

BSD5J Long-range Facilities Planning Mtg #2 | April 3, 2017

Minutes

Committee Members

Kevin Cassidy	Dawn O'Grady	Not Present:
Rosemary Abell	Beth Shirtcliff	Mark Witty
Aletha Bonebrake	Tim Smith	Richard Chaves
Charlene Chase	Dan Srack	Tabor Clark
Josie Gaslin	Jeff Tomack	Bruce Nichols
Sonny Gulick	Jim Tomlinson	Pat Heriza
Ma'Lena Wirth	Craig Ward	Mark Johnson
Katie Lamb		Chris Knoll
Tammy McEnroe		Jason Yencopal
Kim Mosier		

Agenda

1. Welcome – Scott Rogers and Caryn Appler, Wenaha Group @ 6:05
 - a. Thoughts and questions since last meeting?
 - i. Org chart committees were understood
 - ii. Document access thru Google Drive is working with few issues
 - b. Site Team Meetings
 - i. Talked about the Site Team meeting groups and reiterated purpose and involvement
 - ii. Site team members are key staff, respected among their peers and other stakeholders; they understand the Long-range Facilities Planning process and have been empowered to engage with their peers to gather input.
 - iii. Evaluation form process will involve ALL staff responding to a Site-based evaluation form which will help them to prioritize needs from 1) critical 2) important 3) best practice – this template will be uploaded to Google Drive under Mtg #3
 - iv. Like the LRFPC, Site team members will tour Baker School District facilities as well as outside districts to assist them in evaluating “what is” so they can start thinking about the potential of “what can be?”
 - v. The information will be gathered from staff on or before 4/21 and will be shared with LRFPC.
 - vi. The staff prioritization/needs will go through many refinements and will eventually involve an architect to help form conceptual designs
 - vii. Efforts and configuration on how to engage students and parents is still being configured.
 - c. Communications effort updates
 - i. We as a group need to note question, we only get one shot to review this information and provide it as a question to our community

- ii. We respect and value the time and energy that you are putting into this process. We understand that we only get one realistic shot to review the state of our facilities with the greater Baker Community. It is our hope that if something is not working for you in this process that you will let us know how we might improve.
 - d. Housekeeping items – Items were covered under agenda discussions above
- 2. Facilities Master Plan presentation – Scott Rogers, Wenaha Group
 - a. Assessment was determined by a standard format for building code evaluation
 - b. Estimates provided were only for items that score 1 – critical and 2 – poor / end of life – essentially what it would take to address facility needs as they exist today.
 - c. Estimates do not take into consideration addressing items and building systems that are continuing to age and worth addressing in a holistic manner. It is a large part of this committee’s work to consider what some of those other options might be.
 - d. Estimates did include 15% mark-up for soft cost including architectural, engineering and project management
- 3. Capacity discussion – Scott Rogers, Wenaha Group
 - a. Regions within buildings for use of space were determined by – School Planning and Management – February 2015, we will be providing this document to you
 - b. Capacity and enrollment numbers did take the modular buildings for student instruction into consideration
 - c. Facility adjustment should take into account projected enrollment
 - d. When evaluating capacity and school size it is extremely important to consider the staff, administrator and student ratio as it fits into the context of our Baker community
- 4. Building condition recap – Scott Rogers and Caryn Appler, Wenaha Group
 - a. Items covered in discussions 2. Facilities Master Plan above
- 5. Assessments and estimates, what do they mean? – Scott Rogers, Wenaha Group
 - a. Items covered in discussions 2. Facilities Master Plan above
- 6. Next meeting date – 4/17/17 @ 6:00 location TBD
 - a. School site presentations
 - b. Baker School District building site tours
 - i. Mark will be talking to Administrators tomorrow to get dates in the next two weeks when facilities are not in testing mode so LRPFC members who are available can tour building during as they are occupied the school day
 - ii. Committee members who are unable to attend during the work week will have an opportunity to tour the facilities on a Saturday. While this is not ideal, it is important for this Committee to physically view our facilities.
 - iii. Caryn will be sending a Doodle survey with dates in the next two weeks – our goal is to try to have this accomplished before the 4/17 meeting to provide greater context for the agenda

Thank you!

All documents from this meeting are available on Google Docs please contact Mark Witty at the District office if you have any questions 541-524-2262 mwitty@baker.k12.or.us.