

**SURPLUS PROPERTY (7–11) COMMITTEE MEETING**  
**Minutes**

**Date:** May 5, 2016  
**Time:** 6:30 pm  
**Place:** San Carlos School District Office, 1200 Industrial Road, Unit 9, Board Room

**Members/Attendees:** Tom Quiggle, Michele Francesconi, Allison Liner, Rob Werner, Murat Sumbal, Mike Field, Hazel Stabinsky, Harold Freiman and Robert Porter

**Absent:** Karen Clapper

1. **Call to Order:** Meeting was called to order by Robert Porter at 6:33 pm.
2. **Introductions:** Introductions were made by committee members and attendees.
3. **Public Comments:** None.
4. **Purpose/History:**
  - a. **7-11 Committee:** Robert Porter introduced Harold Freiman, the district's land use attorney to the committee. Harold Freiman explained the history and purpose of the 7-11 Committee. Pursuant to the State of California Education Code, an advisory committee shall be formed to advise the district and Board of Trustees in the development of policies and procedures governing the use or disposition of District surplus property. The committee shall consist of not less than seven (7) and not more than eleven (11) members. The committee must represent a cross-section of the community. The purpose of the committee is to hear the community's input and represent the community. In the end, the purpose of the committee is to make a recommendation to the Board on the Surplus Property possibilities and use. The committee can form a sub-committee to draft the proposal for the board, with possibly 3 members. The committee will vote on the proposal. The vote can be a majority; it doesn't need to be unanimous. The Board isn't bound by the recommendation. The committee's recommendation is advisory. The Board could decide to go in another direction.
  - b. **History of Property:** Robert Porter shared a power point presentation on the District's surplus property.
    - Heather Site: 2.9 sloped acres of the lower western sloping side of Heather School. Heather School has never used this parcel. It was considered for CLC, but it was too costly.
    - Arundel Site: 3.1 acres in the area where the tennis courts are currently. Mike Field asked if the district ever thought of using the area for school use. Robert Porter said the district looked into the possibility of using it for field use, but the area needed considerable grading to level. Robert Porter informed the committee that Silicon Valley Tennis Club pays the district rent for the tennis court use. The Tennis Club also maintains the courts. Tom Quiggle shared that originally the city installed the tennis courts, but later the city seeded the tennis courts to the district. Robert Porter mentioned this property doesn't get a lot of student use.

- District Office: 9,000 square feet. District was seeking a long-term lease and while doing so found the property. Robert Porter mentioned the property was purchased for \$2M, but is now estimated to be worth \$3 – 3.5M.

**5. Staff/Legal Counsel/Consultants Roles:** To provide informational data, historical information, legal advice while working to prepare an advisory report to the Board. Robert Porter will be responsible for preparing and posting the agendas.

**6. Norms/Protocols:**

- a. Decision-making process:** Harold Frieman reviewed the protocols with the committee. The committee is charged with: reviewing the projected enrollment and other data to determine the amount of surplus space and real property, establishing a priority list for the use of surplus space and real property, provide list for public hearing for community input, and provide a written report to the Board with a priority list of recommendations.
- b. Brown Act:** Harold Frieman explained the Brown Act which applies to any legislative bodies. All discussions need to take place during scheduled public meetings. Private discussions outside of the meetings with five (5) committee members violate the Brown Act. Members may discuss topics outside of meetings with community members, just not committee members. Knowingly violating the Brown Act is a crime.

**7. Appointment of Committee Chair:** Robert Porter discussed the need for a Committee Chair. A motion was made by Mike Field to nominate Tom Quiggle as Committee Chair. Motion was seconded by Michele Francesconi. Vote: 7-0 (1 Absent) Motion passed without opposition.

**8. Process Overview:**

**9. Review of Data:**

- a. Enrollment:** Robert Porter discussed enrollment projections with the committee. In 2012, the district's enrollment exceeded capacity. In 2018, when new CLC, TL and 4/5 Upper Elementary School are complete, the district will have capacity for 4000. Projections show growth is going to stabilize. Mike Field asked if there were other school sites that could be expanded if the surplus property was disposed. Robert Porter stated Heather site has some space that could be used.
- b. Facilities Master Plan:** Robert Porter mentioned the Facilities Master Plan is to not have more than 400 students at the 4-5 schools and not more than 600 at the 6-8 schools. Hazel Stabinsky asked about the new developments such as Wheeler Plaza and Transit Village and if the district had a plan for the potential increase of students. Tom Quiggle mentioned the district may need to adjust the school boundaries to accommodate students living in a particular area. Mike Field asked if there were other school sites that could be expanded if the surplus property was disposed. Robert Porter said the Heather site has some space that could be used. Robert Porter mentioned the FMP is \$125 million and the bond is \$72 million. He hopes the State Facilities Bond will help bridge the gap along with considering our surplus property.

**10. Requested Data for Next Meeting:**

- District's need for surplus property

- Expansion possibilities of school sites
- City's interest in the District's surplus property
- Analysis of information used when searching for a location for CLC
- Rules on accepting offers from city or county
- Maximum enrollment historically in District and by school sites
- Capacity limits for enrollment of 4000 students
- Total enrollment of "out of district" students
- Proposal samples – examples from other districts, such as Dublin.

**11. Setting of Future Meeting Dates:**

**a. Suggested Dates**

May 17, 2016 – 6:00 pm

June 1, 2016 – 6:00 pm

June 16, 2016 – 6:00 pm

**b. Target Board Report: By 6/30/16**

**12. Matters Introduced by the Committee:** None

**13. Next Meeting Agenda:**

- Informational Data
- Arundel Property
- Heather Property
- District Office Property

**14. Adjournment:** Committee Chair, Tom Quiggle adjourned the meeting at 8:30 pm.