



# MEMORANDUM

**DATE:** July 28, 2023  
**TO:** Chair Hale and Joint Assembly/School Facilities Committee  
**FROM:** Katie Koester, Engineering & Public Works Director  
**SUBJECT:** Draft CBJ JSD Facility Master Plan

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The purpose of this memo is to re-introduce the committee to the Draft Summary of Findings for the [CBJ JSD Facility Master plan](#). In 2015, CBJ contracted with Jensen Yorba Lott (now Jensen Yorba Wall), to “provide research and information to form the basis of a comprehensive facility master plan slated to be completed in a subsequent phase of work” (Executive Summary, p.1).

The Draft Master plan is full of information that will be useful to the committee. For example, it develops a matrix that looks at the long term viability of the each facility taking into account age, educational adequacy, and energy efficiency of Schools (p. 72). Similarly, there is an Educational Adequacy assessment of each facility that looks at six categories including classroom learning environment, safety and security, and building community (p.205).

However, the Draft Master plan was never adopted. From what I gather researching the public record, the committee reviewed the Draft at their June 14, 2017, meeting. At the September 8, 2017, meeting they discussed recommendations from the Board of Education and questions from the consultant necessary to proceed with their work (see attached memos). At the December 13, 2017 meeting the Committee discussed the recommendations and directed staff to write and a summary memo and action plan and distribute to the committee members who can then decide if they would like to meet again. There is no record of a Joint Facilities Committee meeting until April 18, 2019, where this topic is not discussed.

Committee members should spend some time reviewing this plan and decide how to use the information presented. It may be as simple as using the document as inspiration to develop additional matrix criteria. Or the committee may want to update the plan with the goal of formally adopting it.

**Requested Action:** Discuss and provide staff direction on how to incorporate the Draft CBJ JSD Facility Master Plan into future committee meetings.