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60 South Market, Suite 1250, San Jose, California 95113



## FACILITIES MASTER PLAN

### SUNNYVALE SCHOOL DISTRICT

LPA JOB NO. 3015510

**DATE:** December 14, 2021

**TIME:** 6:00pm - 8:00pm

**PLACE:** Zoom

### **FACILITIES MASTER PLAN COMMITTEE #04 Meeting Minutes**

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**This report of the meeting's events, if not corrected within seven days of transmittal, shall be acknowledged as accurate and deemed as if accepted in writing by the addressee(s).**

#### PRESENT

Michael Gallagher, SSD Superintendent  
Brandt Burns, SSD Dir. of Facilities and Operations  
Tasha Dean, SSD Asst. Supt. of Student Services  
Bruce Paton, Sunnyvale Sustainability Commission  
Chin Chin Chiu, Behavior Interventions Coordinator  
Kathy Rouse, SSD Manager of Operations  
Lori Van Gogh, SSD Chief Financial Officer  
Melinda Hamilton, SSD Sunnyvale Ed Foundation  
Nancy Hirstein Smith, Sunnyvale City Council  
Sandy Agbayani, SSD CBOC

Jim Kisel, LPA  
Walter Estay, LPA  
Andrea Pippin, LPA

#### DISTRIBUTION

All Present  
Mala Ahuja, SSD Asst. Supt. CI&A  
Angela Chan, Columbia Neighborhood Center  
Cathy Ochoa, SSD Vargas PTA  
Cherise Brandell, Sunnyvale City Library  
Damon Sparacino, City of Sunnyvale  
Recreation Services  
Evy Elwood, SSD CMS Science Teacher  
Jesus Romero, SSD  
Mena Elsherif, SSD CMS Resource Specialist  
Narmadha Parthasarathy, SSD Cumberland  
PTA  
Polly Bove, Superintendent, Fremont UHSD  
Rocio Maldonado, SSD Parent  
Michelle Maginot, SSD Board President  
Isabel Jubes-Flamerich, SSD Board Member  
Alia Wilson, SSD Communications Coordinator  
Linda Van Mouwerik, SSD Director of Special  
Education  
Officer Spencer Chen, Sunnyvale Dept. of  
Public Safety  
Rachelle Romander, SSD Fairwood ES Principal  
Katie Ferrick, LinkedIn  
Oscar Jauregui, SSD CSEA, SMS Custodian  
Wendi Smith, SSD SEA President  
Jane Chen, Sunnyvale MS Interim Principal

*Attachment: 21 1214 FMPC Mtg #04 Presentation.pdf*



**ITEM NO.**

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**DISCUSSION ITEMS**

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**4.01**     Welcome & Agenda Review

- Walter Estay (WE) introduces the agenda, schedule, and summation of stakeholder participation throughout the FMP process. Throughout the FMP process, there has been involvement from over 2,775 participants across 87 meetings and online surveys combined.

**4.02**     Site Master Plan Diagram Review

- Andrea Pippin (AP) and Jim Kisel (JK) review the Proposed Master Plan Diagrams. These diagrams are the result of the school site level review of the Draft Master Plan Diagrams and 1-on-1 meetings with the Principals.

**4.03**     Scope of Work Categories

- AP explains the development of cost for the diagrams. Rather than providing costs as one lump sum per site, the cost estimate has been organized into 17 scope of work categories:
  1. Site-Wide: Deferred Maintenance
    - Costs identified by Bureau Veritas (LPA's partner in the Master Planning efforts) during the Facility Needs Assessment analysis. Costs include replacement of finishes and systems that will reach the end of their useful life within the 10-year span of the FMP and items in need of repair. This includes HVAC systems.
  2. Classrooms: Modernize & Reconfigure
    - Costs to modernize or reconfigure a space for classrooms and colabs. This is shown in the diagrams as solid or hatched classroom spaces.
  3. Classrooms: New Construction
    - Costs to build new classrooms and colab spaces as stick-built construction.
  4. Science, Art, and Electives Spaces
    - Modernize, reconfigure, or build new spaces for science, art, music, and other electives spaces.
  5. Multi-Purpose Room and Food Service
    - Modernize, reconfigure, or build new spaces for the Multi-Purpose Room, Kitchens and student serving areas.
  6. Library
    - Modernize, reconfigure, or build new spaces for the Library Media Center (LMC).
  7. Student Support and Counseling Services
    - Modernize, reconfigure, or build new spaces for the Learning Resource Center (LRC).
  8. Administration and Staff Support
    - Modernize, reconfigure, or build new spaces for Administration, front office functions, faculty work, faculty lounge.
  9. Physical Education Facilities
    - Modernize, reconfigure, or build new spaces for Gym, locker rooms, and PE classrooms.
  10. Building Systems: Restrooms and Power Access
    - Modernize, reconfigure, or build new restrooms. Power Access: costs to increase the availability of electrical outlets throughout the classroom.



**ITEM NO.**

11. Site Utilities
  - Where they may occur, upgrades to sewer line, water service, electrical main and distribution, natural gas supply, and site drainage.
12. Safety and Security
  - Perimeter fencing, vehicular gates, electronic marquee sign, safety locks, signage and wayfinding, and other safety-related systems.
13. Campus Arrival: Parking, Drop-Off, and Entry Plaza
  - New or expanded parking lots and drop-off lanes. An enhanced entry plaza at the entry to school administration offices.
14. Outdoor Learning Environments and Quads
  - Enhancement to outdoor environments to be used as learning environments, gardens, and student gathering and social spaces including shade at these areas.
15. Exterior Play Spaces and Hardcourts
  - Play structure replacement and new rubber surfacing, Kindergarten play yard components including shade, hardcourt improvements, bicycle racks.
16. Flexible Furniture
  - New classroom furniture package within each learning space.
17. Technology Infrastructure and Equipment
  - New technology package within each learning space.

**4.04** Total Program Cost

- JK reviews the approach to the cost estimate, reminding the group that the numbers shown reflect total project cost which includes construction costs and soft costs (designer fees) for the scope of work identified. Excluded from these costs are items related to off-site work or utility hook-up fees, land acquisition costs, abatement of hazardous materials, escalation, and temporary housing costs during construction. These are unknown at this time. As a project is identified and a schedule developed, escalation and other costs can be calculated. LPA recommends that the district reserve one-third (1/3) of available funding for these unassigned costs.
- LPA reviews the result of the cost estimate with the group, explaining that these numbers are in line with what we typically see for the scopes proposed at the various school sites. These are conservative numbers, meaning there could be cost-savings found during the development of a project such as using modular construction for new classrooms rather than stick-built construction.

**4.05** Funding Analysis

- JK reviews the district's current funding sources minus the current costs of the Ellis Elementary site. The total for potential funding is approximately \$75,300,000. As noted earlier, it is recommended that the district reserve one-third (1/3) of this available funding as an allowance to cover escalation to the mid-point of construction, interim housing costs, offsite issues, and as an overall program contingency. This leaves approximately \$50,541,000 available to allocate to projects.

**4.06** Stakeholder Groups Priorities

- AP reviews the priorities from all other stakeholder groups represented throughout the process. In this exercise, those priorities have been aligned to the 17 scope of work categories from the cost estimate.
- Slide 53 shows the summary of the priorities that had the most mentions within each group, then highlighted where a priority was identified by at least three (3) groups:
  - 02. Classrooms: Modernization & Reconfigure
  - 05. Multi-Purpose Room & Food Service



**ITEM NO.**

- 10. Building Systems: Restrooms & Power Access

**4.07** FMPC Prioritization Activity & Discussion

- AP introduces the activity to the group. In this activity, each participant gets a limited number of stars and dots to use as they select their priorities for the following:
  - District-Wide Scope of Work Categories
  - Scope of Work Categories by School Site
- The activity was done in Mural, a collaborative, online tool. A recording of the meeting was provided to those who had missed the meeting and the Mural board was left open to give additional opportunity to provide input.

**4.08** Open Discussion & Next Steps

- February 17<sup>th</sup>: Board Study Session
  - The Board will be presented with the full Draft Facilities Master Plan and undergo their own prioritization activity.
- March: Board Approval of FMP
  - It is anticipated that the Board will approve the Facilities Master Plan in March.

Submitted by: Andrea Pippin, LPA