



SAN DIEGO UNIFIED SCHOOL DISTRICT
Proposition Z School Bond
Charter School Facility Committee

Prop. Z Charter School Facility Committee

TIME and DATE: 10:00 AM, Monday, July 8, 2013
PLACE: Physical Plant and Operations, Training Room(s) A and B, 4860 Ruffner St, San Diego, 92111

MINUTES

Committee Members: Bixby, Dahab, Durfee, McElrath (*Vice Chair*), Parsons, Premack (*Chair*), Sciarretta.

AGENDA ITEMS	ASSIGNMENTS/UNDERSTANDINGS
Call to Order (Vice Chair <i>MCELRATH</i>)	Meeting was called to order at 10:00 AM by Vice chair <i>MCELRATH</i> in the absence of Chair <i>PREMACK</i> .
Roll Call: (<i>DUKE</i>) (Action)	<p>Committee Present: <i>BIXBY, DURFEE, MCELRATH, PARSONS, SCIARRETTA</i>. <i>DAHAB</i> arrived at 10:15 AM. <i>PREMACK</i> was not in attendance.</p> <p>SDUSD Staff: <i>DULGEROFF, HANBY, HARRIS, HUDSON, RILEY, SPLITTGERBER</i></p> <p>Additional Attendees: Dena <i>HARRIS</i>, CEO/SDGVA, Christine <i>KUGLEN</i>, Director, Innovations Academy, Dr. Jonathan <i>DEAN</i>, Executive Director, O'Farrell Charter School.</p>
<p>Public Testimony: Public Testimony: [No action or discussion may occur regarding public comment on matters not on the agenda. Items may be referred to staff for placement on a future agenda. Public testimony is limited to three (3) minutes per person.]</p> <p>Public testimony requests are to be given to the support coordinator prior to the start of the meeting.</p> <p>No public testimony was given.</p>	
1. Review and Approval of 6/10/13 Minutes (Exhibit) (<i>MCELRATH</i>)(Action)	Committee recommended several changes to the 6/10/13 minutes and unanimously voted to approve the revised version which will be an agenda item exhibit at the next regularly scheduled CSFC meeting.
2. Confirmation of Exhibits	
<p>3. Survey and Cover Letter (<i>PREMACK, BIXBY, DAHAB</i>) (Exhibit)(Action/Discussion)</p> <p>3.1 Draft Needs Assessment Survey (Exhibit)</p>	<p>Committee reviewed and discussed the draft Survey. <i>BIXBY</i> noted the survey is oriented to classroom based projects and needs to include non-classroom based projects. She also indicated the survey needs an introduction. Directed the Ad Hoc Committee to incorporate changes and work with district staff to distribute it to appropriate charter school staff.</p> <p>Motion to approve by <i>SCIARRETTA</i>,</p> <p>Seconded by <i>PARSONS</i>.</p> <p>Approved.</p>
<p>4. Site Discretionary Spending and Legal Issues (<i>DURFEE, BIXBY</i>) (Discussion and Possible Action) (<i>HUDSON</i>) (<i>HANBY</i>)</p> <p>4.1 Charter Request Form (Handout 4.1)</p> <p>4.2 Generalized Request Flow Chart</p>	<p><i>HUDSON</i> gave a demonstration of the District web site used for processing/tracking project request(s). Access is limited to a 'Point of Contact' and a 'Approver' at each facility. Staff will work to establish a current list of authorized person(s). Staff will send out a request to each site for name/contact information at the direction of the committee.</p> <p>Art <i>HANBY</i>, Contracts Officer, SDUSD Office of Strategic Sourcing, provided an overview of the procurement process from the perspective of his department. Also touched on was the impact of legal compliance requirements relative to 'turnaround times' in procurement.</p>

	<p><i>MCELRATH</i> raised the question of access to the Technology Price List which currently is unavailable to charter schools. <i>HANBY</i> said that the Committee should send a letter to the District’s IT Executive Director explaining the problem.</p>
<p>5. Work Plan (<i>DAHAB, McELRATH, SCIARRETTA</i>)</p> <p>5.1 Application for Prop. Z Planning Grant (Handout 5.1)</p> <p>5.2 Round 1 Application (Handout 5.2)</p> <p>5.3 Work Plan Ad Hoc Committee Recommendations (Handout 5.3)</p>	<p><i>MCELRATH</i> presented the recommendations of the Work Plan ad hoc committee. The recommendations included engagement of a consultant to assist the committee in preparing for implementation of future funding cycles; a planning grant; a limited round of funding in the fall for projects that have already met certain design benchmarks; a follow-up round of funding for projects that were ineligible or not selected for funding in the prior round; and a pre-construction round of funding for projects to be queued up for 2015 construction. In response to questions from the Committee, <i>MCELRATH</i> clarified that the numbers presented in the document were placeholders intended to give the Committee a specific idea of how such a plan would be designed and fully anticipated that the Committee would need to work through several issues on which there was no consensus at this time.</p> <p>As a result of the discussion on this item, the Committee asked to have time scheduled at the next meeting to further discuss “equitable” as it pertains to existing charters and how newly formed or growing charters fit into that definition.</p>
<p>6. Request for Project Process Proposal (Exhibit)(<i>BIXBY, DURFEE</i>)</p> <p>6.0 Facility Funding Request for Project (Exhibit 6.0)</p>	<p><i>DURFEE</i> explained the Charter School Community Project Outreach as a tool to discern types of potential project/project requests and shared a draft of a funding request form with the Committee. Several members spoke to the overlap between the draft survey and the funding request and expressed concern that asking for that information in both places could lead to confusion. There was some concern that the funding request form could generate proposals that are clearly outside the allowable use of bond proceeds. <i>DURFEE</i> explained that it was likely that the Committee would need to consider how best to move forward from that point, but that the funding requests could help shape that thinking.</p> <p>Committee discussed whether this process duplicates the ‘Needs Assessment Survey’ and that duplicate items should be deleted from the survey.</p> <p>Committee requested this item be put on the next meeting agenda as an action item.</p>
<p>7. Prop. Z Update</p>	<p>No discussion.</p>
<p>8. Future agenda items(<i>MCELRATH</i>)</p>	<p>Discussion of facilities funding equity issues, balance of funding for new versus expanding/new charter schools, and funding for classroom-based and non-classroom-based schools.</p> <p>Request for Project Process Proposal (action)(<i>BIXBY, DURFEE</i>).</p> <p>Revised Minutes from CSFC Meeting on 6/10/13 (<i>Exhibit</i>).</p> <p>Revised CSFC Mission Statement (<i>Exhibit</i>).</p>
<p>9. ADJOURNMENT (<i>MCELRATH</i> (Action))</p>	<p>Meeting was adjourned at 1:02 PM.</p>
<p>All future meetings to be held bi-weekly in the PPO Training Room(s) A and B, 4860 Ruffner St, San Diego, 92111 unless otherwise indicated.</p> <p>NEXT MEETING: The previously cancelled CSFC July 22, 2013 meeting has been reinstated to the original scheduled time of 10:00 a.m. in PPO Training Room(s) A and B, 4860 Ruffner St, San Diego, 92111.</p>	

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