



**Newhall School District  
Facilities Master Plan  
Project Kick-Off Meeting**

**Agenda**  
**October 3, 2019**

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**Participants:**

**NSD FMP Leadership Team  
Marco Eacrett, SIM-PBK  
Alex Parslow, SIM-PBK**

**Kristen Rose, SIM-PBK  
John Van Winkle, SIM-PBK**

**I. Welcome & Introductions**

**II. Approach**

- a. Stakeholder Driven / Collaborative
- b. Transparency
- c. Communication

**III. Roles & Responsibilities**

- a. Newhall School District (NSD) Team Members
- b. SIM-PBK Team Members
- c. Committees:
  - i. Steering Committee (Deo Persaud, Kevin Vensko, Hal Hart and Alex Parslow) – Bi-Weekly
  - ii. District Leadership Team (DLT)
  - iii. Community Leadership Committee (CLC)
    - 1. Stakeholder Engagement – School staff, teachers, parents and community

**IV. District Vision/Goals**

- a. Align the Facilities Master Plan and its process with NSD expectations and standards
  - i. Short-term (1-5 years); mid-term (6-10 years), and long-term (10+ years)
- b. What role do you want curriculum to play in NSD Facilities Master Plan?
  - i. Defining Educational Specifications

**V. Facilities Master Plan Process**

- a. Review Timeline/Schedule – Short (3-months) – Long (9-months)
- b. Facility Condition Assessment
  - i. Distribute Campus Questionnaires & Conduct Interviews
    - 1. Develop Survey Instrument / Questionnaires
    - 2. Principal / Campus Representative(s)
    - 3. Maintenance / Facilities M&O Personnel
    - 4. Community Survey

- ii. Site Assessment Tools / Resources
    - 1. District Map
    - 2. District-Wide Facility Details (size, construction history, etc.)
    - 3. Floor Plans / Site Plans / Aerials
    - 4. Questionnaire Response Data
    - 5. Assessment Checklist
    - 6. Facilities Assessment Priorities
  - iii. Conduct On-Site Investigations (campus walks)
    - 1. Architecture
    - 2. Civil
    - 3. Building Envelope
    - 4. Mechanical/Electrical/Plumbing (MEP)
    - 5. Technology
    - 6. Food Service
    - 7. Transportation
  - iv. Scope of Work and Prioritization
    - 1. Educational Adequacy – Makerspace (rightsizing/repurposing/redevelopment)
    - 2. Capacity Study (Facility Optimization/Utilization)
    - 3. Code Violations (ADA)
    - 4. Mechanical/Electrical/Plumbing Technology Systems
    - 5. Safety and Security Assessment  
Energy and Sustainability – Net Zero Energy development
    - 6. Construction Standards (M&O FIT 2.0)
- c. Departmental Subject Area Experts - Meeting:
- i. Academics
    - 1. Educational Specification
  - ii. Pre-School
  - iii. Fine Arts (Visual and Performing Arts)
  - iv. Career Technical Education – Pathways to William S. Hart Union High School District
  - v. Transportation – William S. Hart Union HSD Leads
  - vi. Food Service – JPA with Santa Clarita Valley Food Service Agency
  - vii. Facilities / Maintenance and Operations – Deferred Maintenance
  - viii. Special Education – SELPA “Shine Program”
  - ix. Counseling
  - x. Health Services - Nurses
  - xi. Physical Education
  - xii. Professional Learning
  - xiii. Library / Media Center
  - xiv. Makerspace
  - xv. Safety and Security
  - xvi. Instructional and Informational Technology
- d. Items needed from NSD:
- i. See attached document.

**VI. Next Meeting - To Be Determined**

**VII. Open Discussion**

**Action Items:**

Date	Task	Lead