

Facility Planning Task Force Kickoff Meeting

February 12, 2019

6pm - 8pm

Central Admin Office, Board Room

Objectives for the Meeting

1. I know the scope of work the task force is being asked to consider, and I can identify the critical success factors.
2. I can communicate the expectations of task force members.
3. I have an understanding of the District's facilities and properties, and know where to find a summary overview of each of them.
4. I understand how the enrollment projections could impact our facility needs.

Agenda:

6:00 - 6:10: District Welcome and Introduction of Task Force Chairpeople & Facilitator

6:10 - 6:25 - Task Force Scope of Work, Critical Success Factors, and Timeline

6:25 - 6:40 - Group Introductions

6:40 - 7:10 - Facility Inventory Gallery Walk

7:10 - 7:50 - Enrollment Study and History

7:50 - 8:00 - Questions, review objectives, and wrap-up

Support Materials

- Task Force Member Roster - District Staff Contact Info
- Task Force Meeting #1 Presentation
- District Facility Profiles
- District Boundary Map
- Enrollment Balancing Executive Overview

Path to a Recommendation

Date	Key Agenda Items	Support Materials Needed
February 12, 2019 Meeting #1	Agenda: <ol style="list-style-type: none"> 1. Group introductions and norms 2. Facility Inventory 3. Enrollment Projections 	<ul style="list-style-type: none"> ● Enrollment Trends (Nov Report to Board) ● Facility Profile to include History ● District Map with Properties
February 26, 2019	Task Force Chair Board Update	
March 5, 2019 Meeting Two	Agenda: <ol style="list-style-type: none"> 1. Facility Capacities 2. Other Facility Constraints (e.g. Parking) 3. Facility Options 	<ul style="list-style-type: none"> ● Facility Capacity Analysis ● Class Size Guidelines ● Enrollment Analysis by school (see below) ● Relocatable Cost Report ● Fire Code Restriction Report
March 19, 2019	Task Force Chair Board Update	
April 2, 2019 Meeting Three	Agenda: <ol style="list-style-type: none"> 1. Factors to Consider - 4K Impact; 2. Facility Costs 3. Explore Facility Scenarios 	<ul style="list-style-type: none"> ● 4-Year Old Projections ● 10-Year Capital Improvement Plan ● Recent (2005-2018) History of Financing Facility Needs
April 30, 2019	Task Force Chair Board Update	
May 7, 2019 Meeting Four	Agenda: <ol style="list-style-type: none"> 1. Evaluate Facility Scenarios 2. Impact on District Finances 	<ul style="list-style-type: none"> ● Facility Scenario Report ● Finance Options Report
May 21, 2019	Task Force Chair Board Update	
June 4, 2019 Meeting Five	1. Finalize Task Force Recommendations	<ul style="list-style-type: none"> ● Draft Task Force Report
June 11, 2019	Task Force Chair Board Update	
July 9, 2019	Facility Planning Task Force presents Facility Planning Report to the Board of Education	