

## Meeting Minutes

<b>Date:</b> July 3, 2019	<b>Meeting Date:</b> June 24, 2019
<b>Subject:</b> Ventura USD (VUSD)	<b>Meeting Location:</b> Ventura USD
<b>Attendees:</b> (see below)	<b>Meeting Time:</b> 1:00 pm

**Present:**

Dr. Roger Rice, VUSD		
Betsy George, VUSD	Terri Allison, VUSD	Dave Marshall, VUSD
Kara Muniz, VUSD	Kurt Sowa, VUSD	Carlos Sandoval, PBK
Eric Reynold, VUSD	Gina Wolowicz, VUSD	
Suzette Lovely, PBK-REDi	Hal Hart, PBK	

**Distribution:**

All Attendees	Dr. Greg Bayless, VUSD	Kurt Sowa, VUSD
Marco Eacrett, PBK	Gilbert Baez, PBK	Gina Wolowicz, VUSD

**This third meeting was scheduled to get input from the Educational Specifications (Ed Spec) Focus Group on the continued development of the Educational Specification for VUSD.**

**I. Educational Specifications:**

- a. Welcome and introduction: PBK began the meeting by indicating that the intent of the meeting was to look at VUSD Programs and certain educational spaces to, in essence, “clear the board”, to discuss and determine ideal and preferred locations for some of the district’s existing educational programs and support services.
- b. PBK provided an update as to the current status of the Ed Specs, in that they are currently in a “Draft” version and awaiting input from VUSD. PBK indicated that the Ed Specs, by design, are descriptive in nature, as opposed to being rigidly prescriptive, in order to allow some flexibility in the development of site-based Educational Specifications for future projects.
- c. The group divided into two separate groups, one for Elementary Schools, and one for Secondary Schools, to discuss ideal locations for the following spaces and programs:

**Learning Spaces**

- Pre-School
- Middle School Opportunity (MSO)
- Homestead
- Project Secure
- Alternative Education
- Intensive Behavior Intervention (IBI) Team
- SAP Counselor Spaces
- Additional Support Spaces (Speech, OT, PT, resource / Intervention pull-out)
- VCBJ (Junipero Serra)
- Independent child care services (My Gym, YMCA, LPCC)

### **Office / Work / Multi-Use Spaces**

- Staff offices – mostly @ middle schools (DHH, Counselors)
  - Staff lounges
  - Staff workrooms
  - Meeting rooms
  - Testing rooms
  - Storage rooms / containers / sheds
  - Elementary Libraries, Computer/STEM/Science/Art Rooms/Labs, Music Rooms
- d. In addition the Focus Group noted that additional consideration should be given to the location of the Warehouse and Transportation support services.
- e. The following discussions ensued regarding the above considerations:
1. Pacific HS is the current hub for Early Intervention Center (EIC). Ideally, it would be more functional to have an EIC also on the west side of the school district.
  2. It was noted that there are Pre-Schools located at most of the Title 1 sites, although locations at each site are not always ideal, and as part of the LRFMP, perhaps the locations of these facilities should be strategized.
  3. It was noted that every Title 1 School has an after-school program.
  4. It was discussed that there are a handful of private run childcare locations throughout the district and that there might be an opportunity to consolidate the programs, and create a more efficient program, with consistency of facilities.
  5. The Intensive Behavior Intervention Team gathers and prepares materials and then heads out to the school sites. Their current hub is located at Elmhurst ES, however a more central location with parking would be desirable.
  6. The current Infant Program is located at Pacific HS and no changes are recommended for this location.
  7. The ideal location of Homestead and Educational Options was discussed.
  8. The idea of standardizing the educational support spaces at each elementary school was discussed (Speech, Psych, OT/PT, etc.). What is needed at each school?
  9. The ideal location and centralization of the District Warehouse was discussed.
  10. The need for a Gymnasium / PE Space at Foothill HS was discussed.
  11. Middle School Opportunity is currently located Foothill HS, and ideal locations for this program were discussed.
  12. Currently there are four different site locations that bus drivers travel to gain access to their vehicle for their daily runs. This is difficult to supervise and consolidation of transportation was discussed, as well as the need to provide adequate space for parking, restroom facilities and office space for drivers.
  13. Sunset is the only K-8 school in the district. The idea of an additional K-8 building, ideally located within the district was discussed.
  14. The idea of adding an "Innovation Lab", with outdoor learning opportunities at each site was discussed, allowing for multi-use and project-based learning across the district at all sites.
  15. The need to replace portable classrooms with new construction was discussed. Due to the cost and different age categories of portable classrooms within the district, it is likely that a phased-in replacement would occur.
  16. The need to centralize district warehousing was discussed.

- f. PBK will continue the development of the Educational Specifications towards completion of the draft document for District review. The development of master plan options will include the considerations of the items discussed in the meeting, to maximize use of district facilities in the most efficient manner.

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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.



Hal Hart  
*Principal Architect*

End of Minutes