

# Facility Planning Task Force Kickoff Meeting Minutes

March 5, 2019

6pm - 8pm

Central Admin Office, Board Room

6:00 - The meeting started on time and most Task Force Members were present. Additional guests included; Board member Glen Allgaier; District Staff; Dan Scott, Mark Hansen, Kristin Sobicinski and Chris Thompson; and Elm Grove Community Liaison George Haas.

6:05 - Chris Thompson, task force facilitator, welcomed the group, did a quick introduction exercise, and quickly reviewed the objectives of the task force, meeting objectives, and support documentation provided prior to the meeting.

6:10 - Chris shared new information regarding enrollments by tracts (slides 6-10). This information is helpful to analyze neighborhood trends regarding enrollment in our schools. The data also gives one a flavor for market share of each individual elementary school.

6:15 - The task force worked its way through the next activity for most of the evening. The purpose was to consider the different facility options and the possible benefits or negatives/drawbacks associated with each option. The activity did not intend to apply the facility option to any one school, but rather consider the option on its own (i.e. what could an addition at one of our elementary schools allow for, rather than analyze an addition at Dixon elementary).

After each option was discussed at the tables, ideas were shared out and are captured below. Some ideas led to questions which were either addressed by Kristin Sobicinski or Chris Thompson.

## Facility Options Exercise

Small Groups of 5-6, not school/location specific

<b>Modulars (+/-) Slides 11-14 in Presentation</b>	
<b>+</b>	<b>-</b>
<ul style="list-style-type: none"><li>• Nice to know this is an emergency option</li><li>• Flexible options</li><li>• Quick and economical</li><li>• Growth uncertainty</li><li>• If the goal is to make smaller schools/modular would help address long term solutions</li><li>• Can be used during construction</li></ul>	<ul style="list-style-type: none"><li>• Fire suppression/additional cost</li><li>• Safety and security concerns</li><li>• Might not want to go there/perception - aesthetics</li><li>• Unknown of city requirements</li><li>• Expense not an investment</li><li>• Only one level takes up more land</li><li>• What is the projected usable life of a modular?</li></ul>

	<ul style="list-style-type: none"> <li>• How do modulars hold up in WI weather?</li> <li>• Would we include restrooms/water (not included in pricing, proximity to building would not require it)</li> <li>• Might be more expensive in long-term since it is a sunk cost</li> </ul>
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**Addition (+/-) Slide 15**

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<ul style="list-style-type: none"> <li>• More classes = more flexibility for scheduling</li> <li>• Relatively short timeline and quick turn around</li> <li>• Not having to move children</li> <li>• Use of existing buildings</li> <li>• Use of existing infrastructure</li> <li>• Land available at most locations</li> <li>• Flexibility to act when needed</li> <li>• Allows possibility to address surge in enrollment</li> <li>• If done at multiple locations, may give enough capacity for 4k</li> <li>• Faster timeline for construction</li> <li>• Less cost than brand new building</li> <li>• Assumes no additional staff to support larger building</li> <li>• Gym at Tonawanda could solve immediate growth needs</li> </ul>	<ul style="list-style-type: none"> <li>• Sceptical of unknowns on the cost</li> <li>• Doesn't allow for growth beyond forecasting</li> <li>• Adds classrooms not special spaces/cafeterias</li> <li>• Expected enrollment may exceed</li> <li>• Investing in a building we may sell</li> <li>• Do we want mega elementary schools</li> <li>• Disruption to the school during building process</li> <li>• Parking parent pickup</li> <li>• Zoning restrictions/green space</li> <li>• Increase operating costs</li> <li>• Cost is high</li> <li>• What impact would expansion have on specials' (e.g. art, music) needs for space/programming?</li> <li>• Does not allow for more growth beyond limited expansion</li> <li>• May put pressure on other constraints - cafeteria, parking, traffic flow, etc.</li> </ul>

**Remodel and Re-open Hillside (+/-) Slide 16**

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<ul style="list-style-type: none"> <li>• Additional capacity</li> <li>• Cost efficient</li> <li>• Long term solution</li> <li>• Doesn't impact other buildings during construction</li> <li>• Keeps Hillside neighborhood part of the school community</li> <li>• Property value increase for Hillside</li> </ul>	<ul style="list-style-type: none"> <li>• Traffic flow</li> <li>• 50 year old building/life cycle</li> <li>• Significant disruption moving families around (Short term)</li> <li>• Is it worthy of remodeling</li> <li>• Additional staff, ongoing operating costs - \$1.2 million</li> <li>• Trends show enrollment increases are</li> </ul>

<p>neighborhood?</p> <ul style="list-style-type: none"> <li>● Reuse existing building</li> <li>● Wouldn't be a mega school - approximately 4 section school</li> <li>● Would help decrease enrollments at our larger schools</li> <li>● Not on a flood plain</li> <li>● Possibly no referendum within our reserves</li> <li>● Balances west/east locations of schools</li> <li>● Long term minimal impact to people</li> </ul>	<p>on the east side, does adding capacity on the west side make sense?</p> <ul style="list-style-type: none"> <li>● PR (I told you so)</li> <li>● Potential referendum</li> <li>● What other projects would need to be put on hold</li> <li>● Could take 2-4 years</li> </ul>
<p><b>New School, New Property (+/-) Slide 17</b></p>	
<p><b>+</b></p>	<p><b>-</b></p>
<ul style="list-style-type: none"> <li>● New building</li> <li>● Could address long-term growth without closing existing school</li> <li>● If an existing not closed long term solution</li> <li>● We can pick the location</li> <li>● We can build to our needs</li> <li>● Could allow for sale of another property (e.g. Swanson)</li> <li>● Could use existing property</li> <li>● Increase property value in the area</li> <li>● Neighborhood at Mary Knoll</li> </ul>	<ul style="list-style-type: none"> <li>● Referendum</li> <li>● Proximity to the freeway</li> <li>● No ideal location</li> <li>● Closing one school will fill up fast</li> <li>● Closing Tonawanda PR issues</li> <li>● Opportunity to position the 3 properties for sale</li> <li>● Would the community support the cost?</li> <li>● Mary Knoll is best option of the three (Imperial, Mary Knoll, FVS) - proximity to freeway a (-)?</li> <li>● Rebalancing will impact families</li> <li>● Will take a long time (3-4 years) to actualize - planning, referendum, construction</li> <li>● Is Mary Knoll park land buildable?</li> </ul>

7:40 - The task force then considered a specific scenario (Tonawanda Elementary) and three looming, facility-related decisions:

- HVAC Needs Replacement in 2-4 years at an estimated price tag of \$2.5M
- Enrollment growth predicted to exceed capacity in 4 years
- Cafeteria/Gym constraint could materialize in 2019-20 or 2020-21 school years - new gym cost of \$4.5M (12 month design - build timeline)

The team was asked to identify criteria they would use to evaluate the needs of such a scenario. This criteria would not be assigned equal weight, but is a good list to use when we begin evaluating possible solutions. Together, the task force generated the following list:

- Role within community
- Impact on constraints
- # of families impacted
- # of buildings impacted
- Factor of proximity to schools
- Traffic congestion
- Safety considerations
- Student experience
- Size of the school
- Impact student achievement
- Operating cost/age of building
- Financial impact
- Length of solution
- Impact on enrollment
- Viability of land

7:50 - The group was asked to identify any outstanding questions they had from the evening's work, or additional information they would like to consider. A few questions were generated and will be responded to before the next meeting:

1. What is the total cost of modulars for the duration projected?
2. What percentage of families would be impacted by recommendation? Particularly if a Hillside remodel or re-open was considered?
3. What percentage of students that attend Tonawanda live in Brookfield?
4. Zoning assessment information would be helpful.
5. Do people value lower taxes or less disruption?
6. Is there a way to adjust grade configuration at our schools, and then consider new construction, addition, remodel? (e.g. Keep K-3 at Swanson & Tonawanda, build new at Mary Knoll for grades 4-5?)

7:58 - Chris Thompson wrapped up the evening by restating the objectives of the evening and inviting people to sign up for a bus tour of specific properties.

- March 20 - 4:30 - 6pm - leaving from Central Admin Office
- March 21 - 9:00 - 10:30am - leaving from Central Admin Office

Let Chris know if you are interested and on which date.

8:00pm - The task force kickoff meeting concluded.

**Resources used for the meeting** - All resources for the meeting can be found on the District's [public website](http://www.elmbrookschools.org) dedicated to the work of the Task Force (www.elmbrookschools.org - Community - Facility Planning Task Force).

#### Objectives for the Meeting

1. I can describe the different facility options to address enrollment growth.
2. I can identify the significant benefits and concerns of each facility option.
3. I can relate the possible facility options to Tonawanda's future facility needs.

#### Agenda:

- 6:00 - 6:05: Agenda Overview and Team Development
- 6:05 - 6:15 - Review questions and answer topics
- 6:15 - 6:25 - Enrollment information - history on elementary tracts
- 6:25 - 7:15 - Understanding and Exploring Facility Options Activity
- 7:15 - 7:50 - Case Study: Tonawanda Elementary - Facility Options
- 7:50 - 8:00 - Questions, review objectives, and wrap-up

#### Support Materials

- Facility Planning Task Force March 5 2019 Presentation
- District Boundary Map