



To: Attendees

From: James Soh | JS

Date: June 10, 2016

Comm. No: 162043

Subject: Independent School District #194
Facilities Master Plan Meeting #5
June 1, 2016 Meeting Minutes

Attendees:

<input 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 and Learning	barbara.knudsen@isd194.org
<input checked="" type="checkbox"/>	Carmello Santoorjian, ISD #194,	sant1557@isd194.org
<input checked="" type="checkbox"/>	Chris Endicott, ISD #194, Middle School Principal	chris.endicott@isd194.org
<input checked="" 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 checked="" 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"/>	Jason Molesky, ISD #194, Executive Director of Data & Technology Services	jason.molesky@isd194.org
<input type="checkbox"/>	John Boche, ISD #194, High School Dean	john.boche@isd194.org
<input checked="" type="checkbox"/>	Judy Keliher, ISD #194, Board Member	judy.keliher@isd194.org
<input checked="" type="checkbox"/>	Justine Liekis, ISD #194,	justine.liekis@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"/>	Nancy Skaro, ISD #194, Community Edu. Sys. & Facility Scheduling Coordinator	nancy.skaro@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 checked="" type="checkbox"/>	Sharon Krueger, ISD #194, Special Education Representative	sharon.krueger@isd194.org
<input checked="" type="checkbox"/>	Shirley Ward, ISD #194, Extended School Services Manager	shirley.ward@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

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<input type="checkbox"/>	David Anderson, Community Member	davidandersonjd@gmail.com
<input checked="" 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 type="checkbox"/>	Josh Kutzler, Community Member	jdkutzler@gmail.com
<input 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
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<input checked="" type="checkbox"/>	Vaughn Dierks, Wold Architects and Engineers	vdierks@woldae.com
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<input checked="" type="checkbox"/>	James Soh, Wold Architects and Engineers	jsoh@woldae.com

This meeting was held at Crystal Lake Education Center at 4:30 p.m. on Wednesday, June 1, 2016.

Discussion Topics:

A. Updates/Announcements:

1. Vaughn Dierks will be facilitating the Long Term Facilities Committee Meetings effective Wednesday, June 1, 2016.
2. Group reviewed the Facilities Master Plan Process.
 - a. This is meeting five of seven scheduled meetings and will be focused on developing criteria.
3. Meeting Norms:
 - a. An additional statement was added from last meeting: "Only one conversation at a time".

B. Thoughts since last meeting:

1. Are the pool deficiencies included in the studies? Wold to verify.
2. The group explained that pool facilities are not solely intended for students in the School District, but are also a major community asset.

C. Follow-Up Items:

1. The Enrollment Pathways diagram was presented to the committee and discussed:
 - a. It was noted that 80-90% of the enrollment paths generally follow the District path of the boundaries.
 - b. Openly enrolled student within the District follow District Boundary pathways rather than building pathways.
2. Class Size Reduction Work: Presented by Lisa Snyder.
 - a. The District's class size reduction plan including funding allocation, current progress, and future goals was presented to the group.
 - b. Committee Discussion/Feedback:
 - 1) What is the actual effect of reducing class sizes by one or two students District wide on District operations?



- 2) Response: When class size increases, teachers are required to make additional accommodations including: time spent on each individual student, out of classroom work, methods of testing, etc. The solution of hiring more teachers in order to bring the class size down has budget implications as well as the physical impact on classrooms that are typically designed to accommodate 28-32 students under the state guidelines.
- D. Facility Use by the Community Education Department and Community Groups: Presented by Steve Porter.
1. Community Education is an opportunity for local citizens, schools, agencies and institutions to become active partners in addressing education and community concerns.
 2. Community Education also brings the community members together to identify and link community needs and resources in a manner that helps people raise the quality of life.
 3. There are currently 14 Community Education Programs:
 - a. Early Childhood Family Education (ECFE).
 - b. Early Childhood Screening.
 - c. Small Wonders Preschool
 - d. Wonder Zone Preschool-Age Child Care..
 - e. Kid Zone School-Age Child Care.
 - f. Summer Adventures.
 - g. Youth Enrichment.
 - h. Youth Service & Development.
 - i. Aquatic & Safety.
 - j. Performing Arts (Giant Step Theatre).
 - k. Adult Enrichment.
 - l. Adult Basic Education.
 - m. Adults with Disabilities (Project Explore).
 4. 3 Classifications of Users:
 - a. Class 1: Groups are permitted the use of school district facilities rent-free.
 - 1) Class 1 includes local school groups, non-profit youth and adult groups and local government units.
 - b. Class 2: Groups will be charged for rent and equipment use.
 - 1) Class 2 includes local non-profit youth and adult groups which charge admission, sell merchandise or generate a crowd of 200 or more; religious organizations; other K-12 schools, colleges and universities.
 - c. Class 3: Groups will be charged for rent and equipment use.
 - 1) Class 3 includes commercial and for-profit groups.
 5. The vast majority of facilities use and contact hours are mainly Class 1 groups.
 6. Summer and winter months are popular usage months especially by sports associations and booster clubs.
 7. The majority of facilities use is at the high schools level.
- E. Joint Power Agreement: Presented by Nancy Skaro and Shirley Ward.
1. The City of Lakeville and the District shared use of buildings and grounds for recreational, instructional and meeting purposes.



2. This shared use has benefitted the Lakeville residents by avoiding duplication of facilities.
3. The City may use District buildings and grounds without rent or fees and vice-versa.
4. Facility needs related to Community Education.
 - a. More instructional and related spaces for before and after school child care and enrichment.
 - b. Greater instructional and related spaces for Early Childhood Education.
 - c. Increase in the number of gyms for District and community group use.
 - d. An additional pool for District and community groups use.
 - e. Continued access to spaces for enrichment and recreational programs.
5. Committee Discussion/Feedback:
 - a. Where does the revenue go?
 - 1) Response: The revenue goes to the general fund to help offset the District's costs but does not meet the overall cost or generate to profit.
 - b. Does Joint Power Agreement extend to neighboring cities?
 - 1) Response: Yes. Elko-New Market and Savage are among cities that help shared the community programs and facilities use.
 - c. The District does provide high quality after-school and summer childcare and enrichment programs.
 - d. Facilities use is demand driven.
 - e. With the new legislation, do we have space for all-day Pre-K and Kindergarten?
Response: As with all day Kindergarten, the District will need to assess the current facilities and react accordingly to accommodate any new legislation requiring Pre-K programs.
- F. Overview of Capital Work and Operations:
 1. Capital work is defined as work that is not deferred maintenance or health and safety related.
 2. Operational considerations most often look for ways to improve efficiencies and reduce costs without compromising safety.
 3. The District's key components for operations are:
 - a. Transportation/Site circulation.
 - b. Student nutrition.
 - c. Buildings and grounds.
- G. The committee is tasked with group assignment in prioritizing needs as guiding statements to help developing criteria.
- H. Key messages the committee would like to share are:
 1. Building use extends to the community at large.
 2. Class size is taken very seriously.
 3. District operations are not profit driven.
 4. Community use of District Buildings is classified into three rent based categories.

cc: Absentees

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