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**To:** Attendees

**From:** Katelyn Chambers | KC

**Date:** April 20, 2018

**Comm. No:** 9999

**Subject:** Independent School District #194  
Facilities Task Force Meeting #2  
April 16, 2018 Meeting Minutes

**Attendees:**

Sara Guyette, Independent School District #194	sara.guyette@isd194.org
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Julie Ritter, Early Childhood Family Ed Manager	julie.ritter@isd194.org
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Douglas Ninow, Info Systems Analyst	douglas.ninow@isd194.org
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Daryl Morey, Planning Director, Lakeville	dmorey@lakeville.mn.gov
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Terry Lind, School Board	terrylind9@gmail.com
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*A meeting was held to determine large scale standards for the District.*

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**PLANNERS  
ARCHITECTS  
ENGINEERS**



**Discussion Topics:**

- A. Questions from last week were addressed.
  - 1. Current capacity is as follows:
    - a. K-5 ranges from 87%-96% capacity.
    - b. 6-8 ranges from 94%-95% capacity.
    - c. 9-12 ranges from 90%-95% capacity.
    - d. Full capacity = flexibility loss.
  - 2. The five (5) highest priority large budget deferred maintenance projects include the following:
    - a. \$5-6 million needed for KTMS Mechanical System Improvements.
    - b. \$3-4 million needed for CHE Mechanical System Improvements.
    - c. \$5-6 million needed for CLEC Mechanical System Improvements.
    - d. \$3-4 million needed for LSHS Roof Replacement.
    - e. \$5-5 million needed for JFK Deferred Maintenance and Improvements.
- B. Open Enrollment:
  - 1. Open enrollment is managed by grade. When a grade reaches maximum enrollment (intra-District enrollment and open enrollment) the grade gets capped.
  - 2. There are often requests for intra-District transfers that cannot be fulfilled because of capacity.
  - 3. As of this school year, the District tracks how many students request open or intra-district enrollment and are denied because of capacity.
- C. Equity amongst buildings was reviewed.
  - 1. The group expressed that the weight room and strength facilities at LSHS are far superior to those at LNHS.
  - 2. MMS and KTMS have swimming in their curriculum and CMS does not because they cannot without a pool.
- D. The group discussed District Office and Maintenance Facility needs.
  - 1. A question was asked regarding how much space is needed for the District Office and Maintenance buildings.
    - a. The District Office requires 15,000-18,000 SF depending on whether there is a board room, etc.
    - b. The Building and Grounds facility requires approximately 15,000 SF.
    - c. The above SF numbers will be confirmed.
  - 2. The District could build a new space to hold these programs on land the District already owns.
  - 3. The District has had conversations with the City of Lakeville regarding possible buildings that could be purchased and repurposed for the District Office or Maintenance facilities.
  - 4. The City of Lakeville may be interested in purchasing the existing ALC building for complementary space for the arts building.



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5. A comment was made that many workplaces have options to remote in and have a smaller co-working space in lieu of a desk for each individual employee. Would this be an option so that less physical space is needed at the District Office?
- E. Conversation around Capacity:
  1. Previously, it was determined that all elementary schools should have approximately 700 students maximum. This concept would need to be discussed further in regards to additions onto any existing buildings.
    - a. Oak Hills and Orchard Lake were brought up as schools that would be challenging to incorporate an addition onto because of preexisting site conditions and floor plan layouts.
    - b. How many sections of each grade should be housed at each building?
  2. A comment was made that Special Education programming is perceived to be an easy program to shift within buildings and spaces. This is not true.
- F. The group formed small groups to discuss criteria for prioritization of security improvements, equity amongst buildings, strategic alignment, and capacity issues.
  1. The results of the small group discussions were as follows:
    - a. What absolutely needs to be addressed at this time?
      - 1) Prioritize Students (capacity for K-12 students that is specific to learning).
      - 2) Maintenance Issues.
      - 3) Security.
      - 4) Physical Capacity (ALC, Technology, District Office).
    - b. What should be addressed as a mid-level priority?
      - 1) Equity (was included in each of the three categories by different small groups, this item needs more discussion).
    - c. What is a lesser priority that may need wait and be addressed in the future?
      - 1) Strategic Alignment (Flex Learning, Furniture, etc.).
- G. Questions for Next Week:
  1. What can our buildings handle when it comes to additions?
    - a. A previous study done on this will be added to the Google Drive.
  2. What are our "maybe" priorities?