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Facilities Assessment & Implementation Planning Process

Buena Park School District

Updated: February 2, 2012

Completed November - December

- **Nov 21:** Kick-off discussion and meeting with District staff and CFW team members
- **Dec 7:** Conducted envisioning meeting with District to develop mission and goals for school facilities
- **Dec 12:** Conducted meetings with site administrators to discuss classroom and support facility needs
- Began evaluation of educational specifications, program design and technology considerations
- Began analysis of existing facilities and evaluated initial options to enhance General Fund sustainability
- **Dec 19 – 22:** Conducted site technical evaluations at Beatty, Corey, Emery, and Pendleton elementary schools, and Buena Park Junior High

Completed January

- Collect demographic data for analysis including, but not limited to: enrollment trends, school capacities, and projected development
- Commence graphic development of site plans for identified improvements
- **Jan 5:** Begin roofing assessment with Beatty elementary school at 11am; conduct site technical evaluation at Whitaker elementary school
- **Jan 17:** Meeting with cabinet, IT Director, and CFW team members to assess state of technology and future vision
- **Jan 19:** Continue roofing assessment; conduct site technical evaluation at Gilbert elementary school and district office

- **Jan 31:** Meeting with District administration team and CFW team members at 10:00am to discuss program design, scope, and project priorities
- Based on site assessments and meetings with key personnel, as well as demographic and enrollment analysis, compile recommendations for facilities improvements at each school site
- Review District technology plan and annual deferred maintenance, repair and utility costs

February

- Meet with District as needed to review identified site needs and proposed improvements
- Assign cost estimates for identified needs
- **Feb 2:** Provide BPSD with draft of presentation format for upcoming site/community meetings
- Confirm schedule of planning workshops with school site stakeholders (e.g. teachers, administrators, students, parents) based on the following proposed schedule:
 - **Feb 6:** Beatty – 2:30pm
 - **Feb 6:** Pendleton – 3:30pm
 - **Feb 16:** Whitaker – 3:00pm
 - **Feb 27:** Corey – 3:00pm
 - **Mar 5:** BP Junior High – 3:25pm
 - **Mar 12:** Gilbert – 3:15pm
 - **Mar 19:** Emery – 3:00pm
- **Feb 14:** CFW to provide District staff with draft of presentation material for 2/21 FAC meeting
- **Feb 20:** CFW to provide District staff with draft of presentation material for 2/27 board meeting
- **Feb 21:** First meeting of Facilities Advisory Committee (FAC) at 3:30pm to provide planning update
- **Feb 27:** Present Program Design and facilities assessment to Board for review

March

- Develop a financing plan that identifies local funding options as well as State aid
- Prepare a sequencing plan for all capital expenses

- Continue to monitor and ensure public is kept informed on planning process and status
- **March 13:** CFW to provide District staff with draft of presentation material for 3/20 FAC meeting
- **March 19:** CFW to provide District staff with draft of presentation material for 3/26 board meeting
- **March 20:** Convene District Facilities Advisory Committee (FAC) to review site needs, proposed projects, and preliminary financing plan
- **March 26:** Provide progress report to Board and review criteria for priorities

April

- **April 10:** CFW to provide District staff with draft of presentation material for 4/17 FAC meeting (if needed to be held)
- **April 16:** CFW to provide District staff with draft of presentation material for 4/23 Board meeting
- **April 17:** Reconvene FAC if necessary to review Board progress report and obtain group feedback and input
- **April 23:** Provide progress report to Board

May

- **May 7:** CFW to provide District staff with a draft of Facilities Assessment and Implementation Plan report
- **May 14:** Complete Facilities Assessment and Implementation Plan report summarizing all findings and recommendations
- **May 22:** CFW to provide District staff with draft of presentation material for 5/29 Board meeting
- **May 29:** Present findings of Facilities Assessment and Implementation Plan for Board review

June

- **June 11:** Board to assess potential G.O. bond measure and approve resolution to call election if in the best interests of the district