members, so a date can be chosen.
- The committee members will complete individual research to obtain ideas from other school districts on how they handled declining enrollment numbers.
- The FAC discussed the recommendation of moving the FAC meeting location.
 - Public Comment on Agenda item 7.10:
 - *Mr. Kevin Larsen:*
 - Expressed there is not enough room at the table for the public.
 - People sitting at the end of the table cannot hear.
 - The air conditioning is too loud.
 - A motion by Barry Schimmel (Co-Chairperson), seconded by Gracie Garcia-Ramos to approve continuing to hold the meetings in the Technology Learning Center. MOTION CARRIED: 9-0 Vote 0 – Opposed 0 – Abstain.

- The FAC discussed the recommendation of drafting a letter/report to the School Board regarding a change of the committee name. The FAC members understand that this is an advisory committee on how to approach the declining enrollment numbers. We are here to recommend a general goal to the District to keep the community feel and best benefits for the Districts' staff members.
 - Public Comment on Agenda item 7.11:
 - *Mr. Kevin Larsen:*
 - Expressed that FAC members are hiding that we are here to repurpose/close a school and that the committee name should be changed to 7-11 Facility Advisory Committee.
 - A motion by Gracie Garcia-Ramos, seconded by Brian Wheatley to approve that no name change is necessary, that the committee name will remain Facilities Advisory Committee. MOTION CARRIED: 9-0 Vote 0 – Opposed 0 – Abstain.
- The committee will accept the offer of assistance from Clarissa R. Canady in preparing the FAC report to the School board during the next meeting, via conference call if the need arises.
- A motion by Chanice Mason, seconded by Melissa Shelton-Biscardi to adjust the date of the next meeting to September 6, 2016. MOTION CARRIED: 9-0 Vote 0 – Opposed 0 – Abstain.
- The FAC discussed several end goals for recommendations to present to the board:
 - Currently, it appears with the declining enrollment numbers it may be necessary for two schools to be closed and the school district's elementary school boundaries to be redrawn. The FAC will discuss possible phases for changes, i.e. new campuses and the health effort of relocatable buildings.
 - Public Comment on Agenda item 7.12:
 - *Mr. Kevin Larsen:*
 - Expressed one goal that should be reviewed is the dispersion of properties.
 - He will request the School Board clarify that the FAC is a 7-11 committee.
 - He will express to the School Board they have erred on the committee name and that the FAC goals are the same as a 7-11 committee.

FUTURE MEETINGS

- September 6, 2016 – 6:30 p.m.
- September 15, 2016 – 6:30 p.m.
- September 29, 2016 – 6:30 p.m.

FUTURE AGENDA ITEMS

- 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.
- Raise and debate several options for the District, and determine the best way to research and choose several options for presentation.
- Create a report to be presented to the School District Board at the September 8, 2016 meeting of the FAC progress so far.

MATTERS FROM THE PUBLIC

Kevin Larsen made the following suggestions:

- It is not necessary to have two “Matters from the Public”
- A one minute limit from the public would be a good idea

ADJOURNMENT

Motion to adjourn meeting made by Gracie Garcia-Ramos and Melissa Shelton-Biscardi seconded the motion. Unanimous - Meeting adjourned at 8:51 pm.

Chanice Mason, Secretary

Approved and Entered Into
Official Proceeding of Evergreen School District

Corrected September 12, 2016; corrections to misspelling shown in *italics*