



# Meeting Minutes

# 10-11

## Bond Committee Meeting-03

<b>PROJECT</b>	<b>Measure B: Westlake Elementary School</b>	<b>MEETING DATE</b>	xx/xx/202x
<b>CLIENT</b>	Santa Cruz City School	<b>PREVIOUS MEETING</b>	9/23/2020
		<b>PROJECT #</b>	17-007.0

<b>WESTLAKE</b>	<b>ATTENDEES (ANTICIPATED)</b> Clyde Curley Julie Nolte, Art Teacher Chrisa Burr, Pre-K & K: Teacher Kathy Griffith, Library, Teacher Jacob Bolotin, Parent Nicole Steel, Parent	<b>PRESENT AT 09/23/20 MEETING</b> Clyde Curley - Principal Kathy Griffith - Librarian Julie Nolte - Art Teacher Jacob Bolotin - Parent Nicole Steel - Parent
<b>DISTRICT</b>	Trevor Miller Chris Garcia Jimmy Monreal	Chris Garcia
<b>ARCHITECT</b>	Mark Bartos	Mark Bartos Neal Sellers Mojgan Aghamir Robert Ward Nathan Yuen

## Bond Committee Meeting

DATE	SUBJECT/SUMMARY
<b>Agenda</b> 09/23/20	<i>This is the Second meeting of the Bond Committee Component of the Planning review Committee</i>
<b>01</b>	<b>Introductions</b>
<b>02</b>	<b>Review Completed Projects</b>
<b>03</b>	<b>Ongoing and upcoming projects</b>
<b>04</b>	<b>New Building Scope</b>
<b>06</b>	<b>Conclusion</b> <ul style="list-style-type: none"> <li>• Priorities and Implementation</li> <li>• Schedule next meeting</li> </ul>
	<b>MINUTES OF PREVIOUS MEETING</b>
<b>9/23/2020</b>	<b>Bond Committee Meeting</b>

**Slide 1: Title** – Clyde Curley (CC) introduced the parents, teachers and architects to each other. Mark Bartos (MB) explained the layout of the meeting agenda and minutes handout and asked if anyone had any issues with recording the meeting, to which Julie Nolte (JN) and Jacob Bolotin (JB) shook their head.

**Slide 2: Meeting Overview** – MB reviewed how the meeting was planned out – reviewing completed projects, discussing ongoing and upcoming projects, discussing the new building scope and then reviewing priorities and implementation and then schedule for the next meeting.

**Slide 3: Project Update** – MB explained that the Marquee sign, Campus Re-Roofing, and Accessible lifts are complete, stating that the decision to replace the mechanical lifts was a cost-saving measure instead of using switch-back ramps and retaining walls. Ongoing is card access system, site security and fencing, data distribution, and a restroom partition replacement, which was delayed due to the Covid-19 pandemic. Neal Sellers reported that Bartos Architecture was in negotiations with contractors to do repairs on the site sewers. MB promised to discuss exterior painting later on in the presentation; he stated that he and Clyde were in talks about the playground equipment because Clyde wanted the students' participation. Electrical power upgrades were added due to the new building potentially putting strain on the electrical infrastructure. After those two steps are completed, the remainder will be used for the upper wing, lower wing, and parking.

**Slide 4: Roof Replacement: Complete** – MB said the roof is now a standing seam metal roof instead of shingles.

**Slide 5: Wheelchair Lift Replacement: Complete** – MB indicated placement of the lifts. JB noted that he could see the impact of the wheelchair lift since his son was in a wheelchair after he had a foot surgery. MB also noted the water bottle filler that NS facilitated.

**Slide 6: Wheelchair Lift Replacement: Lower: Complete** – MB indicated the placement of the lift.

**Slide 7: Site Security|Fencing: Under Construction** – MB said that the fencing provides security on the top of the hill by High Street.

**Slide 8: Master Plan and Schedule** – MB said that the upper playground would be relocated to make room for the new building, and the playground would be modernized. Kathy Griffith(KG) and JN were notified that the new building would be a single story building. The upper wing and the lower wing would be modernized. , MB and CC agreed portables will be removed after the new building is built. Depending on funds remaining, the facility parking may be re-paved. Ongoing projects will be security fencing and restroom partitions, and planned for the spring is a landscape project in the front entry. Exterior painting may happen in the spring as well, depending on whether children are present or absent from campus – absence would have more likelihood of positioning painters. Sewer repair will happen in the summer of 2021. New building will be constructed from Fall of 2021 to Fall of 2022. In the Fall of 2022 will be the modernization of the wings.

**Slide 9: Campus Painting: Upcoming** – MB said that the intent is to save the murals.

**Slide 10: Site Security|Fencing: Under Construction** – MB presented a rendering of the front gate, stating that it is already under contract but not constructed yet.

**Slide 11: Front Landscape: Overhead view** – MB said that Trevor Miller(TM) and CC were involved in a discussion about installing a planting scheme north of high street, framing the school sign. The intention is to install all low water non-irrigated plants so they do not need to be watered. MB emphasized that this is purely speculative and the recommendation needs to be processed through the city and district first before the project can start.

**Slide 11: Front Landscape: street view** – MB said that the primary goal of this landscape project is to have plants that attract hummingbirds and butterflies.

**Slide 12: Street view with simulated gate**– MB explained that the gate in the picture is a rendering.

**Slide 13: Topographic map and Utility Plan** – MB explained that power upgrades were required, so contractors will place a concrete pad and switchgear behind the multipurpose room. Solar will tie in to new PG&E service equipment, and lines that are currently overhead will be brought underground. The planning for this will go out to the Division of the State Architect before the end of September. Chris Garcia(CG) said that the placement of the concrete pad is the least congested area, but a storage container is not that spot. The current spot is inconvenient because gas lines intersect at that area. CC and CG arranged a walk around for possible areas to relocate the storage unit, or to find alternate solutions to the storage unit.

**Slide 14: Layout for New Building – Option A** – MB explained that the music room was arranged so that the sound will be projected toward the fields, rather than projecting inward to the classrooms.

**Slide 15: Layout for New Building – Option B** – MB explained that in option B the music will be separated from the classrooms for noise isolation and the art room would be separated to make an art courtyard.

**Slide 16: Restroom Analysis** – MB explained that per the building code, the site needs more restrooms. He mentioned that there will be a future faculty restroom in the lower wing to compensate.

**Slide 17: Layout for New Building – Eye Level Arrangement for Option 1 and 2** – MB said that regardless of the arrangement, it would be a stucco building.

**Slide 18: Potential Layout for New Modular Building Classroom** – MB explained that collaboration is a key component for Bartos Architecture, and displayed the slide to confirm with CC that this matches with the district adopted teaching program.

**Slide 19: Potential Layout for New Modular Building Art Classroom** – MB showed how Bartos Architecture collaborated with JN to create the layout for her space.

**Slide 20: Project Fund Allocations** – MB explained how there was \$13.4 million available at the site, and that some money has already been expended, such as roofing. Most other projects are rough order of magnitude as to how things will be spent, depending on economic circumstances and scope for each project. If the new building is more expensive than estimates, lower parking may be reduced in scope or omitted entirely.

**Slide 21: Meeting Review** – MB reviewed the meeting and talked about the summary.

**Post Presentation** – KG noted that Slide 16 omitted an adult restroom in the library. CG said there were two restrooms omitted in the Kindergarten classrooms adjacent to the MPR. MB said that they will be shown.

JB asked who sets the security baseline for the Card Access readers – the county, the district, or the school site. He recommended a periodic review of who has area access so that security can be contained. This way the number of staff who has access to sensitive areas can be reified. He supports creating an audit program as a part of the PTA audit. CG said that JB can contact him, and he will speak to upper level staff on the matter.

JN asked about when the front gate would be closed. CC said that it most likely will be locked with a padlock, so any staff with a padlock key that would like access on the weekends or off hours would be able to open the gate, and they would be responsible for securing the gate after they pass through. CC noted that there was significant feedback on the designs for fencing, and so the conclusion was that the entrance area, pathways and walkways won't have any fencing.

JN asked if there was going to be fence constructed on the east side of the school; CC said that they are waiting on an easement from the church which is across the property line. CG noted that PG&E installed a gas line that runs up to UCSC Staff Housing, so it is difficult to install fencing directly on the property line. About 100 feet of fencing will be on the church side, hence the easement.

JN asked if there will be a person gate that connects over to the coastal community; CG said that there will be two person gates for access, and they will auto lock in the evening with the card access readers and unlock in the morning.

KG noted that there will be no more free access to the playgrounds on weekends or after hours. She felt that this is in conflict with her belief that schools are public parks and public access. JB agreed, though he understood the risk and balances. CC anticipated that there will be some public disappointment, but the installation of the gates was a nonnegotiable from the school district. CG says that there's a possibility that once the Secure All system is in place, the school board will develop a policy on weekend usage or set hours. JB said that a scheduled audit would help with an analysis as to how strict or lenient a policy can be.

Nicole Steel (NS) asked if the gates push outward from the site. MB said by law that there will be a panic device on the inside of each gate, because people can't be locked in.

CC asked if the presentation can be distributed; MB said he would make the slides into a PDF and then CC could distribute the presentation as he chooses.

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NS asked how the flora arrangement in Slide 11 would ensure that the sign remained visible over the course of growth. Robert Ward (RW) explained that all the plants are low lying and simulate meadow conditions except for the Matilda Poppy and the Italian Cypress. The Italian Cypress could block the sign at a particular angle up on the street but it would still be visible on either side. CC suggesting widening the frame because the sign is a good communication tool with the community.

KG asked for confirmation that no water infrastructure will be added for this. RW said that he picked all low water plants because he was not sure what the maintenance support would be. He made a secondary list of plants for slide 11 that is one level down for the water needs and can be completely dry according to UC Davis. KG said that due to climate change not even plants that are drought tolerant are surviving the long periods without rainwater. Maintenance staff have been cut, so no one can go down to water, and it's not financially feasible to keep replacing plants. CC agreed, saying that the lower level of drought tolerant plants are what is needed. NS would be glad to contribute feedback on the arrangement.

JN said in regards to relocating the storage container to make space for the switchgear, she approves of giving her share of space in storage because she can relocate her art supplies in her new classroom. CC said that he is considering moving the container to the end of portable 3031.

The next Bond Committee Meeting is scheduled for Wednesday, December 16<sup>th</sup> at 3:00 PM/

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01/29/2020

**Bond Committee Meeting**

**Slide 1: Title** – Mark Bartos (MB) requested introductions around the table, and explained the process and the purpose of the Bond Committee Meeting, and asked for questions. No questions were asked. MB continued explaining the main focus of the meeting was the main building and classroom space, which Clyde Curley (CC) agreed with, and added removing the portables. MB explained that the reason for presenting the new building now is because of the attendance boundary revision. CC elaborated on the background of the attendance boundary revision, however it does not change anything at Westlake. Chris Garcia (CG) added that if a family member attended Westlake, a sibling will also be able to attend. CC noted that according to conservative projections, Westlake is predicted to decrease by 25 students, and is not planning on reducing classrooms yet.

**Slide 2: Project Update** – MB noted that the marquee sign is completed, and asked if it was working to the school's satisfaction, to which CC said yes. MB noted that the campus re-roofing is complete, and the lift is complete, verifying with Monica Landaverde (ML). CC said he tested it himself. MB continued, saying that ML is working on the second lift at the lower end of the site; since it is similar to the upper lift, it should go more smoothly. MB asked CG about the card access security and data infrastructure improvements; CG said that Trevor Miller (tm) is working with DGI on the data infrastructure and will notify about the schedule. Once the data infrastructure is complete, facilities can start modernizing the card access security system. MB asked CC if he saw and liked the preview of the front gate, and CC replied that he did. MB said that TM asked for Bartos Architecture to examine the sewer lines and complete by the summer. Kathy Griffith (KG) asked about access to the campus using the access cards, which CG replied that the fence will be padlocked and all staff will have a key. MB requested clarification on whether the people gates will have card access. CC asked whether the furniture had been finalized at the district level. CG said that assistant superintendent Dorothy is in charge of the project; CC said that he'll contact Dorothy. CC asked about the disposal procedures of the old furniture and the timeline for disposal. MB said the new furniture delivery was dependent on the modernizations and improvements.

**Slide 4: New Building Layout** – MB described the layout of the new building's plan, noting that the classrooms are based on the reader's workshop programming booklet. CC reminded MB that classroom 7 is where a storage room would be, for a sound barrier since the music room is below. KG asked if the new building will include a gender neutral bathroom on the top floor; MB answered that single accommodation restrooms are the ones that are gender neutral. MB suggested that the gender neutral restroom on the lower floor can have a lock on it so anyone can use it, which CC approved. MB made the suggestion to include a conference room by CR7 for teacher collaboration and lunch breaks. KG asked about how grades were assigned to the floors; CC responded that the 4<sup>th</sup> and 5<sup>th</sup> graders would take the upper floor, and the 3<sup>rd</sup> graders would take the lower floor.

**Slide 3: New Building Rendering** – KG asked why a flat roof, since flat roofs were prone to leaks; MB responded that the flat roof is manufacturer standard, and it helps with managing costs. KG asked about the warranty, and MB said that the architect and builder have responsibility.

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**Slide 5: Modular Building Classroom** – CC asked about putting heat pumps on the outside of the building; MB said that may be an injury risk to a passing student, and a noise problem. The second topic of contention was the placement of the wireless access point in the room, so the teachers can connect to the tv. CC had some concerns about audio/video connections to the TV; CG explained that while screen casting and app downloading are the preferred solutions, teachers are able to make the suggestion to apply traditional AV cables and it will be brought to committee.

**Slide 6: Modular Building Art Classroom** – KG asked about the placement of the kiln; MB suggested if the finances allowed, to fence in an area for an art courtyard and keep the kiln outside so that it can be vented if it's heated.

**Physical presentation: Playground Equipment** - ML presented recommendations and mockups for different configurations of the playground structures. CC said that there will be a response once the children have taken the configurations to a vote.

**Slide 7: Bond Allocation to Projects** – CG mentioned that HVAC upgrades were top priority. CC agreed, and added restrooms. CG suggested revisiting the size of classrooms, especially the art building. KG asked if money could be saved on the new building if it was split into two single-story buildings, due to the cost of the elevator and stairs. CC mentioned it would take up more ground space. CG asked when the new building might be finished; MB replied 2022-23.

KG voted that progress is being made in the right direction.

2/21/19

**Bond Committee Meeting**

Since June 2017 a "Planning Review Committee" (PRC) has met eleven (11) times to provide guidance regarding the Westlake Elementary 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 22 May 2018. This summary represents the second convening of the Bond Committee component of the planning group. An open house was also held for all-comers to provide input in to the priorities and master 23 May 2018.

Direction provided as a result of this (21 February 2019) Bond Committee Meeting supersedes the previous bond committee meeting of 22 May 2018. This meeting is the fourth in a series of meetings to revise and update the site master plan strategy, and priorities. In summary:

- 03 December 2018: Collaborative team workshop
  - 13 December 2018: Collaborative team workshop
  - 27 January 2019: Collaborative team workshop
  - 21 February 2019 (Bond Committee Present)
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- 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.

Following the Bond Committee meeting a supplemental walk in / open house opportunity was held 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.

*The committee confirmed understanding that as a bond facilities program proceeds, economic issues with 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	Master Plan Projects/Categories	Implementation Plan	Current Implementation Plan
<i>Fall 2016</i>	<i>Fall 2016</i>	<i>Spring 2018</i>	<i>Spring 2019 (update Sept 2020)</i>
Remove Portable Classroom Buildings Technology Infrastructure Upgrades	Existing Building Renovations School Furnishings	Technology Infrastructure  Parking	Technology Infrastructure  Miscellaneous projects including: Marquee sign, Fencing (site safety), Accessible Lifts
Campus Security	HVAC System	New Upper Classroom Wing	Campus Re-roofing
Expand Play Fields/Hard Courts	Paint School	Modernize Upper Classroom Wing	2 Story Classroom. Located at upper field – at existing portable wing. <b>Revised to Single Story Building (9/23/20) meeting</b>
New Interior Finishes/Lighting/Cabinetry Replace Plumbing Fixtures	Re-Roof Existing School  Landscape and Irrigation improvements	Modernize Lower Classroom Wing Modernize portion of Admin Building Kinder Wing (funding Dependent)	Modernize Upper Classroom Wing ( <i>funding Dependent</i> ) Modernize Lower Classroom Wing ( <i>funding dependent</i> ) Modernize portion of Admin Building ( <i>funding dependent</i> )
Install new campus wide HVAC system Relocate Student Drop Off Lane	Convert library to admin and move library Replace portable classrooms with permanent building	Misc Site projects to be done during the above <ul style="list-style-type: none"> <li>• Various Site Improvements as identified</li> <li>• Accessibility improvements</li> <li>• Playground Areas</li> </ul>	Playground Areas
Parking Improvements	Add lower parking / drop off	Kinder Wing (Funding Dependent)	Parking to be completed upon removal of existing lower portable wing.
Convert lower classroom to two story		Admin/Library (Funding Dependent)	

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