

**APPROVED**

**MINUTES OF THE  
MENLO PARK CITY SCHOOL DISTRICT SCHOOL BOARD**

Special Meeting  
July 16, 2012  
2:00 p.m.

District Office  
181 Encinal Avenue  
Atherton, CA 94027

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 2:05 p.m. by Governing Board President Laura Rich. All Board Members were present

**DISCUSSION/REPORT**

**FACILITY UPDATE: HILLVIEW MIDDLE SCHOOL AND ENCINAL  
ELEMENTARY SCHOOL**

A detailed update and status report of construction projects at Hillview Middle School and at Encinal School was presented by Facility Director Ahmad Sheikholeslami. It was noted that completion of work by the contractor in the new school classrooms continues and is expected to be complete by the end of July 2012. The District has completely moved out of the old building and it is being torn down. The new classrooms have been partially moved in to and new furniture will be set up next month. Furniture for the Administration and Library buildings has been set up and materials have been moved into those areas. The new kitchen is expected to be completed by the end of September 2012, and the District is planning an alternate location for food distribution for the first month of school. The City of Menlo Park is taking care of installation of the stoplight and it is expected to be complete before the opening of school on September 4.

Mr. Sheikholeslami said that at Encinal School the Roofing and Library projects are on schedule and should be completed on schedule. Estimated completion for the roofing is by the end of July; the Library should be complete by August 1.

Discussion and questions from the Board followed the presentation.

## **ACTION**

### **APPROVAL OF CHANGE ORDER NO. 1 – ENCINAL ELEMENTARY ROOFING REPLACEMENT (PROJECT NO. 001-12-01) IN THE AMOUNT OF \$63,600**

Facility Director Ahmad Sheikholeslami said that the work in Change Order No. 1, in the amount of \$63,600, was needed because the Construction Manager and Architect had indicated that the new roof could be placed directly on the roof structure without any plywood sheathing. When the old roof was removed it was determined that all of the roofs needed to have the addition of plywood sheathing as well as there was the need to replace an additional 900 linear feet of gutters. It was moved/seconded (Thygesen/Child) and the Board voted unanimously (5/0) to approve Change Order No. 1, Encinal Elementary Roofing Replacement (Project No. 001-12-01) in the Amount Of \$63,600.

### **RATIFICATION OF INTERCONNECTION AGREEMENT FOR NET ENERGY METERING OF SOLAR OR WIND ELECTRIC GENERATING FACILITIES OF 1,000 KILOWATTS OR LESS, OTHER THAN FACILITIES OF 30 KILOWATTS OR LESS BETWEEN MENLO PARK CITY SCHOOL DISTRICT AND PACIFIC GAS AND ELECTRIC**

It was noted by Facility Director Ahmad Sheikholeslami that with the installation of the new 225 Kilowatt photo-voltaic system at Hillview Middle School there needs to be an interconnection of its power generating system with PG&E. The interconnection agreement with PG&E provides for the operation of a Generating Facility in parallel with PG&E's Distribution System to interconnect a Customer-Generator's Generating Facility. Mr. Sheikholeslami said that the photo-voltaic system is expected to become operational in September 2012. It was moved/seconded (Thygesen/Child) and the Interconnection Agreement with PG&E was unanimously (5/0) ratified by the Board.

### **RATIFICATION OF CONTRACT WITH ELMAST CONSTRUCTION AND INSPECTION SERVICE FOR ENCINAL ROOFING REPLACEMENT AND LIBRARY UPGRADE**

Ahmad Sheikholeslami, Facility Director, reported that the District is required to have a Division of State Architect approved Inspector oversee the inspection of the roofing replacement and library upgrades at Encinal School. To that end, the District contracted with George Kalligeros, d.b.a. Elmast Construction and Inspection Service to provide the required service for the project, for an amount not to exceed \$12,000. It was noted that Elmast Construction and Inspection Service provided inspection services for Laurel, Oak Knoll and Hillview Schools to the satisfaction of the District. It was moved/seconded (Thygesen/Child) and the Board unanimously approved ratification of the contract with Elmast Construction and Inspection Service for the roofing replacement and library upgrade at Encinal School.

**APPROVAL OF CONTINGENCY OF \$50,000 TO ACCELERATE HILLVIEW MIDDLE SCHOOL PROJECT 002-11-01 AS NEEDED TO COMPLETE THE PROJECT ON SCHEDULE**

Facility Director Ahmad Sheikholeslami said that in order to complete Hillview Middle School Project 112-11-01 on schedule, it is necessary to request an additional \$50,000 in acceleration change order funds. The Board had previously authorized \$70,000 for acceleration activities. This is due to District initiated changes and required clarification/changes made by the Architect which resulted in added work. It was noted that the District is on budget and within its change order contingency, but the added additional work affects the contractor's ability to complete the project without accelerating the project. The request to the Board was to increase the acceleration contingency by \$50,000 and authorize the Facility Director to approve acceleration activity on an as needed basis, with acceleration cost to be placed on the next Change Oder to be approved by the Board. It was moved/seconded (Thygesen/Child) and the Board voted unanimously (5/0) to approve the requested contingency of \$50,000 for acceleration of Hillview Middle School's Project 002-11-01, as needed to complete the project on schedule.

**CLOSED SESSION**

The Board moved to Closed Session regarding Public Employee Performance Evaluation (Superintendent), as per Government Code Section 54957; and Public Employee Discipline/Dismissal Release, as per Government Code 54957.

**RECONVENE OPEN SESSION REPORT ACTION TAKEN**

The Board returned to Open Session and Board President Laura Rich reported that no actions were taken in Closed Session.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 4:22 p.m.

SIGNED:



DATED:

8-21-12