



**To:** Attendees  
**From:** James Soh | JS  
**Date:** June 1, 2016  
**Comm. No:** 162043

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**Subject:** Independent School District #194  
Facilities Master Plan Meeting #4  
May 19, 2016 Meeting Minutes

**Attendees:**

- |  |                              |
|--|------------------------------|
| <input checked="" type="checkbox"/> Amy Olson, ISD #194, Director of Communication                       | amy.olson@isd194.org         |
| <input checked="" type="checkbox"/> Barb Knudsen, ISD #194, Executive Director of Teaching & Learning    | barbara.knudsen@isd194.org   |
| <input checked="" type="checkbox"/> Carmello Santoorjian, ISD #194                                       | Sant1557@isd194.org          |
| <input type="checkbox"/> Chris Endicott, ISD #194, Middle School Principal                               | chris.endicott@isd194.org    |
| <input type="checkbox"/> Don Sinner, ISD #194, Teacher Representative                                    | sinn1802@isd194.org          |
| <input checked="" type="checkbox"/> Douglas Ninow, ISD #194, Data System Analyst                         | douglas.ninow@isd194.org     |
| <input type="checkbox"/> Emily McDonald, ISD #194, Director of Equity and Innovation                     | emily.mcdonald@isd194.org    |
| <input checked="" type="checkbox"/> Heather Leier, ISD #194, Teacher Representative, Lakeville South HS  | heather.leier@isd194.org     |
| <input type="checkbox"/> Heidi Fredenck, Teacher Representative  |                              |
| <input checked="" type="checkbox"/> Terri Santoojian, Teacher Representative                             |                              |
| <input checked="" type="checkbox"/> Jason Molesky, ISD #194, Executive Director of Data & Tech. Services | jason.molesky@isd194.org     |
| <input type="checkbox"/> John Boche, ISD #194, High School Dean  | john.boche@isd194.org        |
| <input type="checkbox"/> Judy Keliher, ISD #194, Board Member  | judy.keliher@isd194.org      |
| <input checked="" type="checkbox"/> Justine Liekis, ISD #194   | justineliekis@isd194.org     |
| <input checked="" type="checkbox"/> Lisa Snyder, ISD #194, Superintendent                                | lisa.snyder@isd194.org       |
| <input checked="" type="checkbox"/> Michael Baumann, ISD #194, Executive Director of Business Services   | michael.baumann@isd194.org   |
| <input checked="" type="checkbox"/> Pete Otterson, ISD #194, Elementary Principal                        | peter.otterson@isd194.org    |
| <input checked="" type="checkbox"/> Richard Ringeisen, ISD #194, Community Member                        | richard.ringeisen@isd194.org |
| <input type="checkbox"/> Sharon Krueger, ISD #194, Special Education Representative                      | sharon.krueger@isd194.org    |
| <input checked="" type="checkbox"/> Steve Porter, ISD #194, Community Education Director                 | steve.porter@isd194.org      |
| <input checked="" type="checkbox"/> Terry Lind, #ISD 194, Board Member                                   | terry.lind@isd194.org        |
| <input type="checkbox"/> Daryl Morey, City Of Lakeville  | dmorey@lakevillemn.gov       |
| <input type="checkbox"/> David Anderson, Community Member  | davidandersonjd@gmail.com    |
| <input type="checkbox"/> Jane Thompson Rowe, TLAC Representative   | jane.rowe@gmail.com          |
| <input type="checkbox"/> Jacob Whittaker, Community Member   | j_whittak@yahoo.com          |
| <input checked="" type="checkbox"/> Jon Seybold, Community Member  | seyboldjs@aol.com            |
| <input checked="" type="checkbox"/> Josh Kutzler, Community Member                                       | jdkutzler@gmail.com          |



<input checked="" type="checkbox"/>	Laura Peterson, Schmitt's Transportation	lpeterson@sasbus.com
<input checked="" type="checkbox"/>	Luke Hellier, Community Member	lukehellier@gmail.com
<input checked="" type="checkbox"/>	Mark Rath, Community Member	rathmark@hotmail.com
<input checked="" type="checkbox"/>	Noelle Bartlett, GT Representative	nm.bartlett@hotmail.com
<input checked="" type="checkbox"/>	Tara O'Hearn, CEB Representative	tohearn@charter.net
<input type="checkbox"/>	Tom Terry, Elko New Market Representative	tterry@ci.enm.mn.us
<input checked="" type="checkbox"/>	Sara Guyette, Wold Architects and Engineers	sguyette@woldae.com
<input checked="" type="checkbox"/>	Sean Kelly, Wold Architects and Engineers	skelly@woldae.com
<input checked="" type="checkbox"/>	Vaughn Dierks, Wold Architects and Engineers	vdierks@woldae.com
<input checked="" type="checkbox"/>	James Soh, Wold Architects and Engineers	jsoh@woldae.com

**Discussion Topics:**

A. Updates/Announcements:

1. On Tuesday, May 17, 2016, an update regarding the status and progress of the Long Term Facilities Committee was given to the Board of Education. A copy of the presentation will be available on the webpage and is also on the Google Drive.
2. Reviewing Facilities Master Plan Process
  - a. Drawing close to the data collecting phase, the next step in the planning process is to agree on the needs and begin developing criteria for the district facilities during the upcoming meetings.
3. District updated Committee that the enrollment projection update is currently progressing.

B. Thoughts Since Last Meeting:

1. Teachers across the District are very interested in the possibilities of flexible teaching spaces. Although, the main concern is still centered around class sizes that could potentially limit the implementation of flexible classrooms.
2. Parents are concern about the cost associated with implementing flexible classrooms in particular, purchasing new furniture that could implicate higher levy or tax increase.
3. Public outreach for District's Middle Schools assessed that there is a lack of substantial funding at the moment. It was suggested that the best strategy is to conserve spending while maximizing all current available facilities.
4. Concerns were raised regarding the maintenance upkeep (i.e. cleaning) and durability of flexible classroom furniture and the financial implication of replacement that might be required due to durability issues.
5. It was noted that flexible classrooms and furniture are small part of a larger District's overall strategic alignment plan and should not be treated as a main priority of discussion. Capacity, educational needs, and deferred maintenance are all priorities.
6. The Artcobell furniture cost estimate for the classroom at LVNH came in rather high.
7. The general concerns for parents are how enrollment will affect future re-districting and class sizes.



- C. Meeting Norms:
  - 1. It was agreed that one statement should be added: only one conversation at a time.
- D. The Group decided to have an executive summary overview of the studies to be presented and that they would individually need before the next meeting.
- E. Capacity Study (final):
  - 1. Group reviewed capacity definition and charts.
  - 2. It is important to take note that some facilities are more full than others but the District has the ability to receive additional students overall.
  - 3. Capacity study cannot be used alone to make facility decisions. Demographic and enrollment projection study must be incorporated into the decision-making process.
  - 4. Committee Discussion/Feedback
    - a. Any previous capacity studies for reference as comparable to monitor trends as a percentage of population?  
Response: Capacity studies are done frequently, but the enrollment projection study is best to answer this question.
    - b. Which elementary schools feed into each middle school?  
Request: Please provide information at an upcoming meeting.
- F. Deferred Maintenance Study (final):
  - 1. Group reviewed the FIIS database role, Facility Condition Index (FCI) and 10-year Deferred Maintenance Outlook charts.
  - 2. Information indicated that the District would need to invest \$12 million annually for maintenance needs over the next ten years.
  - 3. It was recommended that deferred maintenance projects be prioritize based in the following order, going forward:
    - a. Building shell (roof, walls, windows)
    - b. Building systems (mechanical, electrical)
    - c. Interior Finishes (flooring, casework)
  - 4. It was also recommended that the District develop building specifications based on overall life cycle costs.
  - 5. Committee Discussion/Feedback
    - a. What is the current deferred maintenance budget?  
Response: \$2.5 million annually
    - b. Did deferred maintenance study include any capital improvements in the 2014 referendum?  
Response: No. This is only deferred maintenance.
    - c. How does enrollment influence FCI?  
Response: It does not.
    - d. What is an average FCI in schools throughout Minnesota and across the country?  
Response: This is not something that can readily be tracked or shared by schools. But note that MDE considers an FCI of 60 as the point when building replacement should be considered.



- e. In order to keep current with maintenance, a rule of thumb to spend 1-3% annually of the original construction cost. However, if it is not spent, the percentage will increase each year it is not spent.
- G. Educational Adequacy and Strategic Alignment (final):
1. Group reviewed the definition of Educational Adequacy, District's Strategic Plan, deficiencies by site charts, and classroom size comparison charts.
  2. It is important to take note that under educational adequacy, certain space issues should be addressed over the next ten years. It includes:
    - a. Space shortages for gyms, student services.
    - b. Bringing intervention spaces closer to general classrooms.
  3. Majority of school principals across the District agreed that flexible furniture would be the one improvement to better deliver educational programs.
  4. Committee Discussion/Feedback
    - a. Who or what entity ranked the educational adequacy study?  
Response: It was based on meetings with the administrators and staff members; in addition to Wold's observations and calculations.
    - b. Is square footage of classroom sizes based on the recommendation from the State guideline?  
Response: Yes, although the State has not updated the square footage recommendation in sometime. It is based on an average of 28-32 students per classroom.
    - c. Pool deficiencies will be listed as capital needs and discussed at an upcoming meeting.
- H. Security Study (draft):
1. The key components for security and emergency management are:
    - a. Policies and procedure
    - b. Training
    - c. Student support systems
    - d. Physical security measures. This item is what the group will focus on.
  2. It is a balancing act to provide a welcoming atmosphere and secure environment in a school. You must also consider the different building-users and the varying hours of access needed to school buildings.
  3. A multi-layered approach to security design shall consider the following:
    - a. Exterior and site
    - b. Communication systems
    - c. Entry control and screening
    - d. Monitoring
    - e. Limiting movement
    - f. Area of refuge
  4. The group looked at some examples showing what would be recommended. It was noted that different building layouts may require different solutions, but a baseline was being developed.



5. Committee Discussion/Feedback
  - a. Additional video surveillance devices will be added to McGuire Middle School.
  - b. A comprehensive security plan integrating a secured perimeter and a core zone.
  - c. Adding laminating glass to windows and doors can be costly. Locating strategic areas where laminating glasses can provide extra layer of security would be an ideal approach.
  - d. There is no perfect fool-proof security protection plan. Delaying the threat while allowing time for law enforcement to respond is a general strategy.
  - e. Communication infrastructure to be incorporated in the security study/needs.
- I. Operation Study will be covered in the next meeting.
- J. Key messages the committee would like to share are:
  1. The committee reviewed the following four (4) reports:
    - a. Capacity
    - b. Deferred Maintenance
    - c. Educational Adequacy/Strategic Alignment
    - d. Security
  2. The building capacity changes with the use of rooms.
  3. An effective physical security plan must be multi-layered and include more than the perimeter.
  4. We need to conserve and be fiscally responsible.
- K. Next Steps:
  1. Review the studies distributed tonight and bring back any questions to the next meeting.
  2. The next meeting is scheduled to be held at Crystal Lake Education Center on Wednesday, June 1, 2016 at 4:30 p.m.

cc: Absentees