



NAPA VALLEY UNIFIED SCHOOL DISTRICT

July 30, 2002

The Honorable Richard Bennett
Presiding Judge
Napa County Superior Court
825 Brown Street
Napa, CA 94559

Dear Judge Bennett,

This letter is written as a response from the Napa Valley Unified School District to the 2001-02 Grand Jury report. Our staff has reviewed the Grand Jury's Findings and Recommendations and developed a series of responses to each item.

Although somewhat lengthy, we felt the need to respond to all items in the report. Clarifications of findings are provided with detailed explanations. We appreciate the role of the Grand Jury in ensuring governmental agencies are held accountable and found some of their comments helpful. However, we are disappointed they did not mention some of the positive things that have been accomplished in the Napa Valley Unified School District over the past year.

We hope you will find the answers clear. Please let me know if we can provide any additional assistance.

Sincerely,



David E. Brown
Superintendent

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Napa Valley Unified School District Response to Grand Jury Report

Napa Valley Unified School District was one of several agencies to be reviewed by the 2002 Grand Jury. Following are the District's responses to their report:

However, despite the substantial additional monies obtained from the state, a few of the original projects proposed under Measure Y were not completed. Particularly, the Napa Valley Language Academy (formerly Westwood), Carneros and Yountville schools still require work which had been expected to be completed with local funds.

Four sites did not receive additional Prop 1a funds, Napa Valley Language Academy, Yountville, Shearer and Wooden Valley. Carneros did receive full funding and all projects were completed. At NVLA (formerly Westwood) all technology projects were completed. We are currently completing the modernization of two sets of restrooms, one for students and one for staff. This would expend the dollars set aside for handicapped accessibility. Measure Y allocated \$290,000 for technology and accessibility. With the completion of the restrooms the estimated expenditures will be \$337,474. All technology was installed at Yountville and we will be doing work to modernize restroom facilities in the near future. We have expended to date \$133,672 and anticipate exceeding Measure Y's initial allocation of \$240,000.—It should be noted that at Yountville, in addition to the Measure Y fund, the District expended with Major Deferred Maintenance funds monies to replace all of the heating and air conditioning in the permanent buildings. At Carneros Elementary school all scheduled Measure Y projects were finished and additional work was completed to modernize the facility. Between Measure Y and Prop 1a funds \$928,787 were spent at Carneros far exceeding the \$260,000 originally allocated to Carneros.

The Measure Y Interim Report stated that \$600,000 of Measure Y funds had been spent on technology infrastructure at American Canyon Middle School, a school that was not in existence at the time of the passage of Measure Y and therefore should not have been entitled to funds for "repair and renovation." The Grand Jury as attempted to discover whether or not Measure Y funds were actually spent on American Canyon Middle School and has received various inconsistent responses. It should be noted that the Grand Jury was unable to determine whether or not those funds were expended on that school.

There was a time early in the project period when American Canyon Middle School was listed with a possible allocation of \$600,000 for technology infrastructure. After discussion with the Oversight Committee regarding the definition of infrastructure, it was recommended to the District that infrastructure included wiring and cabinets, all of the pathways but not hubs, routers and switches. Since the school had been designed with all of the infrastructure, the District did not use any of the \$600,000 to purchase the hubs, routers and switches. So the \$600,000 remained to be used as contingency dollars at other sites when estimated allocations were exceeded for approved Measure Y projects. At no school in the district were any Measure Y funds used to buy hubs, routers or switches.

Though the topic of utilizing \$600,000 of Measure Y funding at American Canyon Middle School was discussed at several Oversight Committee meetings and the proposed funding was listed at various times, no transfer was ever made from measure Y to the Facilities Building Fund for American Canyon Middle School. The District sensing the direction being given to it by the Oversight Committee chose never to transfer the funds and in late 1999 there was no reference listing the \$600,000 for American Canyon Middle School. The funding remained in the restricted Measure Y account and was used for project overrides.

In separate memos sent to the Grand Jury both Debbie Brenner, Assistant Superintendent/Business Services and Don Evans, Administrator of General Services and Facilities, addressed the issue of the \$600,000. Both noted that the funds were never spent on American Canyon Middle School. In reviewing all the financial transactions of the restricted Measure Y funds, there was never any expense attributed to American Canyon Middle School.

Included are excerpts from the memos received by the subcommittee of the Grand Jury.

**NAPA VALLEY UNIFIED SCHOOL DISTRICT
Office of General Services and Facilities**

March 18, 2002

TO: TOM GILL

FROM: DON EVANS

SUBJECT: RESPONSE TO QUESTIONS ASKED OF ME ON MONDAY, MARCH 11, 2002 AT YOUR OFFICE BY THE SUBCOMMITTEE OF THE 2002 GRAND JURY

Tonight I will be sharing copies of written material you asked me to locate regarding RFP's for architects, notes that I may have had regarding interviews and the recommendation to the Board of Education for the architects for the Measure Y projects after passage of the bond in June of 1996.

There were several questions that were specific to various sites and the question and my response is as follows:

7. Q: Was Measure Y money used for Technology at American Canyon Middle School?

R: Though \$600,000 was identified at American Canyon Middle School, no Measure Y funding was put into the American Canyon Middle School.

March 27, 2002

Mr. Thomas Gill, Esq.
Barwick and Gill Law Offices LLP
1100 Lincoln Ave.
Napa, CA 94558

Dear Mr. Gill,

After meeting with you and the other members of the Grand Jury committee on March 12, 2002, you requested some additional information. I am enclosing the information requested. Please let me know if you need further information or explanation

The second question was about the \$600,000 that was indicated for technology at American Canyon Middle School. Our records indicate that the technology at ACMS was part of the general contract with Swank Construction on the first phase of the middle school. This work was accomplished during the 1997-98 fiscal year. I have attached a portion of the Increment I scope of work to show what type of work was done. It is difficult to provide actual cost, as this was part of the progress payments made to the general contractor during that period.

The final information you requested was a comparison of the amount spent on technology at American Canyon Middle School versus the amount spent at the Napa High campus. Again, this is difficult to compare as the ACMS was part of an overall contract and Napa High was initially funded through Measure Y. The original telecom plant at Napa High was installed in 1998 and was constructed by Long Electric. I have attached a copy of the purchase order for this expense. As you will note, the amount originally estimated for technology at Napa High was \$500,000. The initial bid came in at \$692,054 and with change orders the total jumped to \$757,700. As we were able to fund the American Canyon Middle School portion from other funds we had the luxury of being able to spend more at certain sites as the bids were awarded.

Members of the Oversight Committee were interviewed and indicated they had requested documents from the District did not provide them. In addition, members were surprised to learn that, according to the District, the Oversight Committee is still in existence although there have been no meetings for over a year. It is a testament to the futility of this committee that most of its members believe it is disbanded.

There are several documents on file that were given to the Oversight Committee. In addition, minutes of the meetings indicate information that was passed out at meetings. It is difficult to

address the issue of documents without knowing specifics. If there was a problem receiving documents or information from the District no one was aware of it.

Because of a general problem achieving a quorum at the Oversight Committee meetings, the resignation of a number of members and the departure of Mike Dencavage, Assistant Superintendent/Business Services in December of 2000, the regular meetings of the Oversight Committee were suspended. The projects scheduled for the summer of 2001 were numerous, expending over \$25 million. It was the District's intention that once the Measure Y projects were completed and the funds expended, a final meeting of the Oversight Committee would be called and an accounting given of all Measure Y funds.

Bid Process

One of the areas in which the Oversight Committee apparently had no input was in the selection of architects and consultants for the various school projects. The Grand Jury was told that NVUSD did not select the lowest bidder for architect services on each of the remodeling projects. ... The Grand Jury was advised that the selection of these architects was based upon the firm's experience in working with state requirements for public schools and their ability to accomplish this task within short timelines to ensure the District's receipt of state funds; however the criteria for sending the RFPs to each architect was those "architects known by reputation as being well qualified and experienced in the design and construction of public schools" ..

In response to the bid process question, we obtained a copy of the Board Document dated May 7, 1997 at which time a recommendation to award contracts for architectural services at Salvador, Alta Heights and Mt. George. The document listed ten architectural firms that had provided responses to our RFP and the fees that each was proposing. The recommendation was to award Salvador to a firm from Placerville at \$38,725, Alta Heights to a firm from San Francisco at \$93,500 and Mt. George to a firm from Santa Rosa at \$54,500. A local Napa firm had been interviewed, however, the local firm at that particular time had less experience in dealing with the Office of Public School Construction. The projects were critical to Napa Valley Unified School District as each of the three schools had heating systems that had been failing for several years. It was important to the District that the architectural firm chosen have experience in dealing with both the Office of Public School Construction and the Division of State Architecture to ensure the fastest possible approval so that construction could begin at the earliest date. The local architectural firm had only one architect and part-time support personnel. With this in mind, the recommendation was to go with three firms that had several architects and support staff to ensure the fastest design and approval possible. It is for these reasons that the recommendation to the Board of Education included the three out of area architectural firms. The document that was presented to the Board in May of 1997 listed every firm and the fee proposal from each firm.

Compliance with Americans with Disabilities Act

The Grand Jury also directed its attention to NVUSD's compliance with the Americans with Disabilities Act ("ADA"). As mentioned above, nearly \$2.5 million dollars was budgeted for this expense out of Measure Y funds. As school inspections were conducted, it became clear that non-conformance was quite common. NVUSD was questioned about this and responded that the schools were allocated funds for ADA compliance based on the size and complexity of the campus and that in some cases, the amount allocated did not cover the cost of the project.

Each modernization project, whether it was funded solely from Measure Y funds or, as was the case since 1998, funds from both measure Y and Prop 1a, all included handicapped accessibility. The District was aware when Measure Y was passed by the voters that there were insufficient funds to address all of the handicapped accessibility needs within the district. The division of State Architecture recognizing that school districts with their limited funds cannot possibly address 100% of the handicapped accessible needs. It is required by the Division of State Architecture that each project include assurances that approved pathways exist or will exist and that there be handicapped accessible restrooms along the handicapped routes. The District took steps to ensure each of our sites had ADA compliant pathways and to the extent finances would allow one or more handicapped accessible restroom facilities on each site and modifications to reception counters and the like. Measure Y allocated almost \$2.5 million for ADA compliance issues. Because the projects were projects that had a scope larger than just ADA compliance the ADA compliance work could not be identified in terms of actual cost. The plans however, were submitted to the Division of State Architecture who has on staff a person whose sole responsibility is to ensure ADA compliant issues have been addressed. No project was ever completed that did not have DSA approval. The Division of State Architecture has a compliance officer who goes into the field and reviews work being performed by school districts. The review process took place throughout the school district during the years that modernization took place. In discussing a value that might have been expended with the modernization projects from 1996 to the present, the District would estimate that at a minimum \$5 - \$7 million has been expended. The District would agree that there is work yet to be done and that additional funding will be necessary to complete the work.

Site Visits

As part of its investigation, members of the Grand Jury toured a number of local schools. Jurors were ordinarily accompanied by the principal or another representative and were able to discuss the facilities with administrators, teachers and parents. There is a great deal of concern and interest among these parties with regard to the safety of the students and the availability of an atmosphere conducive to learning.

The safety of the students and staff has no higher priority in our organization. Response to emergencies and/or needs that may involve a potential safety situation in regards to students or staff are responded to immediately. Sometimes completing the required work to resolve the safety issue may take days and even weeks. Evaluations are made by both the maintenance staff

and the site staff to determine whether areas should be blocked off to minimize the potential safety hazard. During the past decade improvements have take place at every school site that has created an improved learning environment. With the infusion of Measure Y and Proposition 1a monies significant changes have occurred within the classroom. Examples lighting, floor covering, painting, technology, HVAC, roofs and the like. Prior to the infusion of the local bond and state monies over half of the classrooms in the school district had no air conditioning and inadequate heating systems. The School district has over 600 classrooms on 31 different sites and it is, as it always will be, an ongoing challenge to maintain the facilities at the highest level possible. The District is responsible for in excess of 1.5 million square feet of buildings. That would compare with over 1,250 homes spread out over 259 square miles.

At every school, the committee reviewed the facility's past and current Fire and Life Safety Reports. At each school visited, there was no evidence that the previous Report had been addressed as the current Report listed the identical finds and violations and the school remained out of compliance. Some of the schools visited were in violation of OSHA requirements. Further, the committee noted that there are no smoke alarms or sprinkler systems in the schools, although there is no state requirement that such systems be in place in school buildings.

The District is restructuring its supervisory and management team to better address the inspections that are conducted throughout the year by not only the Fire Department but also the Health Department and other agencies. Anytime it is brought to our attention by anyone that we have a safety issue, they are resolved. In regards to the violation of OSHA requirements, the District does not know of any such violations in the classroom. The District recognizes the importance of smoke alarms and sprinkler systems. Lack of funding has hampered the District in installing these systems. There is new legislation that will require improved alarm and fire protection in the schools. The legislation as we understand it will only pertain to newly constructed facilities.

In response to the Grand Jury report, Don Evans, Director of General Services and Facilities and Debbie Brenner, Assistant Superintendent/Business Services, took a tour of the schools listed in the report on Wednesday, July 3, 2002. Following is a response to each item listed in the site section of the Grand Jury report.

Carneros

- 1. The main bathrooms are marked for handicapped accessibility but are not accessible. They are also used for storage. Handicapped accessible bathrooms are located in a portable building. The plumbing doesn't work well. Water pressure is low. Toilets are stained with rust, apparently from very hard water. They also tend to get dirt in the pipes, causing them to back up. The custodian has filled out numerous work orders for this situation but apparently no permanent solution has been achieved.*

There are handicapped accessible signs posted on the three main restrooms doors, one of which is not handicapped accessible. The one sign will be removed and a regular sign installed. Since there are no male staff members, the men's restroom is being used for storage. The main wing restrooms were made handicapped accessible and established for staff with a fully compliant relocatable restroom building installed for students. Due to the smaller size of staff and no men presently, the larger men's restroom is used for back-up storage.

Carneros is a rural school and uses well water and a septic system for their restrooms. On the day we toured we did not see any toilets that were stained with rust although due to the water this would not be an uncommon occurrence. In the summer of 2000 the district spent approximately \$250,000 on a new septic system. This should have helped alleviate any problems with the pipes backing up. There are no active Work Orders for pipes getting dirt in them and causing them to back-up. Though this was a problem prior to the work completed in the summer of 2000, it is not an ongoing problem nor has it been since the new septic system was installed.

- 2. The parking lot was recently repaved but it is not large enough to accommodate the number of cars and buses transporting children to and from school.*

The parking lot was expanded last year to make best use of the space available. There are 28 off street parking spaces. There are also two traffic lanes marked, one for buses and one for automobiles, to keep traffic moving. As with a number of our schools, there is not the land available for extensive parking and Carneros is located on a quiet country road.

- 3. This school has a room into which all the students enter to receive their lunches. The Grand Jury was told that this room has asbestos tiles and that the students are instructed to not drag their feet in that room. This would disturb the loose cracked tiles and create a health hazard.*

In our inspection of the lunchroom we did notice that there were cracked floor tiles. This building was moved from Silverado Middle School in the early 1990's and placed at Carneros in two pieces. There is a seam down the middle of the room where floor tile has been replaced. These are the tiles which are cracked but they are regular vinyl composition tiles as is the entire floor covering and do not contain asbestos. Please see response to Finding 6.

- 4. One of the rooms is a used portable classroom brought over from Vichy Elementary School. The air vents in this room are covered in very dark dust which started shooting out of the vents when it was hooked up. The staff is concerned about the air that the children were breathing in this room and believe that the air filters should be changed more frequently than they are.*

The filters in the units are changed on a regular basis. It is uncertain when the Grand Jury was on the campus but possible that it was towards the end of the cycle. The vents

in that portable, which was moved from Browns Valley, are located in the ceiling and appeared to be in good condition. It is possible that the air vent they were referring to was the return air vent that is located on the back wall of the classroom. The filter is located in the HVAC wall-mounted unit and draws outside air that collects dust particles, as it should. Filters are routinely changed every six months or sooner if conditions warrant. A computer-generated work order system directs technicians to the site to change filters. The frequency can and is adjusted if conditions warrant.

5. *The school needs repainting. Apparently ramp railings throughout the portable classrooms were painted last year but that paint is badly peeling everywhere.*

As with many routine items, the schools are painted on a rotating basis. The railing noted in the report did have peeling paint but it was not flaking. The railing for the ramp in question has not been painted for several years. The relocatable classroom was brought to the site from Browns Valley Elementary. The relocatable classroom will be painted with the rest of the school when the repaint cycle and funding permits. The school was completely painted six years ago.

6. *There is a Quonset hut next to the classrooms in which the floor tiles are broken and the Grand Jury was asked to not kick up any dirt because the school had been warned of the asbestos. This hut is in very bad disrepair and should be replaced. The Grand Jury was also told that there had been rat problems but stray cats in the area had taken care of that problem.*

There are 23 storage Quonset huts throughout the school district at 13 sites. Often this is the only storage place a school site has for furniture and other large items. The District would like to replace all of the Quonset huts but due to funding have not been able to do so. At Carneros, there is approximately 50 square feet of tiles that have come loose in the Quonset hut. The tiles in the hut are made with asbestos and abatement of will take place during the month of July. There was no evidence of a rat problem.

Mt. George Elementary School

1. *There is a newly remodeled school office for staff and teachers. The remodeling required removal of the area in which the school nurse treated sick children and there is no replacement space.*

During the remodeling of the school it was necessary to remove the restroom because there was not enough space to make it ADA compliant. The storeroom in the office area could not be used as it houses the electrical panel for the school. There was a sink and refrigerator installed in the secretary's office to help accommodate needs of the school nurse. Several elementary schools don't have separate nurse treatment rooms.

2. *The handicapped parking space in the parking lot is not properly located. It is placed between two regular parking spaces. State law requires that no handicapped person*

using a designated parking space shall have to cross behind another automobile to access a facility. NVUSD was advised of this problem last year but has not taken any steps to resolve the violation of law.

~~The handicapped space is located between two regular parking spaces. Although no work order for this exists, a commercial paint striper will be contacted to make whatever adjustments are required by law.~~

The District contacted a Napa-based company that specializes in striping of parking lots. The company went to Mt. George and reviewed the striping. They indicated that the van-parking stall was in compliance and provided the District with a copy of the California Disabled Accessibility Guidebook. The page of reference for the Mt. George situation was 157 from the guidebook.

3. *A wheelchair elevator was installed in the auditorium but it has never been operable.*

Cal OSHA certified the elevator operational on 3/13/01.

4. *One of the exits from the main building opens out on a three-inch drop. Building codes do not permit this. Also, the steps are of different heights which is a further building code violation.*

The main building at Mt. George was built in 1936. Part of the problem is due to the construction codes at the time the school was built. The stairway could be removed and replaced but that is costly and there are no funds available at this time. There is a ramp in the rear of the building that accommodates wheelchairs. The Division of State Architecture who, with its Handicapped Compliance review approved the limited work due to the age of the building and the scope of the modernizing project. Future work may require future access work.

5. *Building codes require that ramps be equipped with rails so that persons walking down the ramp can have something to hold onto for balance. Several locations at this school do not have the required rails. Moreover, those rails are supposed to end in a half-circle so that they do not pose an injury hazard. Rails at this school end without the half-circle and simply jut out.*

There is an old portable classroom at Mt. George that was moved from Napa High in 1973. This portable does not have a rail that runs completely down the ramp. It was not required at the time the building was installed. As this portable was not remodeled during the modernization process it was not required to bring it up to current building codes. We could not find any other area that did not have the required rails. There are some flatter slopes that due to the slope do not require rails. The rails we observed were in compliance with the exception of the rail at the north end of the old school wing. This rail did jut straight out. As the ramp was not touched during the modernization process, the rail was not required by DSA to be modified.

6. *Recently the school built new restroom facilities for teachers. However, one of them is used instead as a storage area. The bathrooms inside the main building are not handicapped accessible and it is necessary to walk down steps to enter the bathrooms. Wheelchair-bound individuals are unable to use these facilities. There are accessible bathrooms some distance from the main building.*

During our inspection the men's restroom we found it no longer being used for storage. The Department of State Architect (DSA) approved the plans submitted for modernization including handicapped accessibility. The restrooms are located a distance from the old school wing but are more centrally located to the office building wing and portable classroom area. Rebuilding the restrooms in the old 1936 building wing to comply with today's handicap requirements would require a complete expansion of the old 1936 building wing. Significant additional funding would be required.

7. *There were loose ceiling tiles in classrooms.*

We inspected the classrooms and did find a few loose ceiling tiles in one classroom, the old portable brought over from Napa High in 1973. These tiles are being renailed.

8. *The custodian is housed in a Quonset hut, which has been declared unsafe due to asbestos. The Quonset hut is in disrepair.*

The Quonset hut was found to have asbestos tile but there was no indication that it had been declared unsafe. There was a sticker placed on the front door by the custodian that indicated biohazard contents but that was due to a container for bodily fluids that had been cleaned from a sick or injured student. The container is emptied regularly and disposed of by a licensed contractor. The Quonset hut was found to be disorganized and the request is being made to the custodian to bring order to the facility.

Napa High School

1. *There are complaints of heating and air-conditioning not working. Complaints of frigid to very hot temperatures have been an ongoing problem which has not been remedied by the District.*

The District acknowledges that, prior to the modernization work done at Napa High in the summer of 2001, there were problems in multi-zone HVAC units that could affect up to six to eight classrooms. That situation should have been remedied with the placement of new HVAC units throughout the campus including the H wing that had received new units in 1989. These new units control a smaller area such as one or no more than two classrooms. An entire building or significant portion of a wing of classrooms will not be affected by the loss of a single HVAC unit. The Maintenance Department has five people assigned to preventive maintenance of HVAC units and should be able to handle any requests or problems.

- 2. The school has some electrical problems. One room has electricity on one side of the room only. The library has a wiring problem in that extension cords are necessary to use electric equipment.*

There are no known electrical problems. Some classrooms have been reconfigured and equipment placed on walls where there is no service available. The library has sufficient service to their computer lab but it was noted that the checkout desk had two cords running around the desk and will require additional electrical outlets below the desk area to accommodate the equipment.

- 3. Bathrooms for female teachers are in short supply. The Grand Jury was advised that there are often lines waiting to use the bathrooms. In addition, there are no locks on the bathroom doors. The girls' bathroom in the gym has a hanging stall door.*

The number of bathrooms on the Napa High campus has not changed and there were additional restrooms added in the D wing with the placement of a portable restroom facility. The District does acknowledge, however, that there may be fewer stalls available due to the need to provide handicapped accessibility. We could not locate a situation where there were no locks or any hanging stall doors. It is possible that these were temporary problems and have since been repaired.

- 4. There is a complaint that telephones in the woodshop and the library are too far from workstations.*

This concern will be addressed. Both of the areas were remodeled during the modernization but the telephone system at Napa High was not part of the scope of work during this phase. Within the woodshop a room was built for computers that protects them from dust. Telephone changes are ongoing within the District each year. There will need to be additional phone jacks installed to take care of this problem.

- 5. Mold is a common complaint. Several teachers complained that they believed their health was being jeopardized by the mold.*

Any time there was a concern or request to check out mold the District has responded. This has happened approximately six times over the last four years. Out of the six times areas tested, twice remedial action was necessary, once in the prep rooms off of the stage in the Little Theater and once in the northeast H wing offices under the two story portion.

- 6. Many of the new modular classrooms have peeling paint. The trim was not properly primed.*

The modular classrooms that appear to have the greatest need were purchased in 1987. As with the rest of the district's buildings, these modulares are part of a cycle of painting that is accomplished each summer with Deferred Maintenance dollars.

7. *One wing of the school has numerous roof leaks related to HVAC units and recent modernization. Now the faculty is waiting for the roof to be repaired again. The Grand Jury was advised that rain was literally dripping on students recently as they took there SAT examinations.*

There was a problem with the HVAC units in the B Wing. The new units had leaks in the ductwork and the roof penetrations. The general contractor was notified of the problems with the roof penetrations and the subcontractor addressed the ductwork. The most recent spring rains showed no signs of further leaks. The roof problems will be monitored closely to ensure there are no further problems. We were unable to verify the rain dripping on the students taking their SAT exams.

Phillips Edison

1. *One modular bathroom was locked and unusable. The interior was moldy and in disrepair. One of the classrooms had a water leak which had been investigated by NVUSD maintenance but not repaired.*

We inspected the modular restroom on the Phillips Edison campus. Although it could use painting, we did not discover any mold and the interior appeared clean. We could not see any reason for the restroom to be locked but thought perhaps there had been a plumbing problem and was locked until it could be repaired. Two relocatable classrooms have had leaks. The roofs are being addressed this summer.

2. *The kitchen had friable asbestos floor tile and mold around the sink. The kitchen doubles as an office for the fitness and health teacher.*

We noted six tiles missing in what was described as the kitchen area. The rest of the tiles were secure and posed no harm. Because of the age of the building, we did discover asbestos tile in the area. However, it was not in a friable condition. This is not a full kitchen but a support area where the food is staged prior to serving after being transported in from an outside kitchen. We did not find any mold around the sink. The area is being used as an office with a computer set up and one of the closets being used for storage. Phillips Edison, because of its curriculum, has a higher number of specialists than traditional school sites. The school was built in the 1950's and not designed for the separate offices for each of these teachers. The school is continually adjusting staffing locations and has a plan to move the fitness and health staff to another location better suited for their operation.

3. *There is a handicapped elevator in the auditorium for raising wheelchair-bound children to the stage, however, it does not work properly.*

The lift was installed during the modernization work during the summer of 2001. It was tested and certified by CAL OSHA. We found that the elevator could be raised but not lowered again. The company will be contacted to inspect and make adjustments in the elevator.

4. *The east boundary of the school is next to a small creek. A fence is in place to protect the children from the creek but the fence has been bent up at several locations and it is quite easy for a student to get under the fence. This is a major concern to the staff and parents.*

We checked the fence and noted that there were several places close to the playground where a child could slip underneath due to erosion. There is a need to replace approximately 300 feet of the 3,000 lineal feet of fencing at Phillips Edison. In addition, a lockable gate will be added to ease retrieving balls that go beyond the fence area.

Redwood Middle School

1. *Lockers need to be replaced. Apparently the current lockers have been in use since 1956 and are in a state of disrepair.*

The lockers are old and need to be replaced but are functional.

2. *The Grand Jury was told that there was a problem with cleanliness after recent construction work. Apparently the contractor had not cleaned up after completion of the project.*

The modernization that took place over the summer of 2001 at Redwood was plagued with problems. Considerable time was spent working with the general contractor in trying to get the projects completed. All materials have now been removed from the site. The District is in litigation with this contractor.

3. *The custodian's office is an old trailer with a hole in the window*

The custodian's office is an old trailer placed near the swimming pool. However, since the major portion of the custodian's time is spent performing tasks on the campus, the space is not used often. The 3" hole in the Plexiglas window is behind a metal protection screen.

4. *The stage wall needs to be painted. The custodian is not allowed to paint and NVUSD doesn't see it as a concern.*

When we inspected the rear stage wall, it appeared to be in good condition. There were some black marks but they were practically invisible from the audience area. In most cases the rear stage wall is not left open but covered with either props or curtains. The District has painters and/or contracts-out paint work. Custodians have a full plate when it comes to responsibilities and work.

Shearer Elementary School

1. *As opposed to other schools, Shearer is a depressing site. The hallways are dark, the classroom curtains were stained and loosely hanging, the atmosphere uninviting.*

Shearer Charter School was rebuilt in the 1976 and reflects the architecture of that time. The concept when the school was built was to have open classrooms, with no interior walls. Almost immediately the teachers began creating their own walls. The District then had to create classroom and hallway spaces where none had existed before. For that reason, the hallways and classrooms do not have the same amount of natural light that would be seen in a school built today. The interior lights in the main building are out of date and need to be replaced with the new T8 energy efficient lights that provide more light. In addition the wood paneling and dark trim on the walls help create a dark atmosphere. These colors can be replaced with a lighter tone.

2. *Roofing was completed prior to the use of Measure Y/Proposition 1a monies. All heating, venting and air-conditioning has been completed. Technical infrastructure has been finished also.*

The roof at Shearer on the main building was replaced in 1997 as part of the Measure Y roofing project.

3. *The bathrooms are antiquated and those marked as handicapped accessible were not. There was a portable bathroom which was accessible to the handicapped but it was a distance from the main building. The Grand Jury was told that NVUSD ran out of money to modernize the bathrooms.*

Since the main building at Shearer was rebuilt in 1976, it was not eligible for Proposition 1a funds. Those funds were only available to buildings over 25 years old. The C Wing at Shearer did qualify but the need to replace the HVAC, paint and provide new lighting in the classrooms was so great that it was finished before Proposition 1a was passed. In addition a fully compliant portable restroom was located on the campus. Funding was maximized, however, restrooms are a huge cost and as Measure Y provided only limited dollars per school site, we were not able to upgrade all restrooms.

We did note that there were handicapped accessible signs on one set of doors in the restrooms of C Wing that were not compliant. These signs are being removed and replaced.

4. *The library area seemed to just have been thrown together and the computer room appeared to be a large open closet next to the library area. A bookshelf separates the library from the hallway.*

The area that houses the library has always been used for that purpose. It was designed during the open classroom era and reflected the same style. The library was set up to the specifications of the librarian at that time. The hallway was created to keep foot traffic

from crossing through the library. The computer room used to be the librarian's office but was modified as technology was added. There will be an accordion door installed to separate the computer room from the library.

Silverado Middle School

1. *The roof leaks in one of the wings and paint is falling off the wall. The female staff bathrooms are portable bathrooms located outside of the school buildings. Several fire extinguishers were absent from the wall holders and some of the holders are broken.*

During the modernization at Silverado, it was necessary to reduce the number of stalls in the women's restroom to make it ADA compliant. When the staff returned it was determined that there were not enough facilities. Rather than tear down and remodel during the school year, portable restrooms were brought in to provide back-up facilities until this summer. The restroom is currently being remodeled to increase the capacity as well as make it ADA compliant.

Roof leaks have been repaired. Yes, there were darkened areas in the stucco under the open breezeways. The school is currently having a portion of its building exterior painted. Tests will be done to the remaining area to see if the darkened areas in the stucco cracks of the open breezeways involve active mold.

2. *Asbestos was found in three of the Quonset huts, two of which were open and accessible to anyone. Each of the three huts had friable tiles. It is also possible that the kitchen has asbestos tile.*

The Quonset huts did contain asbestos tiles. These tiles have since been abated by a certified abatement company and removed. We inspected the kitchen area and found the production area to have a concrete floor which has been sealed and painted. The kitchen manager's office contained vinyl composition floor tiles which contain no asbestos materials.

3. *There is a possibility that the Quonset huts have lead-based paint which is particularly harmful to children. The Grand Jury was told that the paint had not been tested to determine whether or not it was lead-based. Although students do not ordinarily use these Quonset huts, it is possible to spread the lead-based paint via teachers or staff who might go to the hut, get paint chips on their shoes and then carry these chips to other parts of the campus where they might be ingested by the children.*

The Quonset huts have since been sprayed with a paint to encapsulate the lead based paint. Although it was possible that small flakes of paint could be spread via staff walking through and carrying paint chips to other areas, it is highly unlikely that would happen or that it would be in a large enough quantity to cause problems.

- 4. The female locker rooms had extensive mold around the showers and the lockers are rusted and broken. The male locker rooms had broken lockers and out-of-order urinals. The showers in the male locker rooms are unavailable to the students and are being used for storage.*

We toured the female locker rooms and could find no evidence of mold. The cast iron support pipes in the shower area are deteriorating and need to be replaced. The showers are not used in the current physical education program so the District could shut off the main valves which would lessen the chance of mold. Out of several hundred lockers there was only one set against the outside wall that could be determined to be rusted.

In the boys' locker room the lockers are old but functional. They could stand to be replaced but funding would be necessary. As with the female locker room, the showers are not part of the current program and weight equipment has been set up in the area. The urinals were all functional on the day of our inspection. Toilets, urinals and faucets do fail in our District almost daily. The District has over 800 toilets and urinals at the various sites. The urinals at Silverado were all replaced in the summer of 2001.

- 5. There has been a long-standing problem with the sprinklers between A wing and the administration office in that the sprinklers come on every day even on weekends. Constant mud is a consequence.*

The sprinkler is on an old Rainbird clock timer. It is possible that with power failures the clock may get out of sync and run constantly. The Head Custodian does have the ability to turn it off if necessary. It was determined that a new timer would be installed to alleviate the problem. The mud problem could not be identified. The area is covered in grass and does not appear to have large muddy areas.

- 6. There is mold on the overhang of A wing of which the NVUSD maintenance department was not aware. When advised of this situation, the Department did take a sample of the mold to have it analyzed.*

The A Wing building was freshly painted when we inspected it and so we could not determine the location of mold in question.

- 7. The painting at the school is haphazard. The school wanted a mural saved on the Kennedy Hall stage but it was spray-painted. The painters left supplies when they finished the job and paint cans from the job remain behind the stage.*

As with all school sites, the painting is on a rotating schedule. At the middle and high schools we cannot afford to paint the entire school at one time. These larger campuses are done in sections over a couple of years.

Every attempt was made to save the murals at the schools that were undergoing modernization. Staff was informed and areas tagged so the painters would be aware that

the mural was to be saved. It is possible, however, that one of the murals was missed or the tag fell off and the mural painted over. There were still paint cans of required touch up paint behind the stage area and arrangements were made to have them removed.

8. *The parking lot is inadequate. It is small and congested as is the drop off area. Additional space is needed for parking and picking up/dropping off students.*

The upper area at Silverado is indeed too small. However, there is no space to expand in that area due to the proximity to Coombsville Road. The lower parking lot is large and provides plenty of space for both parking and dropping off/picking up students.

Snow Elementary School

1. *There is no lunchroom. The hallway is set up each day for a lunch space.*

The District recognizes that Snow does not have a multiuse room. The school was built at a time when funds were scarce and funding for a lunchroom/multiuse room not included. The District plans to provide a multiuse room for Snow should the upcoming General Obligation bond be approved by the voters in November.

2. *The primary concern appears to be with the landscaping. There are a lot of bushes in front of the school which need to be removed because the school is downhill from the road and is hard to see from the road. With the landscape presently in place, it is hard to monitor the school so there are occasional break-ins and thefts.*

The school does sit well below the street level and the junipers create a barrier between the street traffic and the school. In addition, they are a deterrent to students to by pass the sidewalks and end up in the traffic patterns. To remove the junipers and create a retaining wall so that a walkway could be provided would require funds that are currently not available.

Vichy Elementary School

1. *The primary bathrooms have not been updated. The Grand Jury was told that no remodeling had taken place because the school would have to make the restrooms compliant with the American with Disabilities Act which apparently was too costly.*

The District chose to install a fully compliant relocatable restroom unit in place of one set of restrooms. The unit was placed so it was centrally located to all classrooms. The primary restrooms were left for a future project and the staff restrooms were modified to be ADA compliant as was the nurse's room.

2. *One of the classrooms has a large brown leak mark on the ceiling.*

Room 3 was found to have a leak that needs to be repaired. No Work Order was submitted. The District is making the necessary repairs during the summer 2002.

3. *The building needs to be painted.*

As with all schools, Vichy is in the cycle of painting projects.

4. *A "ball wall" used by older students needs to be replaced. Although the parent club has the money for this project, it needs to be earthquake retrofitted which has delayed the project.*

The "ball walls" at school sites have been funded through a combination of parent club, civic organizations and school district funds. Generally it is the parent club who initiates the request. The "ball wall" at Vichy is currently scheduled for the 2002-03 school year.

5. *The multi-purpose room is newly painted with new floor tiles and ceiling. It serves as a lunchroom but can only hold about one-half of the students.*

This is true for all elementary sites. No multiuse room can accommodate the entire student body.

6. *The staff is concerned that the lighting in the parking lot is inadequate for nighttime activities. This is a safety issue.*

The expense to trench across the asphalt parking lot to provide power for lighting in the parking lot is more than can be currently funded.

Westwood Elementary School (Napa Valley Language Academy)

1. *Westwood was one of the first schools in the District to be retrofitted with air-conditioning and heating. Because of that, when Measure Y passed, the school was placed on the bottom of the list with regard to upgrading technology and accessible bathrooms. During the summer of 2001, Measure Y technology infrastructure (cable wiring and conduit) was completed. However, the computers then in place are not compatible with the advanced technology and need to be upgraded. The architect hired by NVUSD for the remainder of the Measure Y renovation apparently was late with its plans and as a result further modernization and handicapped accessibility could not be completed. The school does not know when further monies will be available to complete needed changes.*

Napa Valley Language Academy was never placed on the bottom of any list. HVAC and roofing were one of the first priorities of the district when Measure Y was passed. Since

NVLA had already had these improvements, the District moved on to other sites with greater needs in these areas.

When Proposition 1a funds were made available, the District pushed their architectural firms to have their plans completed so we could get in line for the funds. Unfortunately, the firm that was working on the Westwood plans failed to produce the drawings for submission and approval by the Department of State Architect (DSA) in time to receive state funding. The State underestimated the need for funding and when Westwood's application was approved, there were no more State funds available. In the meantime, other sites, which had been approved, were on a deadline to spend the State funds or they would have to send them back. We were waiting to get matching funding to stretch our available dollars. When the state announced in April of 2001 they were out of matching dollars, we scheduled the Technology piece as quickly as possible. The District has upgraded technology at all sites over the past few years. Technology is changing rapidly and it is difficult to keep up with all the changes. It is the site's responsibility to upgrade the computers. In addition, NVLA is a charter school and receives all of the state and federal funds generated by its students.

- 2. One of the primary concerns of the school was the lack of telephones in the classrooms. There is one phone with outside line capability for the 36 teachers and no private area in which to call parents, etc. There is no means of communications from the classroom to the outside although a teacher can call to the main office from the classroom.*

Telephone systems were not part of the scope of Measure Y which was focused on roofing, HVAC, technology infrastructure, handicapped accessibility and non-conforming buildings. However, the District recognizes the need for a more modern communications system. Currently a new telephone system is being installed at NVLA by Long's Electric. The system should be operational by the first month of school. The system is being funded with Major Deferred Maintenance funds.

- 3. The bathroom sinks and toilets are inappropriate in size for the older students. Plumbing is rusted. There was no hot water for washing. The bathrooms are not handicapped accessible as required by law. Bathrooms for the older students were unsanitary, unpainted and moldy.*

Two restrooms are currently being remodeled at NVLA and will be ready for the opening of school. One set of restrooms will be for use by students, one set of restrooms will be for use by faculty. Both sets of restrooms will be handicapped accessible. There is currently no height requirement for existing student restrooms. In addition, hot water is not provided in student restrooms district wide. The restrooms were built several years ago to the standard at that time. When they are remodeled they will be consistent with current standards. As was discussed earlier, restrooms are a huge expense and a significant portion of the remodeling at our school sites was due to the additional Proposition 1a funds. Since NVLA was not funded with additional dollars, the limited amount from Measure Y could not be used to complete several of the desired projects.

4. *There was insufficient office space. One of the offices was a converted closet. Not only are the rooms small but also there is inadequate storage space so that the offices are cluttered with books and other materials. The school attempts to store things in two rusted Quonset huts which contained old desks, reams of paper, etc., much of it soggy and of little value. The roofs in the huts were decaying and the sky visible from within. The Grand Jury was advised that rats had been seen in the vicinity and the Quonset huts smelled like a litter box.*

Westwood was built in the late 1940's. At that time there was not the need for all the office space that seems necessary today. NVLA is a charter school and as such has additional staff beyond the traditional elementary staffing ratio. In addition to a principal and secretary, they also fund an assistant principal, dean, and counselor and are preparing to hire a business manager. All these additional positions require office space beyond what the district can provide. NVLA also has been successful in obtaining several grants. Each grant requires administration and that requires additional office space.

The Quonset huts are old and the District would like to replace them but lacks the funds to do so at this time. Whenever we learn of a rodent problem an extermination company is called in immediately to handle the problem.

Feral cats have been a problem at the school. We have been trapping the cats and the problem has been partially resolved.

FINDINGS AND RECOMMENDATIONS

Finding 1

The Measure Y Oversight Committee was designed as a committee without authority. Its Mission Statement admitted that its sole activity was to wait to see if the School District reported itself for violation of state law. The committee was so powerless that members no longer showed up for meetings and were surprised to learn that the committee had not been disbanded.

Recommendation 1

Oversight Committees are recommended for future bond measures. These committees must have more right to participate in bond projects, including the right to be present for interviews with architects/consultants/contractors, the right to review all documents and the prerogative to write their own Interim Report. Oversight Committee members should be appointed by the Napa County Board of Supervisors and/or city councils of schools within the District.

The Strict Accountability in Local Schools Construction Bonds Act of 2002 addresses some of the issues of the Grand Jury. An Oversight Committee is now a requirement of any bond that is approved. Ed Code 15278 states that "the governing board of the school district or community college shall establish and appoint members to an independent citizens' oversight committee, pursuant to Section 15282, within 60 days of the date that the governing board enters the election results on its minutes pursuant to Section 15274."

Ed Code Section 15278(b) The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The citizens' oversight committee shall actively review and report on the proper expenditure of taxpayers' money for school construction. The citizens' oversight committee shall advise the public as to whether a school district or community college district is in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.

The Mission Statement of the Measure Y Oversight Committee clearly states and conforms to the District's purpose for promising voters such a committee would participate in bond oversight.

The Mission Statement was amended by committee members during the December 4, 1996 meeting. Included are excerpts from the minutes of that meeting.

MISSION STATEMENT

The following mission statement was reviewed:

MEASURE Y OVERSIGHT COMMITTEE

On Tuesday, June 4, 1996, voters of the Napa Valley Unified School District approved Napa County Measure Y, a \$23,100,000 Bond Measure for the purpose of improving student health and safety conditions by repairing and renovating electrical, plumbing, heating and roofing systems, by providing instructional technology infrastructure (cabling, wiring, and conduit) in classrooms, and by providing handicapped accessibility as required by law. In order to provide additional assurance to the voters that the Bond proceeds would only be used for the improvements referenced in the Bond Measure, the NVUSD Board of Education appointed a citizens' committee to oversee these expenditures.

MISSION STATEMENT

Our responsibility and commitment is to the voters of the Napa Valley Unified School District to provide public accountability and general oversight over the expenditure of \$23,100,000 in Bond proceeds in a manner consistent with the declarations and language of Measure Y. In this regard, the Measure Y Oversight Committee will perform the following tasks:

- Verify expenditure of Bond proceeds to insure such expenditures are consistent with the purpose of Measure Y.
- Review all projects, planned and approved, utilizing Bond proceeds to insure such projects are consistent with the purpose of Measure Y.
- Provide a quarterly report to the NVUSD Board of Directors on the use and expenditure of Bond proceeds.
- Report to the NVUSD Board of Directors any use or expenditure of Bond proceeds determined not to be consistent with the purpose of Measure Y.
- Meet quarterly under provisions of the Ralph M. Brown Act (Open Meeting Act) and invite public participation and comment with respect to any expenditure or project under Measure Y.

On a motion from Bill Crain and second from Fred Valenzuela, the following section of the mission statement was removed from the mission statement.

- ~~Provide a quarterly report to the NVUSD Board of Directors on the use and expenditure of Bond proceeds.~~

On a motion from Bill Crain and second from Jay Hull, the following section of the mission statement was introduced to include in the mission statement, however, failed upon vote of the Committee.

Proposed Addition To Draft Mission Statement

- ~~The committee's actual activities will be limited to informing the public if, at any time, the school district or its employees voluntarily provide us any information which indicates the district has expended funds obtained through the sale of Measure Y Bonds in a manner violating state law that requires such expenditures be limited to capital improvements and repairs to real property.~~
- ~~The committee will have no input into the manner in which Measure Y funds are allocated, nor will it have any authority over the selection of projects, specifications, or contractors. We will have no role in determining the necessity for, efficacy of, nor the cost effectiveness of any project undertaken by the school district.~~

On a motion from Jay Hull and second from Bill Crain, the following section of the mission statement was added to the mission statement.

Proposed Addition To Draft Mission Statement

- The committee's actual activities will be limited to informing the public if, at any time, the school district or its employees voluntarily provide us any information which indicates the district has expended funds obtained through the sale of Measure Y Bonds in a manner violating state law that requires such expenditures be limited to capital improvements and repairs to real property.

On a motion from Kent Imrie and second from Bill Crain, the following section of the mission statement was removed from the mission statement.

- ~~Report to the NVUSD Board of Directors any use or expenditure of Bond proceeds determined not to be consistent with the purpose of Measure Y.~~

On a motion from Bill Crain and second from Owen Massey-Todd, the following section of the mission statement was introduced to include, however, failed upon vote of the Committee in the mission statement.

- ~~We will have no authority to approve or disapprove of any project or expenditure proposed under Measure Y.~~

Discussion regarding the amendments to the mission statement focused the Committee's role and involvement in project approval and review. The uncertainty and flexibility to attend to unforeseen needs were also discussed. Committee members suggested their role was to provide the community with periodic statements as to whether the district was engaging in work consistent with the Measure Y project listing used during the campaign.

The final mission statement, as amended, now reads:

MISSION STATEMENT

Our responsibility and commitment is to the voters of the Napa Valley Unified School District to provide public accountability and general oversight over the expenditure of \$23,100,000 in Bond proceeds in a manner consistent with the declarations and language of Measure Y. In this regard, the Measure Y Oversight Committee will perform the following tasks:

- *Verify expenditure of Bond proceeds to insure such expenditures are consistent with the purpose of Measure Y.*
- *Review all projects, planned and approved, utilizing Bond proceeds to insure such projects are consistent with the purpose of Measure Y.*
- *The committee's actual activities will be limited to informing the public if, at any time, the school district or its employees voluntarily provide us any information which indicates the district has expended funds obtained through the sale of Measure Y Bonds in a manner violating state law that requires such expenditures be limited to capital improvements and repairs to real property.*
- *Meet quarterly under provisions of the Ralph M. Brown Act (Open Meeting Act) and invite public participation and comment with respect to any expenditure or project under Measure Y.*

The Oversight Committee met nineteen times between July 1996 and September 2000. The Committee conducted business sixteen of those times and three times were unable to conduct official business due to lack of quorum. Minutes of each meeting were provided to members. Additionally, the District provided financial facts connected with ongoing work and contracts that were being awarded. Four tours were provided to Committee members to review the ongoing work and plans for all work were presented to the Oversight Committee. The Oversight meetings were rotated at times to provide those present an opportunity to see either on going or completed modernization work.

Finding 2

There are numerous violations of health and Safety codes, building codes, the Americans with Disabilities Act, and continued non-compliance with annual Fire and Life Safety Reports.

Recommendation 2a

NVUSD should improve awareness of the condition of the schools. There are existing parent-teacher organizations at each school which should be encouraged to take a more active role in inspecting the school and reporting safety hazards or other substandard conditions to the District.

Staff will work with Maintenance and Operations staff to quickly resolve any outstanding issues in the Fire and Life Safety Reports. Educational responsibility has changed since most of the schools were built. There are additional programs such as childcare and increased food service that take their toll on the facilities. It will take the support of school administration and parents to comply with areas of the reports. Parent involvement is always encouraged but often professional judgment must be used to prioritize projects. The District has met with the Fire Marshall and will give him a report on areas we can address immediately. There will be another list of items that will be addressed when the schools reconfigure.

Recommendation 2b

NVUSD must find ways to provide adequate facilities for all the students. The Board of Trustees should reorder its priorities in apportioning the limited funds it controls to improve the physical plant of the District.

Proposition 1a requires that 3% of the budget be set aside to maintain the facilities that received State funds. Napa Valley Unified School District currently spends 4-5% of its budget for that purpose. In a tough budget year, the Board of Education struggles to maintain current instructional programs much less increase funds to facilities. In order to support and enhance the work that has been done in the past six years, we believe it is critical that a bond be passed in November.

Finding 3

Student drop-off areas are dangerous. One principal stated that drop-offs and pick-ups were the scariest parts of the day. These areas are too small and not configured for modern traffic.

Recommendation 3

The drop-off areas must be reconfigured and enlarged. The schools have more than adequate acreage to accomplish this.

Our schools were designed and placed on relatively large pieces of land, however, the designers of 40 to 50 years ago placed the school buildings close to the primary frontage of the school land leaving little opportunity to expand off street parking facilities. There are some sites that can and will be improved with minimal impact on the students' play area. Additional funding, however, would be required in order to provide these areas. The District recognizes that the problem is more acute today than it was 20 years ago due in part to the fact that most schools serve beyond their immediate neighborhood. Students often attend schools that are close to the parents work or provide on-site childcare. Many no longer walk to their neighborhood school. This creates more traffic congestion as parents pick up and drop off.

Finding 4

School facilities are too small. Lunchrooms, teachers' meeting rooms and auditoriums are all inadequate for the present student population.

Recommendation 4

See Recommendation 2a

In the 1950's and 1960's, when most of our schools were built, the bonds that were passed were to build schools as Napa was growing rapidly. As is the case now, the bonds did not create enough funding for lunchrooms and auditoriums. In addition there is now increased participation in areas such as girls athletics creating a bigger need. In order to provide additional funding it will be necessary to pass a bond.

Finding 5

There seems to be unwarranted delay in responding to and completing work orders from the schools to the District.

Recommendation 5

See Recommendation 4

The District admits that there has been some erosion in the ability to complete all the work orders that have been submitted. This is due in part to the time spent by District staff in supporting the modernization efforts. Areas such as carpentry, electrical, plumbing and general maintenance were the hardest hit. There were 5,388 work orders submitted during the 2001-02 school year, our maintenance staff completed 4,265 of them. The District acknowledges that communication has broken down in some cases and will look into taking advantage of technology to provide a better tracking system. This will allow the school the ability to check the status of the work order. Additionally, staff will be provided training in ways to ensure more efficient communication: as an example, contact will be made by the repair person upon arriving at the school and a review of the Work Order will take place. The repairperson will then contact the school office to share completion of the Work Order and obtain an acknowledgement signature.

Finding 6

The District's maintenance department was not aware of a number of problems found by the Grand Jury during its site visits. When advised of the problems, the Department responded quickly and appropriately. The lack of knowledge of the conditions at some schools or perhaps the lack of concern is indicative of a breakdown in communications.

Recommendation 6

NVUSD should have further staffing and an employee whose primary duty is to conduct frequent school inspections and meet on a regular basis with school principals to inquire about conditions. This employee should also be knowledgeable about lead-based paint in the school buildings and the presence of asbestos.

The Maintenance and Operations department is undergoing a restructuring due to staff retirements. It is anticipated that this reorganization will result in increased service to the school sites. There are 31 sites spread over 250 square miles and thousands of square footage to be maintained. We have attempted to compare ourselves with other school districts of similar size to ensure our staffing is adequate. Staffing is reviewed on an annual basis and has been adjusted when there was an appropriate increase in the workload. We hope to be able to establish a Mobile Maintenance Crew to rotate on a regular basis to each school site to take care of small items and prioritize larger projects. The District has between 800 to 900 toilets/urinals and only 2 plumbers to maintain them.

The Maintenance Department will focus on improving the communication between the department and school sites. With the use of technology and e-mail, there will be a system developed that will acknowledge the receipt of work orders.

Napa Valley Unified School District does currently have staff that is knowledgeable about lead-based paint and asbestos. Since 1989 the District has had in place a program for monitoring asbestos as required by the Asbestos Hazard Emergency Response Act (AHERA). Every three years a contractor is hired to re-inspect the district facilities and update files and make recommendations for remediation. Annually staff that may work in areas with asbestos are provided training by a district employee certified to train employees in the safe management of asbestos.