APPROVED

Environmental Charter Schools

Minutes

Facilities Committee Meeting

Date and Time
Wednesday June 13, 2018 at 4:30 PM

Location
ECHS Auxiliary Office, 2625 Manhattan Beach Suite 100, Redondo Beach, CA 90278 / Zoom: https://zoom.us/j/839128455 Or Telephone: +1 669 900 6833 (Meeting ID: 839 128 455) / Call-in Locations: 2741 Peachwood Circle, Corona, CA 92882 / 409 Santa Monica Blvd., Suite E, Santa Monica, CA 90401 / 1324 Agate Street #12 Redondo Beach, CA 90277

Facilities Committee Members
John Kim - Chair
Anthony Jowid
Alayna Santos
Alison Diaz
Ernie Levroney
Jenina Ramirez

Facilities Committee Charter

- Provide leadership and oversight for the construction, revitalization, and maintenance of ECS's physical sites;
- Develop and oversee the implementation of strategies to engage stakeholders on a continuing basis in efforts to address ECS's facility needs;
- Consider, as appropriate, matters relating to the physical sites of ECS, including approval of plans for new construction and revitalization and the institutional prioritization of capital projects plans and requests, as well as, and in coordination with, the Finance Committee.

- Provide review, policy guidance, and strategic oversight of campus master planning activities, capital improvements and real estate type activities while also aligning the same to our mission, vision and values.
- Provide guidance and recommendations to the ECS Board and senior ECS staff on facilities-related matters; and
- Undertake such other matters and review such other issues as may be directed from time to time by the Board of Directors.

Goals for 2017-2018

- ECMS-I, complete Inglewood campus:
  - Secure COO
  - Implement Phase I of our Landscape Greening Plan
  - Celebrate ribbon cutting ceremony November 4
  - Work with Development to secure funding to complete phase 2 of greening & rec plans
  - Implement CEC prop 39 measures
- ECMS-G, provide expertise and support as staff and consultants facilitate the following
  - PROP K grant objectives
  - CEC prop 39 measures
- ECHS
  1. collaborate with landlord to complete the following:
     - secure final DSA sign off on existing modular units
     - remove shed
     - secure approval to implement CEC measures
     - After securing DSA sign off, work with LESD on long term facility plans
  2. develop creative solutions to both space challenges and classroom temperature challenges during warmer months

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

PUBLIC SPEAKERS AT STANDING COMMITTEE MEETINGS

Notice is hereby given that consistent with the requirements of the Ralph M. Brown Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only. The public should be aware that the Committee is unable by law to deliberate or take action on items raised during the Presentations from the Floor section.

Environmental Charter Schools recognizes that it benefits greatly from public input and perspective. Individuals are invited to address the Committee on any topic or subject matter that falls within the Committee's purview. Speakers may sign up in person immediately prior to the beginning of the Committee meeting by speaking with the Committee Chair.

Should a member of the public wish to speak on matters not listed on the agenda, they may speak during the Presentations from the Floor section of the agenda. Speakers will be given a maximum of three (3) minutes each to address the Committee (non-English speakers utilizing translators will be given a maximum of six (6) minutes each). Please note that the Committee allows a maximum of 10 minutes to each subject as determined by the Committee Chair.

Should a member of the public wish to speak on matters listed on the agenda, they may speak during the Presentations from the Floor section of the agenda. Speakers will be given a maximum of five (5) minutes each to address the Committee (non-English speakers utilizing translators will be given a maximum of ten (10) minutes each).

The public should be aware that the Committee is unable by law to deliberate or take action on items raised during the Presentations from the Floor section.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY
Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting ECS at (310) 214-3408, option 5.

FOR MORE INFORMATION
For more information concerning this agenda or for materials relating to this meeting, please contact ECS at (310) 214-3408, option 5.

Committee Members Present
Alayna Santos, Alison Diaz, Anthony Jowid (remote), Ernie Levroney (remote), Jenina Ramirez (remote), John Kim

Committee Members Absent
None

Guests Present
Jeremiah Rosario David, Raul Ramirez

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

John Kim called a meeting of the Facilities Committee of Environmental Charter Schools to order on Wednesday Jun 13, 2018 at 4:32 PM.

C. Motion to Approve the Agenda

Alison Diaz made a motion to approve agenda.
Anthony Jowid seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Alison Diaz	Aye
Alayna Santos	Aye
Jenina Ramirez	Aye
Anthony Jowid	Aye
Ernie Levroney	Absent
John Kim	Aye

D. Approve Previous Facilities Committee Meeting Minutes from April 11, 2018

Anthony Jowid made a motion to approve minutes from the Facilities Committee Meeting on 04-11-18 Facilities Committee Meeting on 04-11-18.
Alison Diaz seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Alayna Santos	Aye
Ernie Levroney	Aye
Anthony Jowid	Aye
John Kim	Aye
Alison Diaz	Aye
Jenina Ramirez	Aye

II. Presentation from the Floor

A. Presentations from the Floor

None.

B. Presentation From the Floor on the Agenda

None.

III. School Site Updates:

A. ECHS Update

Facilities and Sustainability Manager Alayna Santos provided the following update about ECHS Facilities:

DSA project update: Selected a vendor, Curtom-Dunsmuir. This vendor has experience with large-scale projects. Scheduled to begin work June 20 and set to complete work by July 10. DSA addenda was submitted in place of CCD and was approved several weeks ago. LESD approved this project to move forward last night, contingent on following through with DSA's directives.

Need to finalize the contract in AIA format. Committee member Jenina Ramirez asked about procuring proper template. CEO Alison Diaz responded that the proper template was procured and Curtom-Dunsmuir responded that they would send the contract in AIA format by end of day Wednesday, June 13. Urban Design Center committed to reviewing this contract by end of day Friday.

ECS is speaking with Urban Design Center about contracting their services to manage this project. Urban Design Center will review the architectural design.

Jenina Ramirez proposed creating a standardized ECS contract format (approved by legal) for facilities contracts to be used in lieu of the AIA contract format.

Committee member Anthony Jowid commented that previously his organization had gone the route of developing and using a proprietary contract format but because the AIA format is so widely used, his organization went back to using this format.

Guest Raul Ramirez commented that the AIA format doesn't have the specific language to optimally protect an organization from a liability and warranty standpoint. For this reason, a proprietary format is recommended.

Alayna Santos echoed that having a proprietary format would be beneficial for ECS' purposes.

Action Item: Committee members Ernie Levroney and Anthony Jowid stated that they would provide proprietary contract samples/templates to the Committee.

Additional update: Golden State Water still pending on whether they will move forward with fire hydrant project.

B. ECMSI Update

Facilities and Sustainability Manager Alayna Santos provided the following update about ECMS-I Facilities:

For Prop 39, the lighting upgrades have been installed and are operational. Looking to see a reduction in electricity bills going forward. The solar panel installation is on hold due to the condition of the roof. ReGreen found a contractor who can install a "cool roof" at cost so that the solar panel installations can move forward.

For the pending property tax refunds, ECS reached out via email and will meet with the Head of Economic Development from the Office of Supervisor Mark Ridley-Thomas.

C. ECMSG Update

Facilities and Sustainability Manager Alayna Santos provided the following update about ECMS-G Facilities:

Prop K project had been stalled but is now restarted. ECS hired a new landscape architect to redesign final Prop K work. This work is scheduled to be completed this summer. Good preliminary indications about this new architect as he is communicative and detail-oriented.

Note: did not address New Market Q4 2020 agenda sub-item, will table it for a later date.

D. ECHS 2 Priorities

CEO Alison Diaz provided the following update about ECHS 2:

ECS has hired ECHS 2 Founding Principal Dave Trejo. He is sponsored by ECS for the Ryan Fellowship (part of the Accelerate Institute) which is a development program to prepare new founding principals. Dave Trejo will be in intensive training starting in July and will be charged with finding potential ECHS 2 site locations and driving the selection and procurement process forward.

Alison Diaz requested a working group within the committee agree on a criteria system to evaluate site locations using point allocations for each subcriteria. Alison Diaz showed an example of a site criteria system that was previously developed with the help of a consultant.

Action Item: Alison Diaz and Alayna Santos to create a draft criteria list and send it to the Committee for review.

Committee chair John Kim commented that greenlighting process from other charter networks typically involves analysis of competing high-performing charter and private schools and prospective student demographics in the local area. Past these standard steps, the process is highly variable based on other factors.

Raul Ramirez recommended a multi-level criteria system. Start with 3-5 points at the first level to narrow down sites, then go to other levels with more criteria.

Action item: Committee members Anthony Jowid and Ernie Levroney stated that he would share his organization's criteria list.

IV. Discussion Items

A. 2018-2019 Committee Goals

Facilities and Sustainability Manager Alayna Santos shared the following year-end updates:

Completed Goals for 2017-2018

ECMS-I:

- Secured COO
- Implemented Phase I of our Landscape Greening Plan
- Celebrated ribbon cutting ceremony November 4
- Worked with Development to secure funding to complete phase 2 of greening & rec plans

ECMS-G:

- Completed Prop 39 measures

ECHS:

- Removed shed

Carried Over Goals to 2018-2019

ECMS-I:

- Implement CEC Prop 39 measures

ECMS-G:

- PROP K grant objectives

ECHS:

- Secure final DSA sign off on existing modular units
- Secure approval to implement CEC measures
- After securing DSA sign off, work with LESD on long term facility plans
- Develop creative solutions to both space challenges and classroom temperature challenges during warmer months

New 2018-2019 goal

ECMS-I: Modernizing science labs and bathroom.

Action Items: Alayna to contact appraiser that she has previously worked with to set up work for appraisals needed for ECS sites. Alison to compile additional 18-19 goals.

V. Closing Items

A. Adjourn Meeting

Alison Diaz made a motion to adjourn the meeting.
Anthony Jowid seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Alison Diaz	Aye
John Kim	Aye
Alayna Santos	Aye
Anthony Jowid	Aye
Jenina Ramirez	Aye
Ernie Levroney	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:23 PM.

Respectfully Submitted,
John Kim
Next Facilities Committee Meeting: August 1, 2018 at 4:30pm, location: ECHS Auxiliary Office.