

GLENDALE UNIFIED SCHOOL DISTRICT
SUPERINTENDENT'S FACILITY ADVISORY COMMITTEE
(SFAC)

SFAC Meeting Minutes

April 8, 2019

The Superintendent's Facility Advisory Committee meeting was held in the FASO Conference Bungalow at 333 W. Magnolia Ave in Glendale on Monday, April 8, 2019.

Committee Members Present:

Greg Andrews	Nejdeh Avedian
Derrick Chevalier	Una Chung-Iwasaka

Staff and Board Liaisons included:

Stephen Dickinson, Chief Business and Financial Officer
Dr. Armina Gharpetian, Board of Education
Hagop Kassabian, Administrator: Planning, Development and Facilities
Diana Espiritu, Administrative Secretary

Each Committee member was provided with the following items in their packets:

- SFAC Meeting Agenda

I. Call to Order

The meeting was called to order at 5:46 p.m.

II. Roll Call and Establishment of Quorum

A roll call was taken and a quorum was reached.

III. Approval of Minutes from March 5, 2019 Meeting

Committee member Derrick Chevalier made a motion and Committee member Greg Andrews seconded the motion to approve the minutes of the March 5, 2019 meeting. All Committee members unanimously agreed.

IV. Introduction to Administrator of Planning & Development, Mr. Hagop Kassabian

Mr. Dickinson introduced members to Mr. Hagop Kassabian, who assumes the position of Administrator of Planning, Development & Facilities beginning Tuesday, April 9. Mr. Kassabian gave members a brief background of his experience and education, as well as some of his previous projects completed with the City of Glendale.

V. Other Business

- **Updates from Measure S Study Session on March 26, 2019** – Mr. Dickinson informed the Committee that staff will be providing the Board with follow-up information after the Study Session, including information on other options for the Hoover Pool Project, budget accuracy for the Crescenta Valley High School Pool Project, and Monte Vista Elementary School cost estimates.

Staff will also be presenting an Information Item to the Board that includes information on the possibility of installing a modular restroom building at Monte Vista Elementary School and the possible costs of such a project.

During the Study Session, the Board requested that staff look into generating a Facility Master Plan (FMP) for the District. Staff will begin working with Mr. Kassabian on a plan for a FMP in the coming weeks.

A Committee member asked about scheduling a joint meeting with both SFAC and CBOC. Ms. Espiritu informed the Committee that this is not something that is typically scheduled, and nothing has been scheduled in the past several years. Since the CBOC is a Brown Act Committee, their responsibilities differ significantly from the SFAC's responsibilities. Mr. Dickinson also mentioned that this is not standard, and though the Committees may have met at perhaps a Board meeting or Study Session, there is no need to have a joint meeting.

- **Planning for Sagebrush Territory Transfer Decision on May 1** – Mr. Dickinson informed the Committee that LACOE is expected to make a decision on the territory transfer (Sagebrush) at its meeting on May 1. Mr. Dickinson asked that anyone available attend, and specifically asked that Mr. Andrews, Mr. Chevalier, and Mr. Arias attend and speak. Talking points will be provided to attendees who will speak, and Mr. Dickinson will reach out to the three individually. No buses will be provided by the School District for attendees this meeting, as has been done in the past.
- **Follow-Up** – Committee member noted that in regards to the minutes from the SFAC meeting on March 5, members would like to remind staff that the Committee requested a letter be obtained from the California Department of Education (CDE) confirming that Monte Vista Elementary School is not out of restroom compliance. Mr. Dickinson informed the Committee that staff met with a representative from CDE on Friday, March 8. Although staff has not obtained a letter to date, Mr. Dickinson will contact the CDE representative regarding this request.
- **30 day Plan for Planning & Development Department** – Mr. Kassabian provided members with a brief summary of his 30-day plan for the Planning and Development Department.

A Committee member mentioned that it would be a good idea to obtain updated Site Assessment lists from principals, especially since principals may change at sites every few years.

- **Next meeting date** – Monday, April 29, 2019 at 5:30 p.m. in the FASO Bungalow.

VI. Adjourn

The meeting was adjourned at 6:55 p.m.