

## Meeting Minutes

<b>Date:</b> May 30, 2019	<b>Meeting Date:</b> May 21, 2019
<b>Subject:</b> Ventura USD (VUSD)	<b>Meeting Location:</b> VUSD – ESC
<b>Attendees:</b> (see below)	<b>Meeting Time:</b> 3:30 pm to 5:00 pm

**Present:**

Dr. Roger Rice, VUSD	Dr. Jeff Baarstad, Community Member
Betsy George, VUSD	Nancy Wipf, VUEA
Dave Marshall, VUSD	Dan Nelson, VUEA
Terri Allison, VUSD	Stephanie Caldwell, Chamber of Commerce
Kara Muniz, VUSD	Nancy O'Connor, City of Ventura
Rosi Cortez, VUSD	Ruben Galindo, VESPA
Jeff Davis, VUSD	Dave Armstrong, Parent
Scott Mastroianni, Principal	Marco Eacrett, PBK
Dr. Jerry Dannenberg, VUSD	Alex Parslow, PBK
Madison Duston, Student	Hal Hart, PBK
Dan Crawford, Parent	Cameron Robertson, PBK
Caitlyn O'Neil, Student	

**Distribution:**

All Attendees		

**This was the Community Leadership Committee (CLC) kick-off meeting for Ventura Unified School District's Long-Range Facilities Master Plan (LRFMP). The meeting introduced roles and responsibilities of the CLC and also described why there is a need for a LRFMP and the purpose of the Committee. The following was discussed:**

**I. Educational Specifications Process – Questions and Answers:**

01. Comment: Technology should not be a standalone in the HUB, it should be an overarching goal/component in the HUB.
02. Comment: Make sure the Ed Specs support Project Based Learning (PBL).
03. Question: What are the District's current demographics and enrollment and how will it affect the LRFMP and facility utilization process?
  - i. Answer: We will be considering demographics and enrollment trends in the District, and will primarily be looking at the existing spaces and consider how to utilize existing spaces and make them better. The District's initial thoughts are to not expand campuses, but to optimize spaces and remove portables.
04. Question: Should we be selling properties or closing schools if our needs are changing?
  - i. Answer: We will be looking at capacity, where the needs are, and where our demands are. As enrollment changes, the needs sometimes shift and we will be taking them into account.
05. Question: Has there been any discussion about converting empty schools to Trade Schools?
  - i. Answer: There is a separate committee discussing the development of alternative programs that serve students and communities that may benefit from different facilities and learning approaches. The district currently only has one empty school – The Avenue School.
06. Question: We also need to consider the challenges facing teachers, who are challenged by skyrocketing housing costs. Will housing be part of the LRFMP process, or something that the District will consider?
  - i. Answer: The California Department of Education (CDE) is currently drafting language and working on how to streamline zoning procedures for creating teacher housing. Vacant land could potentially provide some opportunities for housing development and potential revenue sources, but may be a separate effort from the LRFMP.
07. Question: Air conditioning is critical. Students can't learn when indoor air temperature is above 85 degrees. Will these classrooms be prioritized?

- i. Answer: This need has been communicated widely and has been noted through the Facilities Needs Assessment (FNA) walks. This Committee will work to prioritize the most critical schools and projects. We need to prioritize where HVAC is most needed, and how we prioritize/phase these projects over time.
- 08. Question: Technology should be at the center of the HUB. Technology changes so quickly, so we need to build in the flexibility to be able to adapt to change. How will the LRFMP address this?
  - i. Answer: As planners and architects, we provide the shells that can be flexible enough to change, sometimes dramatically, in the future. We need to plan now on upgrading current infrastructure so that it can be scaled and adapted in the future.
- 09. Question: Sustainability is a key aspect in this community. What are we doing to address it?
  - i. Answer: Sustainability means two things: how we continue to provide excellent educational programming into the future, and how we can lessen our environmental impact. We will be looking at how we can be more conscientious and efficient with the resources we have.
- 10. Question: Will the District consider ways to blend the usable space and potential projects with training opportunities?
  - i. Answer: There are opportunities to involve students in the process of development and projects, such as in the installation of solar canopies and arrays, that allow students to learn about the processes and mechanics.
  - ii. For example, Mound ES provides an environmental magnet program that engages kids with environmental systems and concepts. The program promotes students getting together with farmers and the community. We don't want to miss those types of already existing opportunities.
- 11. Question: Have you looked at all schools and will there be a standardized design guide?
  - i. Answer: Most of the facilities have existing standards, and due to limited funding, we anticipate that there won't be a large focus on new design standards. The California Department of Education (CDE) guidelines and codes will automatically be incorporated into the plan.
  - ii. We will also be getting away from the rigid, prescriptive Ed Specs, and provide something that's a little more flexible and adaptable as we grow and change.
- 12. Comment: The document is a "Living Document" that can be changed in the future and updated every 5-years, and components can be incorporated or changed as necessary.
  - i. Response: The District can create flexible plans and find what works for different sites. Implementation can be phased, with pilot projects and test sites that ensure compatibility and usefulness for students.
- 13. Comment: Outdoor learning spaces were left out and need to be incorporated.
  - i. Answer: Outdoor spaces are one of the guiding principles and can also be added to the Ed Specs. Getting kids out of the classroom is crucial and will be taken into consideration.

## II. "Ideal State" Themes Finalized by the CLC (changes from Ed Spec Focus Group in red):

- 01. Flexible, adaptable, inviting learning spaces
- 02. Attractive schools (Wow factor)
- 03. Sustainability
- 04. Way-finding signage
- 05. Students come for the experience
- 06. Features with function
- 07. Equity
- 08. Scream the theme
- 09. Signature Spaces
- 10. Universal safety systems
- 11. Parking and traffic flow
- 12. Outdoor learning spaces
- 13. Inviting and safe schools
- 14. Honor historical Ventura USD
- 15. Spaces that are comfortable for effective learning

## III. Guiding Principles – Questions and Suggestions:

- 01. Where does comfort come into in the Guiding Principles?
  - i. Innovation and Inspiration: "Provide inviting, *comfortable* spaces..."

02. Community Engagement: The community seems like it struggles to find enough space for community programming. People have difficulty finding and utilizing it. We need to make sure that schools are functional and inviting for the community too. Consider changing “maximize” to “promote”.
  - i. Could we look into Joint Use Agreements?
  - ii. Ultimately this is not something that should be addressed in the Master Plan. It should make sure that the spaces are adequate, but *promoting* community use is up to the District.
03. Historical Perspective: Good as long as it isn't held hostage at the expense of improvements.
  - i. “Ensuring equity in historical buildings”.
04. Are we looking at funding eligibility as part of the master plan?
  - i. Answer: Yes, district staff are exploring all avenues of funding sources, including state matching funds and grants.
05. Are there any plans to make schools K-8?
  - i. Answer: It depends on demographics and will be considered.
06. Final Guiding Principles from CLC (changes from Ed Spec Focus Group in red):
  - i. Student Learning: Invest in facility and infrastructure that are student centric and demonstrate a forward thinking design.
  - ii. Innovative and Inspirational: Provide inviting, **comfortable** facilities that provide innovative and flexible teaching.
  - iii. Safety and Security: Promote safe, inclusive and accessible learning environments for every student in every school.
  - iv. Indoor/Outdoor Spaces: Take advantage of indoor/outdoor spaces to expand learning opportunities that promote positive student outcomes.
  - v. Community Engagement: Consider the spectrum of family involvement and educational partnerships to maximize the use of space in neighborhood schools.
  - vi. Historical Perspective: Honor the historical and cultural significance of buildings, landscapes and other important symbols that reflect the unique character of the Ventura Community.

#### IV. Students: What is most important to you?

01. Furniture and seating: It's great to be able to move around to learn in small groups and flexible settings. Many other classrooms don't facilitate it.
02. It would be nice to have more access to the outdoors and outdoor learning programs. Students only have access to the outdoors during gym class, and even then are often inside.
03. ASB clubs are important and could use additional support. Students fund a lot of initiatives to get new stuff.
04. Consider creating new collaboration spaces, such as cafes, or the space in Buena library as places to keep kids on campus and interested. The current web quarters at Cabrillo could be improved. Right now there are a couple chairs, and in need of a couple beanbags or new furniture to build it out.
05. Team based learning center would be useful to get kids together to work on projects and to facilitate individual learning spaces.
06. Cabrillo ceiling tiles and finishes are coming off in classrooms and are in need of repair.

#### V. Action Items:

01. Post presentation on District website.
02. District to send out online poll for next CLC meeting date.

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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.



Alex Parslow  
Partner

**END OF MINUTES**