



All Dublin Students Will
Become Lifelong Learners

DUBLIN UNIFIED SCHOOL DISTRICT

7-11 COMMITTEE MEETING

April 22, 2013 - 6:30 p.m.

District Office, Building C
7471 Larkdale Ave., Dublin

Meeting Minutes - APPROVED

1.0	CALL TO ORDER/	Steve Hanke																										
	The meeting was called to order at 6:35 pm.																											
2.0	INTRODUCTIONS/ ROLL CALL	Steve Hanke																										
	<p>Introductions from all Committee Members Present:</p> <table border="1"> <tr> <td>x</td> <td>Matt Burdusis</td> <td>x</td> <td>Anant Jain</td> <td>x</td> <td>Bill Schaub</td> </tr> <tr> <td>x</td> <td>Kristen Candaux</td> <td>x</td> <td>Kathleen MacDonald</td> <td>x</td> <td>Lisa Trujillo - Chair</td> </tr> <tr> <td>x</td> <td>Chris Foss</td> <td>x</td> <td>Kim McNeely</td> <td>x</td> <td>Ashwini Vasudeva</td> </tr> </table> <p>Staff/Counsel/Consultants:</p> <table border="1"> <tr> <td>x</td> <td>Steve Hanke-Superintendent</td> <td>x</td> <td>Harold Freiman-Legal Counsel</td> </tr> <tr> <td>x</td> <td>Shirley Edward-Recorder</td> <td>x</td> <td>Shelley Fischer-Admin Asst.</td> </tr> </table>		x	Matt Burdusis	x	Anant Jain	x	Bill Schaub	x	Kristen Candaux	x	Kathleen MacDonald	x	Lisa Trujillo - Chair	x	Chris Foss	x	Kim McNeely	x	Ashwini Vasudeva	x	Steve Hanke-Superintendent	x	Harold Freiman-Legal Counsel	x	Shirley Edward-Recorder	x	Shelley Fischer-Admin Asst.
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3.0	VISITORS																											
	No visitors requested to be heard																											
4.0	PURPOSE/HISTORY	Steve Hanke / Harold Freiman Information																										
	<p>a. 7-11 Committee: Why a 7-11 Committee? Per Mr. Freiman, Ed code says you need at least 7 members and no more than 11. Before any district property is sold or leased, a 7-11 Committee is formed. The committee funnels input from community; reviews information gathered, and then makes their recommendation to Board of Trustees. It is ultimately the Board's decision to either sell or lease both or either properties. They can also recommend that no change be made. Mr. Freiman will guide the committee through the process if it's decided to surplus the properties.</p> <p>b. History of Property:</p> <p>District Office Property: District Office was at one time Fallon Elementary School. The property was 13 acres at one time. In 1983 a 7-11 committee was formed which resulted in 5 acres being acquired by the city of Dublin for Kolb Park. The other acreage was sold to a developer. Fallon School was converted to the district office. . Actual conversion for district office was completed in 1988. The district office site currently occupies 5.091 acres.</p> <p>Nielsen Property: Operated as a school in the Murray School District (and Dublin Unified School District following unification in 1988). High level of enrollment from 500 then to 275 to 300 at the time of closure in June 2008. Passed Board Resolution 2007/08-32 to retain ownership of Nielsen in order to maintain flexibility in addressing future district programs, enrollment changes, providing community centers and recreational space and potential revenue stream. Resolution stated that when appropriate, a 7-11 Committee would be convened at a future date to consider alternative options uses of the property. At this time, the district has short-term tenants; Kidango preschool, Alameda County Office of Education Independent Study program. Site has a staff computer training center and lab. CalSTRS at one time was housed in the front office. At one time Montessori explored the site for possible use. Tri-Valley YMCA considered use for a senior day care center. The Young Explorers</p>																											

	<p>preschool program is also considering the site for use.</p> <p>There is a need to explore potentials for use other than school. If the site is used for other uses outside of school use, upgrades to the site need to be made to bring it up to code. Nielsen is 9.36 acres and backs up to a park site.</p> <p>c. Board Resolution: Dr. Hanke shared that there is a lot of emotion when closing school. It was the Board’s decision at the time to wait to convene the 7-11 Committee until a later time when alternative uses of the facility (Nielsen) could be explored.</p> <p>d. Specifics of Board Charge: Dr. Hanke outlined the specifics of the charge of the committee.</p>		
5.0	STAFF / LEGAL COUNSEL / CONSULTANT ROLES	Steve Hanke	Information
	<p>Dr. Hanke offered a brief overview of staff, legal counsel and consultant roles as they pertain to the 7-11 Committee. Dr. Hanke explained that he would not be serving as a member of the committee, but will be a resource to members as needed. Ms. McNeely is the district office staff representative and can offer a wealth of knowledge based on her position as Director of Facilities. Ms. Edward will be typing the agenda and minutes of the meetings and the final committee recommendations. Legal counsel and various consultants will be contacted and invited to attend as needed. District demographer, SCI Consulting, will be asked to provide assistance. SCI has been used by district for approximately 10 years.</p>		
6.0	NORMS / PROTOCOLS	Steve Hanke / Harold Freiman	Information
	<p>a. Decision-making processes: Attempt will be made to reach consensus. However, it is suggested that the committee utilize democratic procedures, including vote when necessary.</p> <p>B thru K #6, 2nd page of handout. Committee is to consider whether the D.O. site is too small for consideration. There is no assessment on this. Need at least 12 acres for school site. Initial study? Mr. Freiman shared that selling school district Harold goes through the traditional process. If we sell site, we would go through developer. Clarification on item #6, k., Board is saying to provide assistance if this does not work out.</p> <p>b. Brown Act: Mr. Freiman indicated that this is a public meeting and subject to Brown Act. Meetings of public bodies must be “open and public” and there are basics that the committee needs to be aware of. The committee is appointed by the Board. If five (5) or more committee members meet it is considered a quorum and must be considered a public meeting, which is subject the Brown Act. The best course of action is to not meet and discuss matters related to this committee outside of the posed public meeting(s). The committee can, however, establish a subcommittee of less than five (5), and those meetings do not need to be agendized. Mr. Freiman stated the public must be given an opportunity to comment. This typically occurs prior to a vote or at the end of the meeting. Mr. Freiman recommended communications occur via the committee chairperson.</p>		
7.0	APPOINTMENT OF COMMITTEE CHAIR	Committee Chair/Motion: C. Foss / Second: B. Schaub / Passed Unanimous Back-Up Chair/Motion: C. Foss / Second: K. Candaux/ Passed Unanimous	Action
	<p>Mr. Schaub asked what is expected of the chairperson. Dr. Hanke stated they would run the meetings; act as the spokesperson for the committee if there are questions for staff. The committee chairperson would also provide a verbal report/update to the Board of Trustees regarding the committee progress. Mr. Foss nominated Mr. Schaub. Mr. Schaub kindly declined. Ms. Trujillo asked how much experience is required. Dr. Hanke stated that no experience is necessary as the committee sets the agenda and recorder will type it up and prepare it for distribution. Mr. Schaub said the public is not always easy to deal with. Suggested that the committee chair will need to be able to manage people and time constraints of the meeting. Ms. Trujillo stated she wouldn’t mind doing this but will need guidance. Dr. Hanke and committee members stated they would assist as needed. A motion was made and passed to nominate Ms. Trujillo as committee chair. A second motion was made and passed to nominate Mr. Burdusis as the back-up Chairperson in Ms. Trujillo’s absence.</p>		

8.0	PROCESS OVERVIEW	Committee Chair – L. Trujillo	Information
	<p>Ms. Trujillo recommended the committee review the Ed. Codes included in the binders. A question was asked about the best way to handle the process; deal with the sites separately? Ms. McNeely asked if part of the charge for of this committee was to look at the possible valuation of the properties. Would the committee go through the complete process to analysis? Mr. Jain asked to review the previous 7-11 Committee recommendations to see a point of reference. Mr. Burdusis requested an overview map of city showing all school sites. Ms. Fischer stated the district has that map and it will be made available to the committee Ms. MacDonald asked what information from staff do we need to consider regarding the district office location? Dr. Hanke stated there is a need for more space. Ms. Candaux would like to discuss square footage at the next meeting. What are staff needs now at this time and what are the anticipated needs in the future?</p> <p>Committee will need regeneration rate for west Dublin neighborhood. Mr. Schaub asked what constituted the west side of Dublin. It was determined that the west side is now any area west of Dougherty Rd. Ms. McNeely suggested the committee look at enrollment numbers district-wide. We need demographics and projections of our build out and where we will be and where we are going to end up. Mr. Burdusis commented that demographic projections are not close as to what was said a few years ago. It might help to see what the projections were 2 yrs to 5 years ago based on what they actually are. Mr. Schaub suggested that the committee could look at city build out projections. Is it a viable place to keep Nielsen as a school? Mrs. Vasudeva asked if there are specific parameters for the district office that would work for Nielsen? Dr. Hanke responded saying presently the district office space is real tight. He noted our Board room is one of the best training facilities in the county. Parking is troublesome. We continue to grow in staff with size of district. Committee would like information on the square footage of district office.</p> <p>Ms. Vasudeva stated the district bares the cost of Nielsen. Are we paying more than we are receiving? Dr. Hanke responded saying site is significantly underutilized compared to the amount we receive. Committee requested demographic information on growth of community. What is size of the district office projected over the next 30 years? Mr. Schaub stated that we need to know upfront – is this land worth anything? Need some idea of what this land could be worth. The expected build-out of the city population is 65,000. Demographic figures for future years will be based on that number Ms. McNeely asked how in-depth the committee will take the analysis of the value of the properties. Also asked if this is part of our scope – cost analysis, if developer expresses interest in district property? Do we go forward with this as a committee? Mr. Freiman stated that the district owns the properties; we will come to a point where there is residential development here, and a potential that it be zoned for development. Mr. Schaub asked if there was an idea of what land is worth. Ms. McNeely has full reports that she can bring to the next meeting. Ms. Trujillo would like to see overview assessment of property.</p>		
9.0	SETTING OF FUTURE MEETING DATES	Committee Chair – L. Trujillo	Information
	<p>a. Suggested Dates: Mondays; 5/6, 5/20, 6/3, 6/17 – every other week. Mr. Schaub is unable to attend May 6th meeting. Steve can share demographic information with Mr. Schaub. Ms. Fischer to send committee the demographic board meeting information. Dates are all good. Town hall meeting to be posted on website. Updated protocols and charge. Ms. Edward will send out minutes ahead of time. For next meeting, email questions to Dr. Hanke and cc Ms. Trujillo. Ms. Edward to send out spreadsheet to committee members of names, emails, addresses, etc.</p> <p>b. Target Board Report Update: 6/25</p>		
10.0	REQUESTED DATA FOR NEXT MEETING	Committee Chair – L. Trujillo	Information
	<ol style="list-style-type: none"> 1. Demographics 2. District office: current staff & capacity; future staff & capacity & square footage 3. Projected student enrollment in west Dublin. 4. Camp Parks plan 5. Property value for district office 6. Recommendations from past 7 – 11 Committee (1983) 		

	7. How is school construction funded 8. Invite demographer to come to next meeting 9. Map with location of school sites	
11.0	MATTERS INTRODUCED BY THE COMMITTEE	
	No Matters were introduced by the committee.	
12.0	NEXT MEETING AGENDA	
	To be developed.	
13.0	ADJOURNMENT	Action Motion: B. Schaub / Second: M. Burdusis / Passed Unanimous
	The meeting was adjourned at 8:35 p.m.	