



FACILITIES MASTER PLAN
**DOWNEY UNIFIED
SCHOOL DISTRICT**

June 24, 2014

LPA

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FACILITIES MASTER PLAN
DOWNEY UNIFIED
SCHOOL DISTRICT

“This mission of the Downey Unified School District is to provide the highest quality education in a safe, trusting environment; to utilize the resources of the home, school, and community; and to maximize the achievement of all students.”

JUNE 2014

LPA

FACILITIES MASTER PLAN

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1.1 INTRODUCTION & PROCESS PURPOSE OF THIS DOCUMENT

A Facilities Master Plan (FMP) is strategic in nature. It identifies a vision for the next 10 to 15 years. The site master plans (refer to Section 5.0) provide a graphic representation of this vision for each site. It is important to note that the individual school site master plan is not a design but rather a plan for the future improvement of the District's facilities infrastructure in support of the educational program goals for increased student outcomes and achievement.

This plan shows a general path of how to get to the goal, but it does not provide specific designed solutions. It represents long range improvement recommendations and was a tool in establishing estimated budgets for the FMP. The budget spreadsheet developed as part of this document can be utilized as a "tool kit" by the District for planning purposes, to run program phasing scenarios, as funding becomes available.

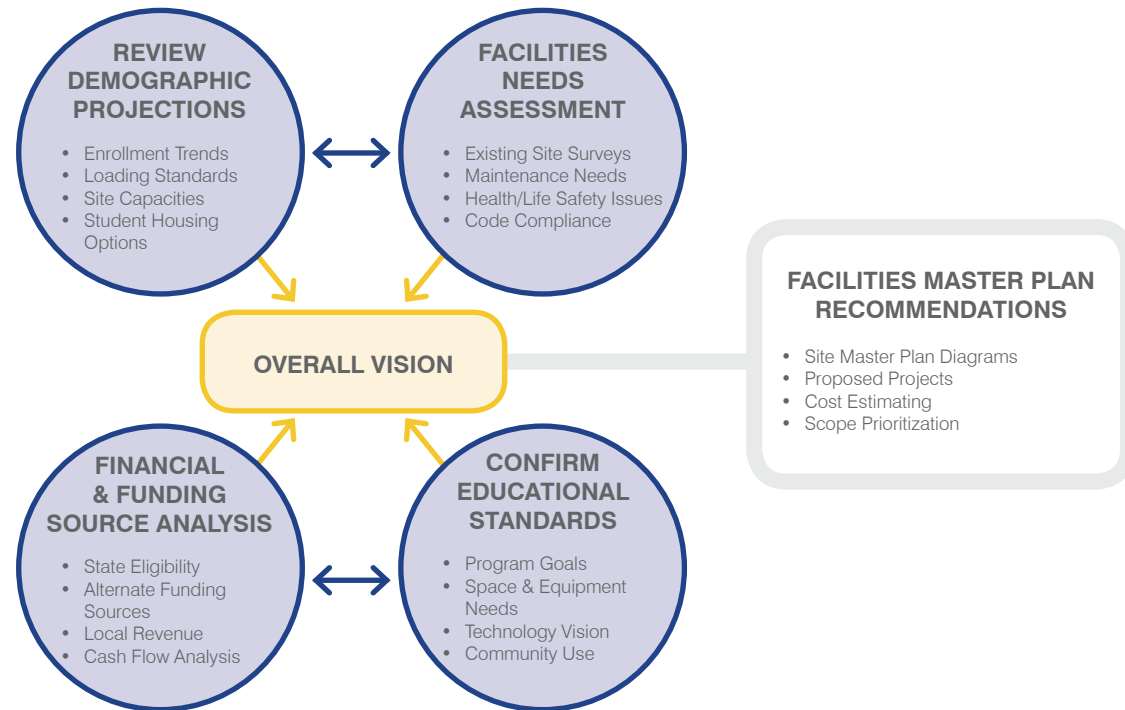
As projects move forward, design teams (architects and engineers) will plan individual aspects of the projects recommended in the FMP. At that time, a school site Design Committee should be assembled to meet with the design team and provide input on the design of the individual elements of the plan. The plans that result from the more detailed design phase process may vary from the concept shown in the FMP plan, but should be a reflection of the program elements identified through the FMP process.

The campus master plans are not based on detailed site surveys, such as coordination of existing utility locations, soils reports and detailed code studies. That level of analysis will be completed during the design phase as projects are implemented. It is also likely that the projects listed in the FMP will be addressed incrementally, not as one large comprehensive project. Therefore, it is important that when designing individual projects in the plan, they are planned in such a way that future scopes can be realized and that each project can stand on its own

without negatively impacting operation of the school. As projects are developed over time, the FMP should be revisited and updated so that it reflects the changing needs of the District. This update process is recommended by the California Department of Education to occur on a 3-5 year cycle.

Today, the economic conditions and changing demographics are affecting how schools are being planned, designed and managed. The purpose of the FMP is to define the long-range goals for facility planning that support the educational goals of the District; this ultimately aids in decision making so that school facility improvements move toward a common, coordinated vision.

The FMP is intended to be a guideline to allow sites to maintain flexibility as enrollment and programs change. The following diagram illustrates the primary components of a comprehensive FMP process:



1.2 INTRODUCTION & PROCESS BACKGROUND

The Downey Unified School District (DUSD) is located in the City of Downey, 21 miles southeast of downtown Los Angeles. It is about ten miles southwest of Whittier and about 15 miles north of Long Beach. Downey, which has more than 111,000 residents, is the eleventh largest city in Los Angeles County and is best known as the birthplace of the Apollo Space Program. Nearby colleges include Cerritos College and Cal State Long Beach.

DUSD serves 32,222 students with a teaching staff of 892. There are 13 Elementary schools, four Middle schools, three High schools and one Adult school. This mission of the Downey Unified School District is to provide the highest quality education in a safe, trusting environment; to utilize the resources of the home, school, and community; and to maximize the achievement of all students. The District provides a comprehensive curriculum, based on rigorous academic standards, that is responsive to the strengths and needs of our students. We are committed to developing compassionate, responsible citizens of good character who will be confident, creative, and productive members of an ever-changing global society.

In July 2013, Downey Unified School District sent out a request for proposal to develop a Facilities Master Plan (FMP). The intent of the plan was to analyze current facility conditions and needs, analyze future facility needs, help define educational facility goals for the next 10-15 years and suggest financial strategies to fund future needs. The facilities master planning process began in October 2013.

The FMP assessed the condition of existing school facilities and developed an understanding of anticipated long-range facilities needs. Coupled with the educational program vision, a strategic facilities master plan was developed for each site to address their needs.

What is unique about this process and focus?

The Facilities Master Plan (FMP) has a far reaching stakeholder engagement process. This has been accomplished through the use of online surveys, community meetings, and focused interviews.

In addition to the outreach processes, the FMP focuses on coordinating the District's educational program goals with the proposed facility improvements. The projects are listed and shown on a site master plan (refer to Section 5.0), to allow for better coordination of short range improvements. Each project is itemized to provide better continuity of the overall plan and is coordinated with the estimated budgets. The intent of listing each project allows the District to manage the implementation of the projects with the greatest flexibility in the future.

Facilities Needs and Conditions Assessment

In late October 2013, DUSD and the District Leadership team kicked off the Facilities Needs Assessment portion of the Facilities Master Plan by conducting site walks at each school within the District. During that time, members of the planning team walked each site, verifying the accuracy of the District's site plans, taking representative photographs of typical spaces inside and outside the buildings and documented room uses.

Site Master Planning

After analyzing information gathered during the site walks and various surveys and interviews on the condition of the facilities and program needs, the planning team began master planning each site in December 2013.

From December 2013 through March 2014, a number of meetings were held to review the draft site master plans with the school site committees and District

leadership to ensure the accuracy and relevance of the plans to the sites. Stakeholders were selected to serve on a School Site Committee which provided input on the proposed modifications and enhancements shown on the draft site master plans. The site master plans were revised to reflect this input, resulting in the final proposed site master plans.

1.3 INTRODUCTION & PROCESS PROCESS

At the outset of the facilities master planning process, the District Leadership team set out to define the roles and responsibilities of the stakeholder participant groups. These groups were refined in the process and ultimately comprised a Resource Committee, a Facilities Master Plan Committee, an Educational Program Visioning Committee, individual School Site Committees and Focus Group interviews of representatives for specialized topics .

The groups provided input throughout the project, defining educational program goals and offering direction on facilities master planning goals. All input eventually led to the creation of a set of final recommendations that will be brought before the Board of Education for review, comment and approval.

DESCRIPTION OF STAKEHOLDER GROUPS

Resource Committee (RC) steered and coordinated the process and ensured that input from a range of stakeholders would be optimized. In addition, through regular meetings, the team was responsible for reviewing outcomes from the various groups and providing input on development of the site master plans and estimated budgets to guide the FMP process.

Facilities Master Plan Committee (FMPC) was comprised of a diverse group of District Leadership, school site representatives, civic organizations staff and local community stakeholders. Meetings were held to develop broad visioning concepts and to review and provide input on the development of the site master plans and the proposed prioritization of projects.

Program Visioning Committee

Working in concert with District stakeholder groups, Educational Program Standards were developed. The intent of these standards is to establish a common

baseline related to educational program delivery. Recommendations from this program vision where overlaid on the existing school sites to determine the potential impact of the educational goals to the District's existing facilities infrastructure. As projects are implemented, this visionary document will serve as a guideline for consistency across like facilities and programs in the District.

School Site Committees (SSC) were formed to interact with the planning team to develop and confirm the specific master plan proposal for each school site in the District. Interaction with these stakeholders included two Town Hall Meetings, one per comprehensive high school attendance area, and a follow-up one-on-one meeting with each site. Between these two sessions, each School Site Committee was tasked with engaging their local community stakeholders as they best saw fit to meet the needs of their site. Participants included School Site Counsels, PTAs, teachers, students, parents and site administrators.

Program Focus Groups sub-committee meetings were held on an as-needed basis, to focus on particular programs, including overarching topics such as Special Education. Additionally, focused interviews of key District staff for Maintenance, Operations, Transportation, Food Service, and Information Technology took place to determine facilities needs within their areas of expertise. This examination was performed at both the District wide and individual school site levels to develop a holistic total vision of the District's needs within all areas of operation.

FACILITIES MASTER PLAN ACTIVITIES

The facilities master planning process consisted of a numerous activities organized by phase: Visioning, Community Outreach, Conceptual Site Master Plans,

Estimated Budgets, Project Prioritization, and Final Plan creation. The following is a list of activities that were conducted:

FACILITIES NEEDS SITE OBSERVATIONS

Site visits were conducted at all (13) Elementary, (4) Middle, (3) High and (1) Adult School campuses in the District. Each site visit began with an interview of the school site principal regarding the perceived needs at their school site prior to walking the campus.

Following each interview, the LPA planning team surveyed each site, produced needs assessment narratives, and documented the campus through photography. The needs assessment task included visual observations of each school to determine the condition of the grounds and buildings. Input from school Principals and Facilities Department staff focused on needed upgrades to site work, plumbing, roofs, heating and air conditioning units, playgrounds and interior finishes. Each meeting was followed up with an electronic questionnaire to formally document the needs. This analysis was used as the basis for each site's master plan and estimated project budgets.

COMMUNITY OUTREACH

In late February/early March 2014, two Town Hall Meetings were conducted by High School Attendance Area to encourage attendance and participation throughout the District from community members, parents and students. The focus of these meetings was to obtain school site, parent and community input about needs and goals for each of the school sites.

1.3 INTRODUCTION & PROCESS PROCESS

SCHOOL SITE MASTER PLANS DEVELOPMENT

The focus of this phase was to arrive at potential solutions and improvement strategies for each school facility in the District based on the assessment of needs conducted earlier in the process. Recommended master plan solutions for each school site were developed by overlaying the educational program goals and facilities needs assessment findings onto each campus.

Development of site master plans took place from December 2013 through March 2014 with active involvement from the District Resource Committee, Facilities Master Plan Committee and the School Site Committee groups.

FINAL PLAN PACKAGING AND RECOMMENDATIONS

During this final phase, proposed projects and estimated budgets were finalized and prioritization of all projects were determined (refer to Section 4.0 for total program costs and funding source analysis). All cost estimate Excel Spreadsheet templates will be provided to the District upon conclusion of the planning process. This electronic document may be utilized by District staff in the future as a “tool kit” to run program implementation scenarios as funds become available.

The DRAFT Facilities Master Plan document has been submitted to the Board of Education for review and input, prior to adoption of the finalized plan in June of 2014.

MASTER PLAN PROCESS



1.4 INTRODUCTION & PROCESS PLANNING PARTICIPANTS

Board of Education

| | |
|----------------------|----------------|
| William A. Gutierrez | President |
| Tod M. Corrin | Vice President |
| D. Mark Morris | Clerk |
| Donald E. LaPlante | Member |
| Barbara R. Samperi | Member |
| Martha E. Sodemani | Member |
| Nancy A. Swenson | Member |

Resource Committee

| | |
|----------------|--|
| John A. Garcia | Superintendent |
| Nancy Nien | Asst. Superintendent, Business Services |
| Roger Brossmer | Asst. Superintendent, Certificated HR |
| Leslie Jones | Asst. Superintendent, Educational Services |

Facilities Master Plan Committee

| | |
|-------------------|--|
| Marjan Abubo | Downey HS ASB Representative |
| Tori Arnau | Warren HS ASB Representative |
| Michael Berdelis | Business/Community Representative |
| Roger Brossmer | Asst. Superintendent, Certificated HR |
| Kayla Casas | Warren HS ASB Representative |
| Calvin Davis | DUSD Maintenance Manager |
| Anna Beth Fishman | Teacher Union Representative |
| Valentin Flores | Community Member |
| Naomi Frontela | Downey HS ASB Representative |
| John A. Garcia | Superintendent |
| Beth Gendreau | Downey Council PTA Representative |
| Mario Guerra | City of Downey Mayor |
| Tom Houts | Principal, Downey HS |
| Leslie Jones | Asst. Superintendent, Educational Services |
| Tammy Loven | Downey Council PTA Representative |
| Karina Madariaga | Business/Community Representative |
| Pam Martinez | Classified Union Representative, Unit I |
| Ray Mesler | Business/Community Representative |
| Alyda Mir | Principal, West MS |
| Jim Mogan | Teacher Union Representative |
| Lorraine Neal | Teacher Union Representative |
| Chris Nezzzer | DUSD, IT Director |

| | |
|--------------------|--|
| Nancy Nien | Asst. Superintendent, Business Services |
| John Oskoui | Downey Assistant City Manager |
| Brent Shubin | Principal, Doty MS |
| Jim Tallo | DUSD Operations Manager |
| Roman Torres | Classified Union Representative, Unit II |
| Elizabeth Trombley | Business/Community Representative |
| Anne Ullstrom | Downey Family YMCA Executive Director |
| Joe Webster | Principal, Sussman MS |
| Buck Weinfurter | DUSD Facilities Director |
| Mary Weyers | Principal, Price ES |

School Site Committee Members

Alameda Elementary

| | |
|--------------------------|------------------|
| Lisa Rawlings | Principal |
| Daniel Alarcon | Classified Staff |
| Anne Bartels | Teacher |
| Desiree Corral-Schneider | Parent |
| Andrea Griffin | Teacher |

Carpenter Elementary

| | |
|-----------------|---------------------------------|
| Ruth Hesketh | Principal |
| Barbara Gibbs | Classified Staff/Office Manager |
| Alex Laverde | Utility Man |
| Karina Ramos | 4th Grade Teacher |
| Norma Rodriguez | Parent/PTA |
| Krystal Vazquez | SDC Teacher |

Gallatin Elementary

| | |
|------------------------|----------------|
| Rani Bertsch | Principal |
| Vicky Arosteguy | Parent |
| Cecilia Viviana Bodine | Parent |
| Monica Brabb | Teacher |
| Gary Chan | Parent |
| Danielle DeBuhr | Parent |
| Jerilyn Fierro | Teacher |
| Debbie Gee | Teacher |
| Jill Maggio | Teacher |
| Cindy Ogren | Vice Principal |
| Joy Reppert | Teacher |
| Aurora Rodas de Garcia | Parent |

| | |
|-----------------|-------------|
| Raquel Rios | Parent |
| Cesar Sanchez | Parent |
| Melissa Simon | Teacher |
| Sylvia Vaughn | Coordinator |
| Cynthia Vazquez | Parent |

Gauldin Elementary

| | |
|------------------|----------------|
| Dolores Goble | Principal |
| Mrs. Alvarez | Parent |
| Dolores Chavez | Office Manager |
| Jennifer Clausen | Teacher |
| Lisa Mitchener | Teacher |
| Heather Nash | Teacher |

Imperial Elementary

| | |
|------------------|------------------------------|
| Karen Trejo | Principal |
| Marisa Aguirre | Bilingual Clerical Assistant |
| Caridad Calvo | Title 1/EIA Teacher |
| Regina Rodriguez | Office Manager & Parent/PTA |
| Tammy Smick | RSP Teacher |

Lewis Elementary

| | |
|-----------------|----------------|
| Robin Martin | Principal |
| Susan Arellanes | Teacher |
| Sheila Huckabee | Office Manager |
| LeeAnn Russell | Teacher |
| Nellie Viveros | Parent |

Old River Elementary

| | |
|------------------|------------------------------|
| Jennifer Robbins | Principal |
| Olga Garcia | Parent |
| Christine Kim | SDC Teacher |
| Mataniu Niko | Custodian |
| Julia Wright | Union Rep/RSP Teacher |
| Linda Zarate | Categorical Resource Teacher |

1.4 INTRODUCTION & PROCESS PLANNING PARTICIPANTS

Price Elementary

| | |
|----------------------|----------------------|
| Mary Weyers | Principal |
| Maria 'Toni' Guillen | Parent |
| Robin Konegni | Teacher |
| Maria Ruano | Parent/PTA President |
| Vicki Smith | Teacher |

Rio Hondo Elementary

| | |
|-------------------|------------------------------|
| Theresa Ford | Principal |
| Noreen Gasdia | Kindergarten Teacher |
| Rosanna Lorberter | Teacher |
| Shelley Miller | Categorical Resource Teacher |
| Janet Minnig | Parent |
| Cindy Skoll | ELD Coordinator |
| Denise Taylor | Vice Principal |

Rio San Gabriel Elementary

| | |
|--------------|------------------------|
| Paula Barnes | Principal |
| David Cid | Parent/RSP Teacher |
| Rhonda Ross | Categorical Specialist |
| Gabby Ruiz | Office Manager |

Unsworth Elementary

| | |
|-----------------|------------------------------|
| Yolanda Cornair | Principal |
| Rosie Abrego | Office Manager |
| Jill King | TK Teacher |
| Eugenie Lambert | PTA President |
| Carole Ozima | Categorical Resource Teacher |

Ward Elementary

| | |
|-----------------------|------------------------------|
| Allison Box | Principal |
| Esther Brossmer | Categorical Resource Teacher |
| Alonso Macias | Parent/PTA Board Member |
| Elena Pena | Teacher |
| Jessica Perez-Mendoza | Bilingual Clerk |

Williams Elementary

| | |
|--------------------|-----------------|
| Teresa Medina | Principal |
| Laura Alexander | Office Manager |
| Kathy Ambruso | Title 1 Teacher |
| Jennifer Guardardo | PTA |

Griselda Marquez
Helen Miller
Chris Velasco
Katie Wright

Doty Middle

Brent Shubin
Diana Carbajal
Sophia Correa
Edwin Huber
Vince Lavalle
Tracy Parry
Lisa Swain
Joe Valdivia

Griffiths Middle

Gregg Stapp
Eric Berchtold
Tiffany Kennedy
Monique Knibb
Martha Machado
Myrna Mariscal
Ed Plant

Sussman Middle

Joe Webster
Terri Alvarez
Ruben Casillas
Sonia Cazares
Judy Davis
Melinda Felt
Jim Gillespie
Olga Lopez
Tammy Olcomendy
Debbie Powers

West Middle

Alyda Mir
Gabby Adrian
Jimmy Adrian
Lisa Carrizo

Attendance Clerk
Volunteer
Vice Principal
PTA

Principal
PTA President
ASB President
SSC Chairman
PE Teacher
Math Teacher
Science Teacher
Utility Man

Principal
Teacher

ASB President
Teacher
Classified Staff/PTA President/Parent
Office Manager
Teacher

Principal
Parent/Community Member
Parent/Community Member
Parent/Community Member
Teacher
Parent/Community Member
Staff
Parent/Community Member
Teacher
Teacher

Principal
Parent
7th Grade Student
Office Manager/DUSD Parent

Louis Cortez
Josh Davis
AndaJo Hayes
Brandon Juarez
Mr. and Mrs. Ruben Juarez
Jim Mogan
Tri Tansopalucks

Science Teacher
Social Studies Teacher
8th Grade Counselor/DUSD Parent
7th Grade Student
Parents
Math Teacher
Tech/PLTW Teacher

Columbus High

Kathy Succa
All Teachers
All Staff
All Students

Principal
Teachers
Staff
Students

Downey High

(Committee Representative List Coming)

Warren High

Laura Rivas
Tori Arnau
Kayla Casas
Beth Gendreau
Russell Heicke
Dorothy Pemberton
Therese Peters
Nadia Roldan
Don Rounds

Principal
Student
Student
Parent
Athletic Director
Parent
Teacher
Teacher
Assistant Principal

Downey Adult School

(Committee Representative List Coming)

Elementary School Focus Group

Alison Box
Roger Brossmer
Elizabeth Cabrales
Yolanda Cornair
John A. Garcia
Leslie Jones
Denise Mendenhall
Nancy Nien

Principal, Ward ES
Asst. Superintendent, Certificated HR
Elementary Teacher
Principal, Unsworth ES
Superintendent
Asst. Superintendent, Ed. Services
Elementary Teacher
Asst. Superintendent, Business Services

1.4

INTRODUCTION & PROCESS PLANNING PARTICIPANTS

Chris Nezzar DUSD, IT Director
 Denise Takano Elementary Education Director
 Karen Trejo Principal, Imperial ES
 Julia Wright Elementary Teacher

Secondary School Focus Group

Roger Brossmer Asst. Superintendent, Certificated HR
 Phil Davis Adult School, Support Programs, ROP Director
 Loren Driscoll Department Chair, Doty MS
 Therese Duffy Department Chair, Warren HS
 John A. Garcia Superintendent
 Beverlee Harris Department Chair, Downey HS
 John Harris Secondary Education Director
 Robert Hecker Department Chair, Columbia HS
 Tom Houts Principal, Downey HS
 Leslie Jones Asst. Superintendent, Ed. Services
 Steve Krolkowski Department Chair, Griffiths MS
 Marvin Manzanares Department Chair, Downey HS
 Alyda Mir Principal, West MS
 Chris Nezzar DUSD, IT Director
 Nancy Nien Asst. Superintendent, Business Services
 Jeff Orlinsky Department Chair, Warren HS
 Nadia Roldan Department Chair, Warren HS
 Laura Rivas Principal, Warren HS
 Kathy Succa Principal, Columbia HS
 Diane Villa Department Chair, Downey HS
 Joe Webster Principal, Sussman MS

LPA, Inc. Master Planning Team Members

Jon Mills Principal-in-Charge
 Jim Kisel Principal, Director of School Planning
 Kim Coffeen Project Manager, Program Vision
 Lindsay Hayward Project Manager, FMP Process
 Tim Smallwood Project Manager, FNA
 Christine Tanguay Technical Designer

LPA, Inc. Consultants

Jacob Bowman Cumming

Downey USD Consultants

Jack Schreder & Associates
 Keygent Advisors
 FM3
 TBWB

Demographics
 Funding Source Analysis
 Community Survey
 Community Outreach