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MEMORANDUM

DATE: March 14, 2016

TO: Superintendent, Board of Trustees

RE: Update and Addendum Regarding Long Range Facility Master Plan (LRFMP)

This memorandum is to provide updates and addendum maps for school campus maps for the Long Range Facility Master Plan (LRFMP).

Overview

Our district initiated work to update the LRFMP in 2014 and secured the work of an outside consultant to conduct this work in consultation with district staff. In 2015, when the draft LRFMP was presented to the Board of Trustees, there was a request for additional rounds of community engagement to occur in order for the LRFMP to better reflect the status of facility conditions across the district. Further, through the bond audit process, there was a recommendation that the district update the LRFMP, these steps taken together provided direction for staff to engage with the community and stakeholders (internal and external) to develop an update to the LRFMP.

As staff worked through this phased-in approach, and assessed the possibility to revise the prior LRFMP, it became evident that there were a number of assumptions in terms of facility needs and the translation of needs into a quantifiable financial figure. In order to use the previous work to develop the LRFMP, staff has developed this update memo to accompany the draft LRFMP. This memo is meant to update portions of the LRFMP that were called into question previously, particularly the needs assessment. Therefore, this memorandum reflects the contribution that staff has made to the previously developed LRFMP by revising and enhancing the site facility maps based on the phased-in process that was implemented. This process is described further below.

LRFMP Update Process

Staff re-initiated the work to revise and update the LRFMP through a process that would include multiple phases, as indicated below.

The approach that is being implemented consists of the following phases:

- Phase 1: Meeting by Trustee Areas
- Phase 2: School-site specific meetings
- Phase 3: Verification check with Administrators
- Phase 4: Update LRFMP and present to CBOC (maps of facility needs)

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Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.

SUHSD Board Policy 0410.

Phase 5: First Reading for Board of Trustees

Phase 6: Second Reading and Action by Board of Trustees.

This memorandum is to implement Phase 5 of the current efforts by staff. At this time, staff in the Planning and Construction Department conducted five community meetings by Trustee Areas, from October through November during the first phase of the efforts to review the LRFMP.

Below are the dates when meetings, but Trustee Area occurred.

Date	School	Schools in Trustee Area	Trustee Area
October 6, 2015	Eastlake HS	EHS, ELM, RDM, OLH, OTH.	3
October 14, 2015	Hilltop MS	HTM, HTH, BVH, BVM	2
October 20, 2015	Castle Park MS	CPM, CPH, SYH, SYA, CVA, PAH	4
October 27, 2015	National City MS	NCM, GJH, SUH, CVH, CVM, NCA	1
November 3, 2015	Montgomery HS	MOH,MOA,IBA MOM, MVH, MVA, SOH, SOM	5

During the second phase, of the process, staff conducted site-specific stakeholder meetings to revise the maps and to gather input regarding facility needs at school sites. Meetings were scheduled according to request.

Below is a table with dates when meetings have occurred:

Date	School	Staff Facilitator
October 29, 2015	Options Secondary	Larry Moen
November 5, 2015	Rancho Del Rey MS	Larry Moen
November 6, 2015	Palomar HS	Larry Moen
November 9, 2015	Hilltop MS	Larry Moen
November 12, 2015	San Ysidro Adult	Janea Quirk
November 17, 2015	Hilltop HS	Trent Carr
November 17, 2015	Bonita Vista MS	Larry Moen
November 18, 2015	Granger JHS	Larry Moen
November 18, 2015	Castle Park HS	Larry Moen
December 2, 2015	Mar Vista HS	Linda Clark
December 2, 2015	Eastlake MS	Larry Moen
December 3, 2015	Bonita Vista HS	Larry Moen
December 7, 2015	Montgomery Adult/IBA	Larry Moen
December 8, 2015	Southwest HS	Linda Clark

Date	School	Staff Facilitator
December 8, 2015	Sweetwater HS	Trent Carr
December 9, 2015	Chula Vista Adult	Larry Moen
December 16, 2015	Southwest MS	Larry Moen
December 11, 2015	Chula Vista MS	Larry Moen

The third phase included meetings with site administrators and the Planning and Construction Department, as well as with the Maintenance Department. Below is a list of meetings that occurred.

Date and School

December 2, 2015 9:00am Castle Park High
December 2, 2015 10:00 am Mar Vista High
December 2, 2015 11:00am Mar Vista Academy
December 3, 2015 2:00pm Granger Junior High - Cancelled
December 3, 2015 3:00pm Hilltop High
December 3, 2015 4:00pm Chula Vista Middle
December 7, 2015 8:30am Chula Vista High
December 7, 2015 10:30am Hilltop Middle
December 7, 2015 11:30 am Southwest Middle
December 9, 2015 1:00pm Southwest High
December 9, 2015 2:00pm Castle Park Middle
December 9, 2015 3:00pm Palomar High
December 9, 2015 4:00pm Eastlake Middle
December 16, 2015 8:30am Bonita Vista Middle
December 16, 2015 9:30am Options Secondary School
December 16, 2015 10:30am Montgomery High School
December 17, 2015 1:00pm Chula Vista Adult
December 17, 2015 2:00pm Montgomery Middle
December 17, 2015 3:00pm Montgomery Adult/ Imperial Beach Adult
December 17, 2015 4:00pm San Ysidro Adult
January 5, 2015 8:30am National City Adult
January 7, 2015 8:30am Eastlake High School
January 7, 2015 11:00am Bonita Vista High
January 8, 2015 1:00pm Granger Junior High
January 8, 2015 2:00pm Olympian High
January 8, 2015 3:00pm Rancho Del Rey Middle
January 14, 2015 1:00pm Otay Ranch High

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January 14, 2015 2:00pm San Ysidro High

January 14, 2015 3:00 National City Middle

January 14, 2015 4:00pm Sweetwater High

After this round of stakeholder input, the maps were reviewed with site staff to confirm their accuracy. The input received has been used to accomplish two main goals: 1) to identify and verify school site facility needs, and 2) to identify a list of site improvement that are desired by students, staff, community stakeholders, etc. This second step represents a roadmap through which the district can organize the work to plan facilities work through the life of the LRFMP (through the year 2025).

Facility Condition and Needs

Staff worked to bring forth a First Reading of the updated LRFMP at the January 25, 2016 Board meeting. Staff work includes the following up to this point in time:

- Revised and updated maps depicting areas in need of work (see maps attached)
- A comprehensive list of priorities needed and/or desired at each site, based on input from staff, students, and community stakeholders (included in maps)
- Options for prioritizing work based on the above criteria and projected funding availability (see Priority Project List Attached).

The identified facility conditions varied by site, and varied by building, and this work reflected the various stages of conditions according the following factors and identified through maps correspondingly:

- Facilities in good condition: Identified by green in updated maps. Generally, buildings in sound working order, sound cosmetics, and including air conditioning.
- Facilities in fair condition: Identified by blue in the updated maps. Generally, buildings sound; however in need of light modernization and some cosmetic work needed, generally included more than 50% of spaces in building were air conditioned.
- Facilities in poor condition. Identified by red in updated maps. Generally, buildings were lacking greater than 50% of spaces with air conditioning and the facilities were in need of moderate to deep modernization work, mostly beyond cosmetic. Not necessarily in need of demolition, but in need of a life cycle analysis assessment to decide if facility has extended its useful life.

Staff reviewed every building at every school site with administration teams of each school. There were revisions and corrections made to the site condition maps based on feedback presented to the district through the various forums available. The maps are included in this memo as an update and addendum to the LRFMP. For purposes of guiding the work of staff, it will be these maps that will be used to identify the projects needed at each site.

Academic Program Priorities and Facility Needs List

Through the multiple stakeholder meetings and process, there was a clear request from various stakeholders for the district to complete the work of outfitting all classrooms with Heating, Ventilation, and Air Conditioning (HVAC). Additionally, the staff has identified work and the Board of Trustees has approved work at multiple sites to address Title IX facility needs. Based on this, staff has begun the work in the areas of HVAC and Title IX, in addition to facility needs as identified below.

Once district staff conducted the meetings with administrators, concluding during the first week of January, staff developed a rubric, based on the areas that were identified in the process update the facility condition maps. For example, criteria were established to rate the level of need according to the following range:

- 0: Not Applicable
- 1: Low Need
- 2: Moderate Need
- 3: High Need

Through this process different portions of condition maps were assessed, this included the following areas:

- Prior Bond investments
- General Classroom Spaces
- Site Infrastructure
- Physical Education Instructional Spaces (aka fields and stadiums)
- Future Enrollment Growth

Based on this assessment, staff developed the attached proposed site needs priority. The attached list includes an assumption that the district will be able to conduct bond sales in three year cycles and project planning will reflect this underlying assumption. If the assessed value supports greater amounts, it is possible that projects would be adjusted.

Upon adoption of a final priority project list, after a second reading by the Board of Trustees, staff will work to provide regular updates to the Board of Trustees and other stakeholders such as the Bond Oversight Committee; and on a bi-annual basis provide an opportunity for the Board of Trustees to review and revise to project list.

Conclusion and Next Steps

At this time, staff is presenting this memorandum, along with the facility condition maps that are attached and the revised project list as a Second Reading and Action for the consideration of the Board of Trustees.

Staff is returning to the Board for a Second Reading and adoption of the LRFMP and a Priority Project List, in order to prioritize projects that may be funded through a subsequent bond sale. Throughout this process, staff is committed to implementing a transparent process that helps inform the public about the facility needs of the district, and prioritizes the limited resources the district has for facilities. The resources the district has generally includes the following: Proposition O Bond Funding, State Facilities Funding (remaining, as there currently is no state funding), and Community Facilities District (CFD) through the Mello-Roos process.

Overall, the work of this LRFMP has a focus on addressing the needs of existing facilities and infrastructure. As development (residential, commercial, industrial) continues to occur within our district boundaries, there will be analyses of the need for future schools, in addition to the needs of existing infrastructure.