

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

October 21, 2015

MINUTES

President Collins called the special meeting of the Board of Trustees to order at 3:15pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

Ian Collins	President
Jeanne Galindo	President Pro-Tem
Sandra Crandall	Clerk
Lisa Schultz	Member
Jim Cunneen	Member

Motion: Mrs. Crandall moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 5-0

Mr. Hastie led the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

There were no requests to address the Board.

PUBLIC COMMENTS

BOARD WORKSHOPS

In spring of 2015, the District created a Facilities Committee whose purpose is to comprehensively examine the facilities needs of the Fountain Valley School District, to ensure our students and employees have the resources required to meet our future needs and goals. Assistant Superintendent, Business, Christine Fullerton updated the Board of Trustees on the recommendation of the Facilities Committee regarding moving forward to create a District Facilities Master Plan. She reviewed the objective and purpose of the Facilities Committee. She also reviewed the options for selecting an architectural firm to put together a District Facilities Master Plan, as discussed with the Facilities Committee at their meeting on October 20th. These two options include issuing a Request for Proposal (RFP) and issuing

BOARD WORKSHOP
REGARDING DISTRICT
FACILITIES MASTER
PLAN

invitations to submit a proposal under Government Code 53060. She reviewed the process under an RFP and with a Professional Service Agreement under Government Code 53060. She also reviewed the pros and cons of each, noting that an RFP does involve a longer timeline, produces a larger number of potential firms, requires multiple steps prior to the interview w/presentation process, and involves the possibility of missing out on a reputable firm. The cons of a professional service agreement include the possibility of being seen as circumventing the competitive process, the necessity of being clear regarding desired qualifications, and the requirement of qualifications/reference checks up front. The Facilities Committee recommended unanimously to use a professional services agreement under Government Code 53060 based on the ability to prescreen applicants so that everyone interviewed has the capacity to do the work at the high levels expected, and the efficiency and ability provided to meet our internal timeline. The committee did note wanting to ensure that the process has transparency, necessary communications are shared and that the interview panel is representative of District stakeholders. To this end, the committee discussed and reached consensus on the preferred qualifications of the desired firm including extensive experience in K-12 schools, experience preparing numerous facilities plans, numerous jobs completed through construction without major incidents or lawsuits, licensed/insured and capacity to do the work. In addition, it is requested that the firm have an understanding of education and learning spaces, knowledge of the unique needs of a K-8 district, various specialists within the firm, experience working with DSA, the ability to create a vision that is attainable, preparation for the future through flexibility, the ability to relate to our District, soft skills (good communication, presentation, etc.), references/recommendations, an ability to work within the FVSD context and culture, low staff turnover, a project lead that begins the project and sees it to the end, a defined input process and a defined process for sharing out the final product. She also reviewed the scope of the work as discussed by the committee including definition of the final product, expectations regarding the information already compiled, the manner in which work is expected to be done and additional expectations. In addition, she included the discussed proposed timeline noting by 10/23 invitation emails will be sent to firms, by 10/30 responses from firms will be required indicating their intent to participate in the process, on 11/30 or 12/2 interviews will be conducted and on 12/10 a recommendation will be brought to the Board for approval.

In response to Mr. Collins, Mrs. Fullerton explained that there are

25-30 participants on the facilities committee, with about 20 in attendance at yesterday's meeting; the interview panel would consist of about 10.

Mrs. Fullerton explained, in response to Mrs. Crandall's questions, that once a firm is selected and a price agreed upon, the price is firmer than the case in construction where the original estimate is often increased with change orders given unexpected expenses.

Mrs. Crandall noted that other districts' in similar positions have similar timelines, despite it being a tight timeline.

Mrs. Fullerton explained, in response to Mr. Cunneen's question, that invitations to firms will include the scope of work and some details, additional details will be provided once a firm commits to participate.

In responses to Mrs. Schultz' question, Mrs. Fullerton explained that there are 6-7 firms we are currently considering and after checking references, we may have an opportunity to pair this number down.

In response to questions regarding the role the Board will play in the interview process, Dr. Johnson explained that will bring a recommended process and bring this back to the Board in November.

The Board reached consensus to follow Government Code 53060 to use an interview process and professional service agreement to bring an architectural firm for the creation of a District Master Plan back to the Board for approval at the December 10th meeting.

Mr. Collins commended staff for continuing to safeguard the District and for the information compiled and shared this evening. He indicated his interested that staff share information with the public regarding the timeline and process.

Dr. Johnson thanked the Board for getting to this place and giving this direction to staff, given the importance of this work and the need for a plan. He thanked Mrs. Crandall and Mr. Cunneen for their attendance at the Facilities Committee meetings. He noted that it is commendable the attendance from the members of the Facilities Committee. In addition, he commended Mrs. Fullerton as she has done remarkable work on this. He commended Mr. Hastie as well for his assistance in guiding this process. And he noted that Mrs. Galindo did a remarkable job at SPC today explaining the work of the Facilities Committee. He commended our Board for working hard and holding special meetings to lend expediency to the process while still having thoughtfulness as to

the decisions to be made. He emphasized that these are not hasty decisions to be made, including the decision tonight to go forward with an interview process. He thanked the Board for allowing staff to do so efficiently. Mrs. Fullerton noted as well that if any Board member has any information that will assist in the selection process, to please share this with Dr. Johnson.

PUBLIC COMMENTS

There were no requests to address the Board.

PUBLIC COMMENTS

Mr. Collins announced that the Board would retire into Closed Session. Action was not anticipated. The following would be addressed:

CLOSED SESSION

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*

The public portion of the meeting resumed at 4:10pm.

ADJOURNMENT

Motion: Mrs. Galindo moved to adjourn the meeting at 4:11pm.

Second: Mr. Cunneen

Vote: Unanimously approved

/rl