



# Meeting Minutes

# 11-12

## Bond Committee Meeting

<b>PROJECT</b>	<b>Measure A: Mission Hill Middle School</b>	<b>MEETING DATE</b>	Xx/xx/20xx
<b>CLIENT</b>	Santa Cruz City School	<b>PREVIOUS MEETING</b>	9/10/2020
		<b>PROJECT #</b>	17-006.0

	<b>INVITED</b>	<b>PRESENT AT 09/1020 MEETING</b>
<b>MISSION HILL</b>	Kat McElwee (principal) Dustin Wells (Teacher) Kathleen Crocetti (Teacher) Susanne Breubeck (Parent) Joy Bartnett (Parent) Julie Watson Katherine Garkey Kim Wainscott (Parent) Marc Edwards Martha Screamon Burton Sarah Wickens (Parent)	Kat McElwee Dustin Wells Kathleen Crocetti Katherine Garkey Sarah Wickens Isabel Bjork
<b>DISTRICT</b>	Chris Garcia (PM SCCSD) Trevor Miller (Director SCCSD)	Jim Monreal Trevor Miller
<b>ARCHITECT</b>	Mark Bartos, Architect Neal Sellers Mojgan Aghamir Nathan Yuen	Chris Garcia Mark Bartos Neal Sellers Mojgan Aghamir Nathan Yuen

## Bond Committee Meeting

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**Agenda** *This is the Fifth meeting of the Bond Committee Component of the Planning review Committee*  
 09/10/20

- 01 **Review Completed and ongoing Projects**
- 02 **Auditorium**
  - Photos of improvements so far]
  - Proposed finishes
- 03 **Upcoming main building Exterior Facade and Window Project**
- 04 **New Building**
  - Review diagram of proposed Building
  - Update on requirements for power upgrades
- 05 **Priorities and Implementation**

**MINUTES OF PREVIOUS MEETING**  
 09/10/20 **Bond Committee Meeting (11)**

POST MEETING NOTE:

*The following represents the author's summary of the events of this meeting. This summary is presented for the committee's review as a draft. If any attendees have revisions, please send them to [mb@bartosarchitecture.com](mailto:mb@bartosarchitecture.com) for incorporation.*

Mark Bartos(mb) started the meeting with an attendance roll call, then requested to record the meeting unless there were objections. Since no objections were raised by the committee, recording continued. MB asked if it was alright with everyone to use the roll call as the attendees, to which Sarah Wickens (SW) agreed.

**Slide 1: Title** – MB informed the committee that the agenda and minutes were sent to them, and if there are any comments or corrections to inform Kat McElwee (KM), who can then tell MB.

**Slide 2: Bond Committee Update** – MB gave a brief overview of the meeting, planning on talking about completed projects, the auditorium project, the exterior project, the main building, and priorities and implementation. KM thanked everyone for coming.

**Slide 3: Bond Committee Update-Projects** – MB said security fencing is largely complete, and replacing hand rails is delayed due to COVID slowing manufacturing, but they should be replaced soon. The replacement of the auditorium flooring is in progress, the exterior project will be bid in the fall, the new building is a future plan, and the drinking fountain fillers are complete and being used by the teachers according to KM.

**Slide 4: Recycling Station donated by Bartos Architecture** – MB announced that Bartos Architecture donated a recycling center to the school site.

**Slide 5: Post Box donated by Bartos Architecture** – MB announced that Bartos Architecture is in the process of donating a post box to the school site, and that he is coordinating with KM on what the school site needs, and hopes that the district staff will assist in the installation of the post box. The box will be near KM's office, in the exterior of the building.

**Slide 6: New Secure/Decorative Fencing** – MB said that there was a new fence, and soon there will be a vehicle entry gate near the trash bin.

**Slide 7: Auditorium Improvements** – MB mentioned that the auditorium floor over the summer was replaced – not just the finish, but the wood as well. Upcoming projects include new light fixtures, new ceiling tiles, and new shades.

**Slide 8: Auditorium Improvements** – MB indicated that the electrician placed a mock light fixture in the auditorium, and it was lower than intended, that the actual installed lights will be higher. MB said that the tack panels will be painted in French Press color.

**Slide 9: Envelope Project** – MB said the envelope project will include roof replacement on the flat area behind the library, exterior painting, auditorium finishes, and will probably be bid in the late fall of 2020, but work may not start until the summer because of the ordering of roofing materials and windows in the spring.

**Slide 10: New Building, First Floor** – MB mentioned that the electrical utilities needs to be improved to accommodate the new building. The new building will replace the vocational shops and have a multi-purpose room.

**Slide 11: New Building, Second Floor** – MB said that the intent was to make each of the classes on the second floor slightly bigger than a standard classroom. KM commented that the current classrooms are small, poorly configured, and shaped in non-standard ways. Dustin Wells(DW) asked for the specific dimensions for the science classrooms, the Career Tech Education room and the Multi Purpose Room. MB replied that each science classroom is 24 feet wide and 40 feet long, and either 8 or 9 feet high.

**Slide 12: Current Multi-Phase Master Plan** – MB explained that the Field cost for \$3 million was a placeholder, and there are bid alternates for the envelope project so that decisions can be made for optimal improvement. The gymnasium and portable removal are projects in the future that are funding dependent – if there are no more resources left, they will have to be postponed for another bond.

**Slide 13: Bond Committee Update-review** – KM asked Trevor Miller (TM) about the financial status of the field. TM says that it needs to go to DSA and after that he will have a more firm estimate of the cost. After a brief discussion, the next Bond Committee Meeting is set for December 17<sup>th</sup>. KM asked if the roofing was pushed later to spring for fear of a wet winter, and TM explained that materials procurement is the reason. DW asked in text when the groundbreaking for the new building was, MB replied October next year. KM asked since the ceiling tiles need to be installed before lighting, how soon the ceiling tiles can be installed. MB suggested to bid the tack panel, or if uncomfortable with bidding the tack panel by itself, bundle with the windows. TM recommended focusing on getting bids. Katherine Garkey asked what would happen to Rooms 11 and 12 after the science equipment is moved out, and

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will there be a place for storing the science equipment in the new building. MB cautioned that there may not be many funds left to change Rooms 11 and 12 significantly. A potential solution to storage is to use the cabinets in the new building to store the equipment, and make them lockable.

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**02/26/20 Bond Committee Meeting (10)**

POST MEETING NOTE:

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Mark Bartos started the meeting by requesting to record and transcribe the meeting for the duration, noting that the district would like for Bartos Architecture to record more detailed notes. There were no objections raised at this request.

Mark Bartos reviewed the general purpose of the committee – to comment on the design and construction and provide recommendations and guidance – and the frequency of meetings – three times a year. He apologized for being rude and dismissive, promised that he will not be rude and dismissive going forward, and thanked the committee for allowing him to continue to participate in the committees.

**Slide 1: Title** – Mark Bartos (MB) acknowledged Monica Landaverde's (ML) contribution to Mission Hill Middle School's career path exploration day. ML gave a brief report on the event, noting it was an enjoyable experience and very rewarding to receive the thank you notes.

**Slide 2: Update** – MB reviewed the overall plan for the meeting: to discuss upcoming projects; to review color renderings and installation of the windows for the Main Building's Exterior; to discuss the work for the auditorium and lighting; and to report on completed projects and projects nearing completion.

**Slide 3: Past Project Overview** – MB reported the front landscape was mostly complete, the shade structure is complete and in closeout, an accessible student restroom was added, the new roofing was added, and the folded partitions were replaced with solid partitions which dampen noise. MB introduced Trevor Miller (TM), Director of Facilities. MB asked TM about the status of the Card Access improvements; TM replied that it would be complete sometime in 2020. TM also mentioned that the Data Infrastructure Improvements were 98% complete.

**Slide 4: Proposed Painting Scheme** – MB presented the color scheme for the main building, saying the objective was to give the impression that the trellis and the building have been together for a long time. He said that the colors were picked after thorough coordination between the superintendent, the principal, and the school staff.

**Slide 5 and 6: Windows: Base Bid, and Slide 7 and 8: Windows: Alternate Bid** - MB mentioned that when the exterior repair goes out to bid he will ask for bid alternates to determine the most cost effective solution for replacing the windows. The primary goal for the project is to replace the wood-framed windows.

**Slide 9: Windows Examples** – MB indicated a window example used at Marina Middle School, which he suggested as a replacement for the windows at Mission Hill due to the tight seal on the opening. Suzanne Breubeck (SB) asked if the lights come only in fake divided light. MB said that while true divided light windows are possible, they are prohibitively expensive, and non-divided light windows would not fit the design of the building, so simulated divided light windows are the compromise between the two. SB agreed with the clarification and stated that she took no offense at Mark's comments from the previous meeting.

**Slide 10: Roofing Phase 2: Bid Alternates** – Since Facilities initiated a \$3 million field renovation, Bartos Architecture needs to look at alternate bids for the roofs and windows. MB stated the alternate bid will be to replace the roof walkway and the flat roof, omitting the gym roof entirely to save money. The flat roof is necessary, due to occasional rainwater leakage into the auditorium windows.

**Slide 11, 12 and 13: Auditorium** – MB stated the intention for the auditorium was to replace the wood floor, install tackable wall panels and new ceiling panels for acoustics, refinish the ceiling beams.

**Slide 14: Auditorium: Lighting Options** - MB introduced Isabelle Brightman (IB) and Gracia Stanfield of Illuminate Lighting. IB explained the different light fixtures and their advantages and disadvantages. The Jeri Coe style is traditional and IB believes it would suit the building well, but it would not be effective for light since it has one bulb. The Corso and Grace lights have LED ribbons and because they are circular with negative space in the middle dust will fall through the lamps. MB asked if there is any alternative to LED; IB said no, only LED is allowed by the code. MB

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asked if these are dimmable lights, and IB responded yes. MB asked IB if switching to LEDs will save the district money in terms of power, IB answered yes. MB estimated that twelve of the Jeri Coe style would need to be installed to fill the Auditorium, IB estimated sixteen. MB and TM both recommended the Grace style lamp, SB agreed. IB mentioned that the LED lights would illuminate the ceiling and with the ceiling tiles with off white coloring the room may feel bigger because of the subconscious sense of clouds. SB requested to see one of the tack-able panels at the next bond meeting.

**Slide 15: Current Multi-Phase Master Plan** - MB Phase 3 modernization was not included in the total because it was dependent on how funds were used at the main building. The plan is to start the auditorium, roof project, window project, and painting project, survey the air conditioning project for cost and speed of install. SB asked if everything was settled and figured out for the summer project. MB replied that Monica was assembling the auditorium project but it would take a lot of effort to have the documents prepared before the last day of school. The roofing and window project was approved by the Division of the State Architect, and the windows anticipated to be installed in summer of 2021. SB asked about the timeline for the field. TM answered that it would probably be done in the summer of 2021. Sarah Wickens (SW) asked what the life of the field was. TM answered 15 years.

The committee was in agreement that September 10<sup>th</sup> would be the next convening date.

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**10/23/19**                      **Bond Committee Meeting (09)**

POST MEETING NOTE:

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Kat McElwee, Principal, started the meeting. With introductions and a request for a clarification of the process. Chris Garcia explained that the Board wants site committees to provide input and overview of the process. Mark Bartos explained that the process began with the master planning process prior to the bond election, and that the team worked closely with the [previous principals] and their teams and has been meeting regularly with the principal and planning / bond committee. The various roles were then reviewed: Trevor Miller as the bond program lead, with Chris Garcia as his assistant. Mark Bartos, Architect as the architect (Bartos Architecture) assigned to Mission Hill. Mark Bartos then provided a PowerPoint presentation. Please refer to the attached document.

**Slide 1: Introduction:** Mark Bartos (MB) complimented the student who volunteered as the ribbon cutter, as well as the Band, the Chorus and Kat McElwee for her speech.

**Slide 2: Update:** MB reviewed the projects which have been completed so far and projects that are under way. Trevor commented on the District direct projects that are underway.

Mark solicited comments regarding the ultimate result of the project. Katherine commented that she was happy with the results and that the noise transfer has been significantly reduced.

Q. Dustin Wells asked when will the last wall be completed

A. Chris Garcia explained that it will happen next summer.

**Slide 3: Front Landscape, Shelter, Monument Sign Project timeline.** MB commented that he wished there was more time to go through the process but that this slide provides an overall view of the construction.

**Slide 4: Front Landscape ribbon cutting photos.** MB reviewed the joy experienced seeing students using the new facility, and how well organized the event was and mentioned that there were many parent attendees.

**Slide 5: Multi-Purpose Room Upgrades.** MB reviewed the currently considered upgrades: re-painting/re-finishing wainscot, sound absorbing tack panel on upper walls, refinish and re-paint exposed ceiling beams, and new lighting.

The following questions were asked, but not necessarily while this slide was displayed.

Q. What are your thoughts on how to deal with the ceiling?

A. (MB) Sound absorption on ceiling, re-paint beams (try to match what exists in the library where we have an example of what the colors used to be), Replace 2x4 fluorescent fixtures with suspended fixtures.

Q. Parent asked about architect's opinion regarding the historic nature of the room and is there a way to find chandeliers? Another parent noted that District should not be spending money on expensive non-essentials like chandeliers.

A. MB mentioned that he assumed the first parent's term "chandelier" was essentially a different terminology for a suspended fixture, and that it was fully understood that we should not spend money on extravagances.

Q. Parent was concerned about the brightness of LED lights and hoped that something else could be used.

A. MB noted that he agreed that LED's can be very bright, but that Bartos Architecture requires its Electrical Engineer to specify the warmest lighting possible. Chris Garcia added his experience in relation to light temperatures.

Q. Parent asked what colors the Architect thought the existing beams would be painted.

A. MB stated that the current approach was to try to match the existing historic colors in the library.

Q. Dustin Wells asked if the wood floors be completely replaced.

A. Trevor/Chris/Mark all noted that the plan is to replace the floors in a following summer.

**Slide 6,7:** Roofing Phase 2; MB reviewed the roofing project phase 2. Mentioned that it will go out to bid early next year, and that construction will occur next summer. Reviewed the scope to include walkway, flat area of original building, and the roof of the gymnasium.

Q. Parent Asked, if the windows be replaced? And if All windows would be replaced.

A. MB stated that yes, the windows will be replaced. He described the anodized aluminum system recommended by his firm. He noted that Kat had seen the samples. Mark stated that the intent was to respect the existing architecture but to be longer lasting and durable. MB also mentioned that in relation to doing all windows, we (architect) would provide an "alternate bid" to see the cost of replacing all windows.

Q. Parent asked if the windows going to be vinyl.

A. MB said not the he is aware of vinyl being considered. Currently our documents indicate Aluminum.

Q. Parent's daughter has mentioned the bars on the windows in her classroom. She commented that the building should be secure, but it shouldn't be like a prison.

A. A teacher (**VERIFY JUSTIN / KATHLEEN**) fielded this question stating that there aren't bars on the windows. Chris Garcia mentioned that perhaps she perceives the window [muntins] as bars.

Q. A parent's daughter suffers from Asthma, and she mentioned the recent problems with air quality and her daughter's difficulties. She asked if the building would have completely sealed windows.

A. This question was answered by various people present. Referring to the difficulty of completely sealing the building. MB stated that the HVAC system is being upgraded, and hopefully that will solve a lot of the problems.

**Slide 8:** New Building: Reviewed potential scope of new building: Relocation of four (4) science classrooms from main building to new building, two (2) general classrooms, a Multi-Purpose Room, and replacement of existing woodshop facility.

Q. Parent asked what is the purpose of the MPR?.

A. Kat explained that the students need an indoor space for lunch. MB added that this large room has the potential for folding partitions if the attendance on campus requires additional classrooms.

Q. Parent asked if the students be protected when walking from room to room?

A. MB answered that there will be an overhang above, and the second-floor walkway will provide cover to the ground level.

Q. MB solicited input in-regard to how the new building should look. Should it try to blend with the existing historic building, or should it be more contemporary.

A. The consensus on this point was that the building should be more contemporary.

MB mentioned during this discussion that we would next be talking about another project, the fields. Because of the overall project costs, the committee needs to consider prioritization of projects, and one thing that might happen is to reduce the scope of the new building. Mark mentioned also that there are other options for r-prioritization and that upgrades to the Gymnasium might be something to consider for a future facility program.

**Slide 10:** master Plan Revised. MB reviewed the current master plan diagram. With emphasis on the inclusion of the field's replacement project. Trevor addressed the need for the project, explaining age issues, drainage issues, city requirements, and safety issues. Trevor emphasized the importance for replacing the fields.

Q. Parent asked what sort of research had been done in re: using real turf versus artificial turf. Her previous community (Palo Alto) had voted against using artificial turf.

A. Trevor explained that water usage and pesticides make the use of real turf problematic. He also explained that from season to season the turf dies and maintenance of real turf is extremely difficult considering current budget constraints.

Upon conclusion of the PowerPoint, MB referred the committee back to the printed agenda. The group reviewed the agenda and determined that all topics had been discussed.

After some discussion it was determined that the fields would be added to the list of projects, with a budget TBD. The consensus was to minimize work in the gymnasium under this program as re-prioritization. MB/Trevor stated that in a future meeting a budget for the field will be presented for future prioritization. MB referred to the budget sheet with "reviewed by committee" date notation. He asked the committee (with changing the budget for fields to be TBD" if it is ok to add 10/23/19 to the form for future reference. The committee agreed by acclamation.

*Kat, Trevor, Chris, Mark thanked the committee, and the meeting was adjourned.*

Reviewed project status, clarifying details as questions asked. Although landscape project is expected to finish 21 May, Mark recommended the ribbon cutting ceremony be when the 2019-2020 school year starts, and Chris agreed due to the number of tasks need to be done at the end of the 2018-2019 school year. Garret raised concern that one or two people are working on the trellis and sign at any given day; Mark explained that the contractor was working on multiple sites and multiple projects, a special ADA toilet room for Mission Hill Middle School among them.

10/23/19

Locker room painting project is completed. The committee considered going to the lockers to review but ultimately there wasn't enough time to do so.

Roofing phase 2 bids are due April 18<sup>th</sup>.

The folding partitions replacement is under review at DSA. Suzanne asked if the construction will impact any of the other rooms, if there were any structural concerns; since the alterations are localized to the rooms, it shouldn't have any negative consequences for the structure overall. Garrett asked if the materials were rated for soundproofing, Mark confirmed the intent for sound separation. Susanne mentioned that this would be the ideal time to install cabling and utilities for projectors; Chris mentioned that instead of projectors it would be better to replace with 80 inch TVs, since TVs are sharper and require no special wiring, connectivity or equipment. Kat mentioned that the locker room could use an 80 inch TV. Kat also mentioned that there was no reason to construct a wall between room 24a and 24b; the partition is down and the teacher prefers it that way.

Dustin asked when the portables will be moved off-site, to which Mark replied end of 2021 to finish, to be replaced with a modular building, elaborating further with a sketch of the modular building – the cafeteria and wood shop on one side, and two stories of classrooms on the other. Chris explained the difference between portables and modular buildings.

Kathleen asked where the gym was in the timeline; Mark noted that the gym might not be completed in this round, drawing a phase plan on a nearby whiteboard, which clarified things for Dustin. Dustin asked if this information can be shared so more people are "in-the-know."

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Kathleen asked if all main building windows will be replaced, or if only applies to windows installed before 2010. Mark said that decision was up to the District.

Kathleen asked who she should contact when the benches are ready to be installed. Chris said to contact him and he will arrange for installation. The implementation matrix below was reviewed with all in agreement.

**4/15/2019** Since March 2017 a “Planning Review Committee” (PRC) has met several times to provide guidance regarding the Mission Hill Middle School campus master plan process and bond project implementation and prioritization.

As a component of this collaborative process, a “Bond Committee” meeting was held on 14 January 2019.

- As a result, the Bond Committee Confirmed that the current implementation/prioritizations as developed by the PRC is compliant with the 2016 pre-bond, Board approved master plan priorities and project/categories.

Previously a walk in / open house opportunity was held on 16 May, 2018 on site wherein all comers were invited from the school to visit and to provide additional input, critique and comments regarding the current implementation/prioritization plan of action. No projects or needs were identified different from the Bond Committee and PRC committee Implementation plan.

*During today’s bond meeting, Kat McElwee, mentioned that the Auditorium needs new paint, new flooring, new windows, and a new projection screen. The committee also emphasized the replacement of windows and HVAC system as a priority. A parent asked if ball storage could be incorporated into the new building or potentially a shed for storage.*

*The committee confirmed understanding that as a bond facilities program proceeds, economic issues will affect priorities and new priorities will be identified over time. All priorities/projects will however be in compliance with the Board approved master plan and Voter approved election language.*

## Implementation Matrix

### Master Plan Priorities

Fall 2016

Technology Infrastructure Upgrades  
 Crosswalk / Flashing Lights  
 Remove Portable Classroom Bldgs  
 Science Labs  
 Campus Security  
 Shade Structures  
 Relocate Cafeteria  
 Secure Main Entry / Admin Office  
 New Student Plaza  
 Gymnasium Improvements

### Master Plan Projects/Categories

Fall 2016

Existing Building Renovations  
 School Furnishings  
 HVAC System  
 Utility Infrastructure  
 Paint School  
 Re-Roof Existing School  
 Landscape and Irrigation improvements  
 New Stem / Classroom Buildings  
 Shade Canopies  
 New Student Plaza (Pick-up Area)  
 Additional Storage in New Building

### Current Implementation Plan

Fall Semester 2020 (September 10 26)

Front – Landscape, Shelter, and Access  
 Roof Phase 1 – Main Building  
 Exterior Site Security (Fencing)  
 Gym Phase 1: Locker Room Improvements  
 Mod Phase 1 – Partition Walls  
 Roof Phase 2 – Gym and Main Building  
 Mod Phase 2 – HVAC, Windows and Painting  
 New Modular Classroom Building  
 Mod Phase 3 – Main Building Improvements  
 Gym Phase 2: Reconfigure and Improve  
 Portable Classroom Building Removal  
 Card Access Security System  
 Data Infrastructure Improvements  
 Temporary Portable (if needed)  
 Utility Infrastructure (Funding Dependent)  
 Replace existing synthetic field with new synthetic turf Added by committee (10/23/19)

*Notes*

*The committee agrees that all projects are "funding dependent", however those noted here as "funding dependent" are currently identified as likely to not have enough funds.*