



Facilities Plan Update

April 19, 2011

Agenda

- Updates
- Community Involvement Areas
 - Transition
 - School Safety
 - Communications
- Questions

FACILITY PLANNING

- The facility planning subgroup will be responsible for:
- **EMERYVILLE CAMPUS**
 - **Ongoing diligence** in assessing the Emeryville site prior to purchase closing
 - **Oversight** of the architects and contractors planning and executing construction at the Emeryville site
- **ST. AUGUSTINE CAMPUS**
 - **Assessing** the facilities needs of the existing St. Augustine campus
 - **Developing** action plan for the maintenance and further enhancement of the St. Augustine site

TRANSITION

- Ensure that the community's questions and concerns are being gathered, addressed and incorporated into the dual-campus development planning and execution by working directly with
 - EBI families
 - Faculty and staff
- Support the plan development by creating strategies and direct opportunities for community engagement in the process

SCHOOL SAFETY

- Review and develop additional policies and procedures for both campuses to address:
 - Student and community safety
 - Disaster and emergency preparedness
 - Optimal staff training and community education
 - Outreach
- Key to EBI's ongoing efforts provide:
 - A safe learning environment for our students, faculty, staff, families and visitors
- Focus on a range of issues that include:
 - Parking, transit and traffic control
 - Shared space and tenant protocol
 - Campus access
 - Neighborhood safety
 - Earthquake and disaster preparedness
 - First aid training, health and environmental safety
 - Education

COMMUNICATIONS

- Keeping the school community educated about the ongoing dual-campus development efforts
- Implementing protocols to ensure the timely, consistent and accurate conveyance of information necessary to keep the school community coherent and informed. Including:
 - Development of EBI's website and online communications
 - Standardization of both electronic and non-electronic correspondence
 - Affirmative outreach effort with neighbors and community partners in proximity to both EBI campus locations
 - Work with key stakeholders, prospective families and the media to ensure that EBI maintains its status as a good and responsive neighbor

Transition

Goal: Help prepare the new site and the classrooms for the new grades at the San Pablo campus.

| Involvement Area | Timing | Time Commitment |
|---|--|-----------------|
| Community Survey <ul style="list-style-type: none"> Assist the transition team in sending a survey to identify needs / concerns of families | End of April / early May | 5-10 hours |
| 2-4th Grades Parents Tour <ul style="list-style-type: none"> Schedule and plan a tour for the parents of the grades that will be transitioning to the San Pablo campus | Early / mid May | 5-10 hours |
| Site preparation exterior <ul style="list-style-type: none"> Plan and schedule "beautification" activities for the exterior of the site | Summer - TBD Dependant on construction schedule | 5 hours |
| Site preparation interior <ul style="list-style-type: none"> Assist in the set up of classrooms | Summer - TBD Dependant on construction schedule | 5-10 hours |
| Campus Transportation Options <ul style="list-style-type: none"> Research transportation options (Shuttle Bus) to operate between campuses | May / June | TBD |

School Safety

Goal: Develop safety response plans and training working with EBI Community, Police, Fire Emergency Response agencies.

| Involvement Area | Timing | Time Commitment |
|--|--------------------|-----------------------|
| Communications Vendor for Emergency Notifications • Assist in the implementation, training and communications of Emergency Notification system | Mid May | 5-10 hours per parent |
| Emergency Procedures • Create safety procedures for emergency response areas | May - June | 5-10 hours per parent |
| Training of Faculty, Students and Parents • Assist in the scheduling and training of EBI Community for our EBI response plans | May thru September | Variable |
| Development of Quick Reference Guide • Develop a quick reference guide for the EBI community. Will be based on the safety procedures | Summer | 20 hours |

Communications

Goal: Inform internal community on expansion project and education and outreach to external community and press about EBI and the proposed expansion projects to secure buy-in from both groups.

| Involvement Area | Timing | Time Commitment |
|--|---|--|
| Communications Parent Sub Committee •Small group to develop recommendations for communications policy and handbook to be implemented for Summer/Fall 2011. Development of expansion project timeline and calendar | Recommendations to Head of School May / June | 5-7 hours per month (2 working meetings per month) |
| Site Celebration •Plan and schedule an event for the entire community at the San Pablo campus to celebration the new campus | Early / mid May | TBD |
| EBI Ambassador •Outreach to neighbors, media and lawmakers. Sign letters asking for support of EBI, participate in outreach to neighbors local to both sites as direction of Buildings and Grounds Communications Subcommittee | Ongoing | 2-4 hours per month |