



To: Attendees

From: James Soh | JS

Date: April 18, 2016

Comm. No: 162043

Subject: Independent School District #194 - Long Term Facilities Committee
Facilities Master Plan Meeting #1
Meeting Minutes - April 06, 2016

Attendees:

Amy Olson, ISD #194, Director of Communication	amy.olson@isd194.org
Chris Endicott, ISD #194, Middle School Principal	chris.endicott@isd194.org
Douglas Ninow, ISD #194, Data System Analyst	douglas.ninow@isd194.org
Emily McDonald, ISD #194, Director of Equity and Innovation	emily.mcdonald@isd194.org
Jason Molesky, ISD #194, Exec. Dir. of Data & Technology Services	jason.molesky@isd194.org
John Boche, ISD #194, High School Dean	john.boche@isd194.org
Judy Keliher, ISD #194, Board Member	judy.keliher@isd194.org
Michael Baumann, ISD #194, Exec. Dir. of Business Services	michael.baumann@isd194.org
Pete Otterson, ISD #194, Elementary Principal	peter.otterson@isd194.org
Sharon Krueger, ISD #194, Special Education Representative	sharon.krueger@isd194.org
Steve Porter, ISD #194, Community Education Director	steve.porter@isd194.org
Daryl Morey, City Of Lakeville	dmorey@lakevillemn.gov
David Anderson, Community Member	davidandersonjd@gmail.com
Jacob Whittaker, Community Member	j_whittak@yahoo.com
Mark Rath, Community Member	rathmark@hotmail.com
Jon Seybold, Community Member	seyboldjs@aol.com
Laura Peterson, Schmitt's Transportation	lpeterson@sasbus.com
Jane Thompson Rowe, TLAC Representative	jane.rowe@gmail.com
Noelle Bartlett, GT Representative	nm.bartlett@hotmail.com
Tara O'Hearn, CEB Representative	tohearn@charter.net
Sara Guyette, Wold Architects and Engineers	sguyette@woldae.com
Sean Kelly, Wold Architects and Engineers	skelly@woldae.com
James Soh, Wold Architects and Engineers	jsoh@woldae.com

Absentees:

Tom Terry, ENM Representative	
Ed Nelson, #ISD 194, Supervisor of Buildings & Grounds	ed.nelson@isd194.org
Lisa Snyder, #ISD 194, Superintendent	lisa.snyder@isd194.org
Terry Lind, #ISD 194, Board Member	Terry.lind@isd194.org

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**PLANNERS
ARCHITECTS
ENGINEERS**



The meeting was held at Crystal Lake Education Center at 4:30 p.m. on Wednesday, April 06, 2016.

Discussion Topics:

- A. Presentation by the Minnesota State Demographer, Susan Brower, was given showing the committee the general state demographic trend.
- B. Facility Master Plan Kickoff.
 - 1. Wold outlined the meeting agenda and provided handouts.
 - 2. Materials presented and/or provided during the meeting to the committee will be furnished in both hardcopies and digital copy via the existing Google Drive folder.
 - 3. Three ring binders will be distributed next meeting so members can keep all info together.
- C. Background information on LAPS Facilities was given.
 - 1. Currently, the school district has seventeen (17) facilities: eight (8) elementary school, three (3) middle schools, two (2) high schools, one (1) Alternative Learning Center, one (1) Community Education Center and two (2) Support Service Facilities.
 - 2. The Minnesota Department of Education refers to blended age for facilities as a means to assess age across a district. The average age of all Lakeville School District facilities is currently 27 years old.
 - 3. The School District has utilized funding for deferred maintenance. The average amount spent on deferred maintenance for the last several years was \$2.5 million per year.
 - a. The District uses a data base that inventories schools and includes items ranging from: flooring, casework, mechanical, electrical, roofs and walls.
 - b. This data base is analyzed annually to execute summer maintenance projects.
 - c. Life-cycle cost, replacement cost, maintenance cost as well as budget allocation are all factored into consideration as part of the decision making process before deferred maintenance projects are recommended to the School District's Buildings and Grounds Department.
 - 4. The last large scale planning effort undertaken by the School District was 1999. The last major construction project was Lakeville South High School.
 - 5. Recent educational changes have and will affect the utilization and capacity of each building. Items such as: the all-day kindergarten mandate in 2014, reinstatement of art, band elementary programs for the 2016-2017 school year, middle school STEM programs, online learning, flex spaces, technology integration, the growth of early childhood education, and perceived security issues.
- D. An overview of Facilities Master Plan Process was given.
 - 1. The committee is tasked to develop a long term comprehensive facilities plan with criteria and priorities for recommendation to the Board of Education. These recommendations will be based on current capacity, physical condition, activities, enrollment projection as well as financial stewardship.



2. Data that will be presented to the committee for review will be categorized into: Objective Data and Subjective Data
 - a. Examples of Objective Data are: physical conditions, capacity vs. enrollment, utilization of facilities, demographic, security analysis/audit etc.
 - b. Examples of Subjective Data are: educational programming, functional fit, security perceptions, strategic alignment, district quality standards etc.
3. Data that will be reviewed and considered by the committee are categorized into 3 major components: Physical, Educational as well as Activities & Community.
4. Wold has been undertaking data collection and analysis since the middle of March. This data will be used by the committee to determine the needs of the district. Criteria will be developed before solutions are and prioritized. Recommendations presented to the Board of Education will be:
 - a. Establishing consensus will allow the committee to move forward and informs all decisions hereafter (See Fist-to-Five below).
 - b. Developing multiple options will allow the committee to evaluate each against the criteria.
 - c. Repeating the process of analyze-generate-test for options will occur until there is a consensus on the recommendation.
 - d. A well-developed Master Plan will capture the facilities needs for the next 10 years as well as providing a framework for future decision making.
5. This committee planning process will occur through June, with the final recommendation presented to the Board of Education in July.
- E. The Charge of the Committee is reviewed. The mission of the committee is to:
 1. Serve the School District's educational needs.
 2. Be financially attainable and sustainable.
 3. Accommodate the enrollment demands.
 4. Anticipate the needs for the next 10 years.
 5. Provide equitable facilities.
 6. Honor community partnerships.
 7. Align with the District's Strategic Plan.
 8. Recommend optimal use of the facilities.
- F. Introduction to Fist-to-Five Consensus Building
 1. The Fist-to-Five protocol will be used for the committee to make decisions and come to consensus.
 2. Consensus is defined as: Everyone can support the decision, whether or not they think it is the best solution.
- G. Meeting Dates
 1. A total of 6 meetings are planned with an additional meeting if needed.
 2. Meeting every other week for 2 hours was recommended to maintain momentum and allot sufficient time for topics.
 3. The committee chose to meet every other Wednesday from 4:30 p.m. – 6:30 p.m.



4. The next meeting will be scheduled for Wednesday, April 20, 2016 at 4:30 p.m. at Crystal Lake Education Center.
- H. Group exercise: Meeting Norms
1. The committee worked in groups to brainstorm how the committee members should conduct the meeting. The following norms were agreed to:
 - a. Strive to start and end on time.
 - b. Be prepared.
 - c. Seek to understand the perspectives of others.
 - d. Be engaged.
 - e. Commit to forward progress.
 - f. Share individual concerns while working towards consensus.
 - g. Right to revise/amend the list.
- I. Homework
1. Review the Long Term Facilities Committee Charge for the Master Plan.
 2. Review Utilization Diagrams and Site Plans.
- J. Question and Answer Session
1. Is there confidentiality to this committee meeting?
Response:
 - a. This is an open meeting and the committee arrangement is to provide full transparency to the public in the task we undertake.
 2. Is a demographer going to provide enrollment projections for this planning process?
Response:
 - a. Yes. The School District reached out to Hazel Reinhardt Consulting, which had previously conducted a full demographic assessment of the Lakeville Area Public Schools in 2010.
 3. Recently, there was concern brought up in the local news media regarding the makeup of this committee for not being broader, diverse and all-encompassing. Will there be people added? How do we respond?
Response:
 - a. We are in public education and it is a political environment. We are following the charge of Board of Education based on their consensus and direction.
 - b. Be confident and candid about the task we carry out here at the committee.
 4. The traditional classrooms that are being repurposed for specialty programs, will there be data available so we know how many DCD programs are out there at each level?
Response:
 - a. Yes. This data will be provided in the next couple of meetings.
- K. Next step
1. The next committee meeting is scheduled to be held at the Crystal Lake Education Center on Wednesday, April 20, 2016 from 4:30 p.m. to 6:30 p.m.