

## Meeting Minutes

<b>Date:</b> October 4, 2019	<b>Meeting Date:</b> October 3, 2019
<b>Subject:</b> Newhall SD (NSD)	<b>Meeting Location:</b> Newhall SD
<b>Attendees:</b> (see below)	<b>Meeting Time:</b> 1:00 pm

**Present:**

Jeff Pelzel, NSD	Sue Solomon, NSD	Donna Rose, NSD (phone)
Dee Jamison, NSD	Deo Persaud, NSD	Fred Palmer, NSD
Dan Keracher, NSD	Johnathan Nava, NSD	Juliet Fine, NSD
Ken Hintz, NSD	Dee Jamison, NSD	Kate Peattie, NSD
Kim Howe, NSD	Tim Palmer, NSD	Ken McGaffee, NSD
Tom Lund, NSD	Rosana Valadez, NSD	Marco Eacrett, SIM-PBK
Alex Parslow, SIM-PBK	Kristen Rose, SIM-PBK	

**Distribution:**

All Attendees	Kevin Vensko, NSD
Michael Morse, NSD	SIM-PBK Team Members
Brad Renison, NSD	

**I. This was the kick-off for the Newhall School District Facilities Master Plan (FMP).**

- a. Welcome and introduction: Mr. Persaud, CBO with Newhall SD began the meeting by indicating that the intent of the meeting was to include the entire District Leadership Team (DLT) to understand the big picture and all of the items that will be taking place over the next 9-month. The last Master Plan was completed 12-years ago, that Master Plan led to the passage of Measure E, the \$60 Million local General Obligation bond. Mr. Persaud introduced Marco from the SIM-PBK team. Marco went around the table to ask what each individual what they would like to see included in the Master Plan:
  - i. A roadmap with a look into the future with a systematic approach
  - ii. Transparency of needs
  - iii. Updated infrastructure
  - iv. Safety and Security
  - v. Updated playground equipment
  - vi. A tool to guide decisions for updating all systems
  - vii. Flexibility “adults moving in and out” co-teaching
  - viii. The Board of Education needs to better understand money spent on facilities
  - ix. Incorporate the theatre and adjoining sites for more school and community use
  - x. Continue as a cutting-edge District with programs and facilities
  - xi. Meet special education needs at every school site that is inclusive, no barriers for all students
  - xii. An aspirational plan that is sustainable over time
  - xiii. Instructional environment conducive to learning
  - xiv. Look closely at arts and music spaces, co-teaching, spaces that enable freedom
  - xv. Technology – no barriers
  - xvi. Short term needs identified immediately with a long-term plan
  - xvii. Meet goals and values of the community so all spaces feel welcoming
  - xviii. Empower – Inspire – Educate – “we do not have to be bad to get better”

**II. Approach will be stakeholder driven, collaborative and transparent with communication.**

### III. Roles and Responsibilities

- a. The District Steering Committee will consist of Deo and Kevin from Newhall SD and Hal and Alex from SIM-PBK.
- b. The District Leadership Team (DLT) role was discussed.
- c. The Community Leadership Committee (CLC) was discussed. Everyone agreed that this is a valuable Committee and needed. The CLC will be light on District staff and more on community member participation. Deo will look at members from the existing CAC, GBAC, DLAC, Theatre Foundation and community groups. These meetings will be open to the public.

### IV. Newhall School District Vision and Goals

- a. The Facilities Master Plan will align to the Newhall School District standards and will include a short-term look (1-5 years), mid-term (6-10 years) and long-term (10+ years).
- b. The role curriculum will play in the Newhall School District FMP will be to use the existing "Instructional Framework" that is based on research and current conditions that remains constant. We will be reviewing all programs currently and what the future looks like for both the existing schools and the new development occurring within the curriculum in the classroom. The current Educational Specifications are currently being used by the Five Point Developers for the new school.

### V. Facilities Master Plan Process

- a. A review of the 9-month schedule and a 3-month look was reviewed. SIM-PBK noted that this is fluid and could change as data is received and calendars are coordinated.
- b. Facility Condition Assessment. Deo received a copy of a draft questionnaire for review to distribute to all Principals shortly. The DLT agreed that a community survey is also needed in both English and Spanish. The Steering Committee will review and send.
- c. Site assessment tools and resources were discussed as well as on-site investigations. Campus walks will include all 10 school sites as well as the District Office, Maintenance and Operations Yard, Newhall Theater and the Newhall Annex. These walks will include a look at architecture, civil, building envelope, mechanical/electrical/plumbing, technology, food service and transportation.
- d. Departmental Subject Area Expert meetings were discussed.

### VI. Next Meeting – To be Determine

### VII. Open Discussion

- a. The Educational Specifications Subject Area Experts is scheduled to meet Thursday, October 10, 2019 from 1:00 pm – 2:30 pm. Deo will determine all attendees and send invite. SIM-PBK will work with Deo on preparing for the meeting.
- b. Other comments:
  - i. The week before Thanksgiving is teacher conferences and not good for community meetings.
  - ii. The District recently received reimbursement from the School Facilities Program (SFP).
  - iii. Three (3) schools in Newhall SD just received Blue Ribbon School recognition.
  - iv. Oak Hills, McGrath and Pico are fairly new schools.
  - v. The District would like to go "paperless" on all meetings. NSD set up a google site.
  - vi. Deo will set up a Facilities Master Plan link on the Newhall SD webpage.

The preceding summation is our interpretation of the items discussed at the referenced meeting. Any persons desiring to add to or otherwise correct the minutes are requested to put their comments in writing to the project manager on or before the next meeting. Otherwise, the minutes will stand as written.



Alex Parslow  
Partner

End of Minutes