

# Work Load for senior CCUSD Staff

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From: Alan Katz <akatz@brookwoodgroup.com>

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To: <quoctran@ccusd.org>

Cc: Chris White <cwhite@brookwoodgroup.com>

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Based on our previous experience with similar studies at other California school districts in which we assessed the real estate potential of district holdings, we would expect that District personnel may expect the following time commitment during this first phase (four to five months) of work as outlined in our proposal:

## District Facilities Manager:

At the beginning of the assignment, an individual from the District (likely the District's facilities manager) will need to spend approximately **12 hours of time over the first two to three weeks** locating and providing to the selected firm all the documents that are available that we would expect to review/use over the course of the assignment. This would include available title documents, civil surveys and site plans, leases, planning and public works memoranda from the City or other agencies that affect the use of the land at each school site, the number of faculty and certificated staff at each school site, etc. It should be assumed that over the remainder of the assignment, this individual may spend another **8 hours providing miscellaneous additional information**.

## Senior Administrator at each School Site:

On average, the principal at each school site may spend **2 hours walking the site** with the selected firm to download information about the use of the property, plans for the use of the property, planning issues (traffic, parking, noise, etc.) that have been voiced). **One hour of follow-up** to confirm our understanding.

## CBO and Superintendent:

Together, the Superintendent and the CBO may spend a total of approximately **4-6 hours/week over the 4 to 5 month timeframe**. This time will be spent reviewing progress by the selected team, reviewing different options the selected team is looking at, and providing knowledge, opportunities and financial information that the District's senior leadership is aware of that isn't easily accessed as an outside entity. The Superintendent and/or the CBO will also serve as a sounding board for the selected team to test and review ideas, and to confirm that the presentations/discussion topics are generally consistent with the expectations of the Board.

These hours represent averages over the course of the project, with some weeks being more and some weeks being less.

I hope that this breakdown of likely time commitment is useful and addresses your question. Please call if additional information or clarification is needed.

Best, Alan

Brookwood Advisors

Alan M Katz

President

Mobile: 510.499.5674

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