

**Baker School District #5J
Long Range Facility Planning (LRFP) Project Team Meeting
Baker School District Offices – 2090 Fourth Street
August 29, 2017 @ 2 PM**

Attendees:

Baker School District #5J:

Mark Witty, Superintendent
Kevin Cassidy, Board of Directors
Doug Dalton, CFO

Every-Idea Marketing:

Wendie Every, Principal
Marion Kello, Account Director
Julie Krooswyk, Account Manager

Facility Planners:

Rich Bauscher, Bond Educational Consultant

Wenaha Group:

Scott Rogers, Senior Project Manager
Melanie Strey, Director of Educational Planning

Agenda:

1. Introductions
2. Roles and Responsibilities
 - a. Review Team Members Roles and Responsibilities
 - b. Review Communications and Coordination within Project Team
 - c. Review Forming of an Ad Hoc Committee
3. Process to Date
 - a. Facilities Assessments
 - i. Review Documents and Handouts
 - b. Long Range Facility Planning (LRFP) Committee Process
 - i. Review Documents and Handouts
 - c. Next Steps in the Process
 - i. Timeline
 - ii. Closure of the LRFP Process
 1. Clarification of “what are we trying to address?”
 - a. Capacity to Program
 - b. Security and Safety
 - c. Deferred Maintenance
 - d. Technology
 - e. Lower overhead
 2. How do we best address those needs?
 - a.
 - iii. Telephone Survey of Identified Scope
 - iv. Next Meeting Date
 - v. Next Tasks needing accomplished

4. Public Relations
 - a. Review Press Coverage to Date
 - b. One of the eleven Ad Hoc Committee Officer Roles
 - c. Bond Election Levies (track record)
5. Other

To Do:

Distribute FMP documents to Rich and Every Idea

Coordinate LRFPA agenda and notes to Rich

Invite Rich to October LRFPA meeting

Every Idea – high level strategic communication plan