

OAK PARK UNIFIED SCHOOL DISTRICT
5801 E. CONIFER STREET
OAK PARK, CALIFORNIA 91377
(818) 735-3206

FACILITY PLANNING COMMITTEE

MEETING MINUTES

DATE: April 9, 2018
TIME: 3:30 p.m.
PLACE: Education Service Center, Conference Room

PRESENT: Brianna Adams, Leon Cavallo, Kim Gregorchuk, Drew Hazelton, Keith Henderson, Nick Johnson, Tony Knight, Martin Klauss, Dennis Kuykendall, Enoch Kwok, Sophia Limon, Tausif Majed, Derek Ross, Virginia Standring, Miguel Tabares, Tina Wang, Erik Warren

I. Call to Order

The meeting was called to order at 3:30 p.m.

II. Approval of April 9th Agenda

The Agenda was approved (As Noted Below)

III. Approval of Minutes

No exceptions taken to the issued minutes from March 12, 2018.

IV. Measure S Master Plan – Update on Measure S Subcommittee Meetings

A. Facility/Technology Subcommittee Reports

- 1) Update/Action: Establishing 2018-2020 Measure S Priorities** – The Measure S Facility Subcommittee, working with HED Architects and District staff, has prepared the attached recommendation for the Measure S Districtwide Project Priority Plan (2018 through 2020) for the Committee’s consideration and action.

Discussions and Actions:

1. Reviewed & Discussed March 20, 2018 Board Meeting -Board Actions Noted Below.
 - Board approval of 2018-2022 Measure-S Master Plan as recommended by the Measure-S Planning Committee.

- Board Action on the Measure-S Funding Options.
 - Board Approval to authorize staff to enter into agreements with H.E.D. Architects for the following projects:
 - Project 18-18S: Brookside ES (4-modulars & 2-restroom building additions lower field)
 - Project 18-19S: Oak Hills ES (Upgraded media center, maker space, library, Admin & MPR)
 - Project 18-20S: Red Oak ES (7-modulars & 2-restroom building additions)
 - Project 18-21S: Medea Creek MS (6-modulars & 2-restroom buildings at upper field).
 - Board Approval of the following Technology Projects:
 - Project 18-12S: District Network File Server Refresh.
 - Project 18-13S: Purchase of Staff Computers & Technology Department Spare Devices
 - Project 18-14S: Chromebook 1-to-1 Take Home Pilot.
2. Subcommittee discussed and approved Facilities proceeding with submitting the repair work plan to update DSA Certification of the Administration Building Certification. Project (17-47S) to the Board for Action at the April 17th meeting.
 3. Subcommittee discussed and approved Facilities proceeding with the submitting the public address (PA) systems at Brookside ES, Oak Hills ES, Red Oak ES, Oak Park HS, and Medea Creek MS to the Board for

V. Next Meeting – Monday, May 7, 2018

VI. Adjournment - Meeting was adjourned at 4:15 p.m.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2018

SUBJECT: APPROVE PROFESSIONAL SERVICES AGREEMENTS FOR DSA INSPECTOR OF RECORD AND FOR DSA TESTING/INSPECTION SERVICES FOR PROJECT 17-35S, KITCHEN IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board of Education approve professional services agreements for DSA Inspector of Record and for DSA Testing/Inspection Services for Project 17-35S, Kitchen Improvements at Medea Creek Middle School?

BACKGROUND: The Division of the State Architect requires that all construction projects submitted for its review and approval must have a DSA-approved Inspector of Record (IOR) and as appropriate, DSA-approved testing laboratory. Effective June 1, 2013, these services cannot both be provided by a single firm for the same project.

Board-approved Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School, will require the services of a DSA-approved firms to provide necessary Inspector of Record and Laboratory Testing and Inspection services during construction. Over the past several years, Kenco Construction Services (Inspector of Record) and NV5 West, Inc. (Testing/Inspection) have expertly and efficiently provided these services for District construction projects. At the request of staff, both firms have submitted the accompanying proposals of estimated costs for this project; costs incurred will be only for actual services provided. It is the recommendation of the Facilities and Construction management staff that the Board approve agreements with Kenco Construction Services, Inc., and NV5 West, Inc., for required DSA Inspector of Record and Laboratory Testing and Inspection services for this project.

ALTERNATIVES:

1. Approve agreements with Kenco Construction Services, Inc., and NV5 West, Inc., for required DSA Inspector of Record and Laboratory Testing and Inspection services for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School, per the accompanying proposals.
2. Do not approve an agreement for DSA-required construction inspection and testing services.

RECOMMENDATION: Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, MAY 17, 2018
Approve Professional Services Agreements For DSA
Inspector of Record and Testing/Inspection Services for
Project 17-35S, Kitchen Improvements at Medea Creek Middle School
Page 2

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

DRAFT

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2018
SUBJECT: AUTHORIZE SUPERINTENDENT TO AWARD CONSTRUCTION CONTRACTS FOR MEASURE S PROJECT 17-35S, KITCHEN IMPROVEMENTS AT MEDEA CREEK MIDDLE SCHOOL

ACTION

ISSUE: Shall the Board authorize the Superintendent to award contracts for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School?

BACKGROUND: The District authorized HED Architects to prepare plans for building improvements and obtaining DSA approval and certification for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School. HED Architects is expected to obtain DSA approval for this project in mid-May 2018. Immediately upon DSA's approval of project plans, Staff is prepared to request bids for construction in order to get as much work accomplished during the summer break as possible before the start of the 2018-19 school year on August 7, 2018. As there are only two scheduled Board meetings remaining in the current school year, and in order to execute contracts and begin construction in the most a timely manner, Staff is recommending that the Board implement Education Code (EC) Section 17604, delegating authority to the Superintendent to award the contracts for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School. EC 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School; 2) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 3) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 4) any contracts awarded shall be presented for Board ratification at its next regular meeting after the award of the contracts.

ALTERNATIVES:

1. Authorize limited authority to the Superintendent to award contracts for Measure S Project 17-35S, Kitchen Improvements at Medea Creek Middle School as specified above.
2. Do not delegate limited authority to the Superintendent to award contracts.

RECOMMENDATION: Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

DRAFT

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2018

**SUBJECT: AUTHORIZE AND AWARD CONSTRUCTION CONTRACT FOR
MEASURE S PROJECT 18-25S, REPLACEMENT OF GYMNASIUM/
MULTIPURPOSE ROOM ROOF AT MEDEA CREEK MIDDLE SCHOOL
ACTION**

ISSUE: Shall the Board authorize Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School and award a construction contract associated with this work, to be funded from the Measure S bond fund?

BACKGROUND: Included in the Measure S Priority Project Plan approved by the Board at its March 20, 2018 meeting, is Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School. The budget identified in the Plan for this project is \$100,000, including a 10% contingency. Proposals for this work were requested from six roofing contractors on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractor list, and three attended the mandatory job walk held on May 2, 2018. The bid opening is set for Wednesday, May 9, 2018, and this report will be updated with a recap of the bid tabulation and a recommendation prior to the posting of the final Board Agenda on May 11, 2018.

It is recommended that the Board authorize Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School, establishing a budget of \$100,000, including a 10% contingency, and to award a construction contract to *(To Be Determined)*, in the amount of *(To Be Determined)*, to be funded from the Measure S bond fund.

ALTERNATIVES:

1. Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School, establishing a budget of \$100,000, including a 10% contingency, and to award a construction contract to *(To Be Determined)*, in the amount of *(To Be Determined)*, to be funded from the Measure S bond fund.
2. Do not authorize and award a construction contract for this project.

RECOMMENDATION: Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, MAY 17, 2018
Authorize and Award Construction Contract for Measure S
Project 18-25s, Replacement of Gymnasium/Multipurpose Room
Roof at Medea Creek Middle School
Page 2

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

DRAFT

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 17, 2018
SUBJECT: AUTHORIZE SUPERINTENDENT TO AWARD CONSTRUCTION CONTRACTS FOR MEASURE S PROJECT 17-47S, DSA CERTIFICATION OF ADMINISTRATION BUILDING AT BROOKSIDE ELEMENTARY SCHOOL

ACTION

ISSUE: Shall the Board authorize the Superintendent to award contracts for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School?

BACKGROUND: The District authorized BCA Architects to prepare plans for building improvements and obtaining DSA approval and certification for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School. BCA Architects is expected to obtain DSA approval for this project in mid-May 2018. Immediately upon DSA's approval of project plans, Staff is prepared to request bids for construction in order to get as much work accomplished during the summer break as possible before the start of the 2018-19 school year on August 7, 2018. As there are only two scheduled Board meetings remaining in the current school year, and in order to execute contracts and begin construction in the most a timely manner, Staff is recommending that the Board implement Education Code (EC) Section 17604, delegating authority to the Superintendent to award the contracts for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School. EC 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School; 2) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 3) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 4) any contracts awarded shall be presented for Board ratification at its next regular meeting after the award of the contracts.

- ALTERNATIVES:**
1. Authorize limited authority to the Superintendent to award contracts for Measure S Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School as specified above.
 2. Do not delegate limited authority to the Superintendent to award contracts.

RECOMMENDATION: Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, MAY 17, 2018
Authorize Superintendent to Award Contracts for Measure S
Project 17-47S, DSA Certification of Administration Building
At Brookside Elementary School
Page 2

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

DRAFT

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2018

SUBJECT: AUTHORIZE AND RATIFY CONSTRUCTION CONTRACTS FOR MEASURE S PROJECT 18-23S, REPAIR AND PAINTING FOOTBALL STADIUM HANDRAILS AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board authorize and ratify construction contracts for Measure S Project 18-23S, Repair and Painting Football Stadium Handrails at Oak Park High School, to be funded from the Measure S bond fund?

BACKGROUND: The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified the repair and painting football stadium handrails at Oak Park High School as essential to complete the stadium security and safety fencing project prior to graduation ceremonies at the end of May. The subcommittee estimated a direct construction cost of \$22,000, with a 10% contingency of \$2,200, for a total project budget of \$22,200. As a matter of urgency, the subcommittee recommended the acceptance of the following proposals from the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCCAA) contractor list for this work, now identified as Measure S Project 18-23S, Repair and Painting Football Stadium Handrails at Oak Park High School:

COMPANY	SCOPE OF WORK	AMOUNT
Pierre's Welding Company	Handrail welding and repairs	\$ 17,000
Skyline Painting Company	Handrail preparation and painting	\$ 3,650
Total Project Cost		\$ 20,650

The Measure S Committee, at its regular meeting on May 7, 2018, reviewed the subcommittee's recommendation, and approved a recommendation to the Board of Education to authorize Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, establishing a budget of \$22,200, including a 10% contingency, and to award construction contracts to Pierre's Welding Company, in the amount of \$3,650, and to Skyline Painting Company, in the amount of \$17,000, to be funded from the Measure S bond fund. It is respectfully requested that the Board authorize this project and ratify the award of contracts.

ALTERNATIVES:

1. Authorize Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, establishing a budget of \$22,200, including a 10% contingency, and to award construction contracts to Pierre's Welding Company, in the amount of \$3,650, and to Skyline Painting Company, in the amount of \$17,000, to be funded from the Measure S bond fund.
2. Do not authorize and ratify construction contracts for this project.

RECOMMENDATION: Alternative No. 1

BOARD MEETING, MAY 17, 2018
 Authorize and Ratify Construction Contracts for
 Measure S Project 18-23S, Repair and Painting of Football
 Stadium Handrails at Oak Park High School
 Page 2

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 17, 2018

**SUBJECT: AUTHORIZE AND AWARD CONSTRUCTION CONTRACTS FOR
MEASURE S PROJECT 18-24S, SECURITY FENCING FOR
SOUTHEAST CAMPUS PERIMETER AT OAK PARK HIGH SCHOOL
ACTION**

ISSUE: Shall the Board authorize Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School and award a construction contract associated with this work, to be funded from the Measure S bond fund?

BACKGROUND: In the District's continuing effort to maintain safe and secure school environments, Staff has identified the need to place additional security fencing at Oak Park High School at the southeast campus perimeter. The Measure S facility subcommittee, in consultation with administration and construction management staff, has identified the need to expedite repairs, estimating a direct construction cost of \$48,000, with a 10% contingency of \$4,800, for a total project budget of \$52,800. Proposals for this work were requested from the two fencing contractors on the District's approved list of California Uniform Public Contract Cost Accounting Act (CUPCAA) contractor list. One proposal was received from Fence Factory of Agoura Hills, CA, in the amount of \$49,870.

The Measure S Committee, at its regular meeting on May 7, 2018, reviewed the Subcommittee's recommendation, and approved a recommendation to the Board of Education to authorize Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, establishing a budget of \$52,800, including a 10% contingency, and to award a construction contract to Fence Factory of Agoura Hills, CA, in the amount of \$49,870, to be funded from the Measure S bond fund.

ALTERNATIVES:

1. Authorize Measure S Project 18-24S, Security Fencing for Southeast Campus Perimeter at Oak Park High School, establishing a budget of \$52,800, including a 10% contingency, and to award a construction contract to Fence Factory of Agoura Hills, CA, in the amount of \$49,870, to be funded from the Measure S bond fund.
2. Do not authorize and award a construction contract for this project.

RECOMMENDATION: Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, MAY 17, 2018
Authorize and Award Construction Contracts for
Measure S Project 18-24S, Security Fencing for Southeast
Campus Perimeter at Oak Park High School
Page 2

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

DRAFT

Technology Resource Request Form
MCMS Library Computer Refresh

<https://goo.gl/4qL7Va>

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site.

1) **Name of Administrator:** Brad Benioff

2) **Date Submitted:** 4/24/2018

3) **Describe specific equipment and or software/service requested (include quantities):**

- 8 iMacs
- 2 color laser printers
- 40 Chromebooks in a cart

4) **Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.**

All students grades 6-8

5) **Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.**

This replaces the 9 year old iMacs in the Library computer lab. Instead of replacing them all with iMacs, the site wishes to provision a cart of Chromebooks instead, and keep 8 new iMacs for printing and other higher end purposes.

6) **Provide an estimate of the total cost of acquiring this technology resource.**

- 8 iMacs ~ \$25,000
- 2 laser printers and spare toners ~\$4,000
- 40 Chromebooks ~ \$18,000

Total \$47,000 (note this is half the cost of replacing the lab with 36 new iMacs)

7) **Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.**

MCMS staff and librarian

8) **What is the requested time frame for acquiring these resources?**

Summer 2018

Technology Resource Request Form
MCMS Library Flat Panel Displays

The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site.

1) **Name of Administrator:** Brad Benioff

2) **Date Submitted:** 4/24/2018

3) **Describe specific equipment and or software/service requested (include quantities):**

Qty 1 - SMART Interactive Flatpanel Display 86" (7086)

Qty 2 - SMART Flat Panel Display 75" mounted to wall (2075)

[Photo of MCMS Library showing locations](#)

4) **Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.**

Conversion of Library into mixed use, flexible seating configurable learning space
May be used by after school extended care program

5) **Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.**

Existing 600 Series SMARTboard on cart

6) **Provide an estimate of the total cost of acquiring this technology resource.**

Total \$19,000

Smart 7086 FPD - \$10,000

Smart 2075 FPD (2) - \$5,000

Mounting and Installation \$4,000

Will check with After School Extended Care program and PFA/PTA to seek possible additional funding source

7) **Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.**

MCMS library staff

8) **What is the requested time frame for acquiring these resources?**

Summer 2018