

MEMO Central Valley School District No. 356

Date: June 5, 2009
To: Capital Facility Planning Committee
From: Brad Wayland, Director, Facilities and Operations
Subject: Minutes from Capital Facility Planning Committee Meeting, June 3, 2009

Members present:

Kerri Ames, Principal, Barker High School
Mike Bissell, Parent and patron
Caryn Clinesmith, Parent and patron
Gordon Grassi, Principal, North Pines Middle School
Naomi Horlacher, Secretary, Capital Facility Planning Committee
Gary Johnson, Principal, Architects West
Neil Kersten, Public Works Director, City of Spokane Valley
Melanie Rose, Public Information Officer
Brian Singer, Lydig Construction Project Manager
Doug Smith, City of Liberty Lake Community Development Director
Brad Wayland, CVSD Director of Facilities and Operations
Bob Weisbeck, Parent and patron

Agenda and Meeting Overview: The meeting was opened promptly at 7:00 pm. Brad Wayland then proceeded with the evening's agenda which included:

- Discussion on System Needs Briefing Template and Building Assessment Worksheet
- Schedule for Facility Tours and system Needs Briefings
- Capital Facility Plan Details

Discussion and Action Items:

- Systems Needs Briefing Template (briefing format for principal's to provide their building needs to the Capital Facility Planning Committee)
 - Brad discussed the briefing template had been sent to committee members for consideration and comment during the past meeting
 - A committee member had commented that ages of various infrastructure systems within their building should be included in the briefing and this change has been incorporated into the briefing
 - Melanie requested that the briefing include a section to discuss the educational purpose and utility of the facility—Brad stated this change would be incorporated into the briefing template

Action Item: Brad will revise the briefing template and send it out to the three school principals on the committee (Kerri Ames, Gordon Grassi, and Jerrol Olson) for their review prior to sending out the briefing template to all CVSD principals.

- Building Assessment Worksheet (worksheet for committee member’s use during facility tours)
 - Neil Kersten asked if professionals would be consulted for input on the assessment form. Brad referred him to the Study and Survey already completed last fall and commented that Architects West and several engineers had input into each building’s assessment at that time and the committee members should be referring to this evaluation as each building tour is conducted.
 - Brad reiterated that the intent of the building assessment form was to enable committee members a consistent method to document their thoughts as each building tour was accomplished. Also, the building assessment form would enable a more objective manner to measure the committee’s evaluation of each district facility
 - A comment had been made to request adding a section to document a specific area for committee members who were unable to assess this specific item and a “Not Rated” column has been added to the updated building assessment form. Additionally, a request to add a section for comments was made and a note at the bottom of the page that additional comments may be written on the back of the sheet was also added. Attached is the updated building assessment form.

Action Item: Brad plans to ask building and committee members to submit ideas for consolidating the assessment information.

- Discussion and consensus on scheduling for the Capital Facility Planning Committee
 - It was determined that the committee preferred Option two for the schedule to follow in the fall. Option two conducted fewer meetings while still ensuring tours of all the district’s older facilities were conducted, so as to ensure fewer evening commitments for members’ busy schedules. Attached is the approved schedule for the Capital Facility Planning Committee.

Action Item: Brad will refine the approved schedule and notify members by e-mail just after Labor Day as to the reconvening the meetings beginning September 16, 2009.

- Discussion on currently approved Capital Facilities Plan
 - Brad briefed committee members on information contained within the currently approved Capital Facilities Plan. This information included capacity of the district’s facilities, current and future enrollment, and construction costs.
 - Concerning Building Capacities, Brad cautioned that there were several methods to determine capacity and various agencies had differing equations to calculate building capacities. Most building capacity determinations are obtained by square footage calculations; however, the State of Washington and CVSD differ in their calculations of square footage required for each student. As a rule, CVSD bases planning on District numbers; however, the State will determine funding assistance using their standard, regardless of CVSD’s determinations.
 - Brad pointed out that the numbers presented for Summit School do not follow the strict calculation for an elementary school since the facility also houses middle and high school students. In addition, Summit School has a variety of non-traditional programs which may or may not be conducted all day.
 - Concerning Enrollment Projections, Spokane County and OSPI have vast differences in methodology for determining future enrollment. The County bases its projections on building permits and projected building growth, while OSPI uses the “Cohort Survival Method” (a method which uses numbers from one grade to the next) and uses population growth rates. Brad pointed out that these enrollment projections are very rough estimates and may be somewhat reliable out to the two-year point; however, beyond this timeframe the projections become more and more a very rough guess. The committee’s challenge will be to attempt to determine a reasonably accurate enrollment estimate and use this throughout planning.

- Melanie mentioned that the Community Linkages Committee had accomplished some work several years before which attempted to project areas for build-out. This information will be disseminated to the committee members during discussions on enrollment projections.

Action Item: Build-out information will be obtained by Brad and disseminated to the Capital Facility Planning Committee during discussions on enrollment projections.

- Brad discussed that OSPI looks at enrollment from a district-wide perspective when considering the level of funding assistance since the State will recommend other considerations (e.g. boundary changes) if only one or two schools experience overcrowding.
- Concerning Construction Costs, estimates on school construction and remodel costs were formulated from information provided by Brian Singer of Lydig Construction, Gary Johnson of Architects West, along with Spokane County information.
 - The size of schools considered in the school construction estimates are based on the current educational plan for the district.
 - New school costs projected include furnishings and soft costs. These costs can amount to as much as 30 to 40 percent.
 - Time for construction is based on a “best case scenario”, and may need to be adjusted on a case by case basis.
 - Renovations costs usually amount to approximately 80% of new costs.

Conclusion: The meeting was adjourned at 8:00 pm with the next meeting scheduled for September 16, 2009. Brad will send out reminders shortly after Labor Day to all committee members to assist in reminding everyone of the start-up of the committee meetings after summer.

*Quotes of the day – “If you build it – they will come” Gary Johnson
“Capacity drives enrollment – enrollment drives planning” Brad Wayland*

Enclosures:

1. Capital Facilities Planning Committee Schedule, Option Two
2. Template for Principal’s Briefing on Building Needs
3. Draft Building Assessment Form
4. Capital Facilities Planning Committee Presentation, 3 June 2009

C: Cabinet Members, Board Members