

APPROVED

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

6:15 P.M.

October 8, 2007

181 Encinal Avenue, Atherton, CA 94027

CALL TO ORDER AND ROLL CALL

The Special Meeting regarding District Facility Development was called to order at 6:17 p.m. by Board President Terry Thygesen. All members of the School Board were present.

Superintendent Ranella noted that in an effort to more efficiently and expeditiously address District facilities-related matters, this Special Meeting of the Board was scheduled prior to the Regular Board Meeting. Mr. Ranella announced that a Special Board Meeting has been scheduled for November 1, 2007, at which time the schematic designs for Laurel and Encinal Schools will be presented.

CONSENT AGENDA

The following items were approved under the Consent Agenda:

1. Change Order No. 1 for Laurel School – Site Development (Project No. 003-07-01.2) for \$11,964.94
2. Change Order No. 1 for Laurel School – Pad Preparation and Utility Relocation Project (Project No. 003-07-05) for Credit of \$27,684.72
3. Change Order No. 1 for Encinal School – Site Development Project (Project No. 001-07-001) for \$28,063.24
4. Notice of Completion for Encinal School Site Development Project (Project No. 001-07-01)

It was moved/seconded (Rich/Ives) and the Board unanimously approved the October 10, 2007, Consent Agenda.

REPORT/DISCUSSION

Facility Program Manager Ahmad Sheikholeslami reported on the following:

- Occupancy of the Special Education Preschool at Laurel School is expected for mid-November. It was suggested that there may be an opportunity on the evening of November 15 prior to the Regular Board Meeting for the Board to tour the new Preschool.

REPORT/DISCUSSION (continued)

- It is estimated that the modernization/expansion of Wing F at Encinal School will take place from November 2007 through August 2008. The asbestos abatement work in Wing F is scheduled for completion on October 12th.
- Bids are due on the Encinal athletic field on October 16, with work planned from November 2007 through March 2008. The Encinal parent community will be fully informed regarding the field renovation.
- The new phone system at Laurel School will be up and running on October 22nd. Oak Knoll will be the next to implement the new phone system.
- Work on the new Teacher Education Resource Center on the Encinal campus is anticipated to begin in March 2008 with completion in March 2009.
- Regarding design work at Encinal, the plans for new construction will be presented at a November Board Meeting, and then to DSA (Department of the State Architect) by early December.
- The schematic design for new construction at Laurel School will also be presented at a November Board Meeting.
- The design plans for new construction at Oak Knoll will be submitted to DSA in early December.
- Design for Hillview Middle School is currently in the planning phase. Visits to some selected top-performing middle schools are being scheduled. Direction will be provided to our District Architect to begin design work in March 2008.
- Regarding the status of the Environmental Review process: The Draft Initial Study for Encinal will be ready in November 2007; a public review/comment period will follow with Board approval planned for January/February 2008. The Draft Initial Study for Oak Knoll is anticipated for November 15, 2007; followed by the public review/comment period with Board approval planned for February/March 2008. A traffic study will be conducted for Hillview Middle School with an initial review to determine the level of environmental review that is needed.
- The draft Master Plan presented in June 2007 indicated budgeted costs that exceeded revenues by \$1,883,981. Revised changes to the budget reflect re-evaluated consultant cost based on scope of work and known contracts; updated cost estimates based on more complete scope and design information; construction cost reflects value engineering and better design knowledge. Priority 1 construction costs include all new construction and critical site and modernization work.
- Some highlights of the updated Program Schedule include: New construction at Encinal and Oak Knoll to begin in Summer 2008; Modernization at Laurel will take place from summer of 2008 through 2009; New construction at Laurel is planned for Summer 2009 to 2010; Construction at Hillview Middle School is anticipated to begin summer of 2009 with completion in 2011.
- The timeline for review and action by the Governing Board includes: Approval of the schematic plans for Encinal and Laurel at the November 1, 2007, Special Board Meeting; Award for the Encinal Wing F modernization/expansion and

REPORT/DISCUSSION (continued)

approval of the Final Bond Program Master Plan at the November 15, 2007, Regular Board Meeting; Approval of the Environmental Review Initial Study with mitigations for Encinal and Oak Knoll Schools will occur between January and February 2008; The TERC project will be awarded in March 2008.

ACTION

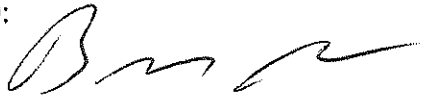
AUTHORIZATION FOR THE SUPERINTENDENT TO ENTER INTO A CONTRACT FOR THE ENCINAL SCHOOL PLAYFIELD IMPROVEMENT AND SITE DEVELOPMENT PROJECT (PROJECT NO. 001-07-03) AFTER COMPETITIVE BIDDING, NOT TO EXCEED \$950,000

It was moved/seconded (Rich/Ives) and the Board voted unanimously to authorize the Superintendent to enter into a contract for the Encinal School Playfield Improvement and Site Development Project, not to exceed \$950,000.

ADJOURNMENT

The Special Meeting was adjourned at 7:02 p.m.

SIGNED:

A handwritten signature in black ink, appearing to be the name of the Superintendent, written over the 'SIGNED:' label.

DATED:

4/19/07