



White Bear Lake Area Public Schools

Independent School District 624

Tim Wald

Assistant Superintendent for Finance & Operations

4855 Bloom Avenue
White Bear Lake, MN 55110-2731
(651) 407-7515 • Fax: (651) 407-7514

District Facility Planning Committee Application

Thank you for your interest in serving on the White Bear Lake Area Schools District Facility Planning Committee. The Planning Committee is being created to study the District's facilities and recommend to the School Board the most effective and efficient plan to address facilities needs in the District. Please review the attached District Facility Planning Committee Charge Statement document which further details the role and outcomes of the Committee.

Please complete and submit this application to:

Kathryn Robinson

White Bear Lake Area Schools
651-407-7517 (office)
651-407-7521 (fax)
Email: kathryn.robinson@isd624.org

Applications must be received by **September 24, 2018** by 4:00 pm CST to be considered. The District Facility Planning Committee membership will represent a broad cross-section of the community and must be stakeholders in the District.

The District Facility Planning Committee will meet approximately twice per month between October and December 2018 to study the needs of the District from the perspectives of three categories: Learning Environments, Physical Conditions, and Community Spaces. The Committee will then report their findings on the needs of the District to the Board in January 2019. Following this report to the Board, the Committee will then meet approximately six times between February and May 2019 to review the outcomes of the needs study and develop a long-range facilities master plan for the District.

Attendance at each meeting is essential; please review the dates on the following page. Those selected for the Facility Planning Committee will be notified by **October 1, 2018**.

Please contact Tim Wald with any questions at 651-407-7516 or via email at tim.wald@isd624.org.

District Facility Planning Committee Meeting Dates:

All Meetings will be held at WBLAHS - South Campus except November 8

Entire Committee Meeting #1: Tuesday, October 9, 2018 from 6:30 p.m. – 9:00 p.m. Theater		
Entire Committee Meeting #2: Tuesday, October 23, 2018 from 6:30 p.m. – 9:00 p.m. Theater		
Learning Spaces Committee Meeting #3: District Center Room 112 November 8, 2018 from 6:00 p.m. – 8:00 p.m.	Community Spaces Committee Meeting #3: Room 611 November 7, 2018 from 7:30 p.m. – 9:00 p.m.	Physical Conditions Committee Meeting #3: Room 611 November 7, 2018 from 5:45 p.m. – 7:15 p.m.
Learning Spaces Committee Meeting #4: Room 611 November 29, 2018 from 6:00 p.m. – 8:00 p.m.	Community Spaces Committee Meeting #4: Room 611 November 28, 2018 from 5:45 p.m. – 7:15 p.m.	Physical Conditions Committee Meeting #4: Room 611 November 28, 2018 from 7:30 p.m. – 9:00 p.m.
Learning Spaces Committee Meeting #5: Room 611 December 6, 2018 from 6:00 p.m. – 8:00 p.m.	Community Spaces Committee Meeting #5: Room 611 December 5, 2018 from 7:30 p.m. – 9:00 p.m.	Physical Conditions Committee Meeting #5: Room 611 December 5, 2018 from 5:45 p.m. – 7:15 p.m.
Learning Spaces Committee Meeting #6: Room 611 December 20, 2018 from 6:00 p.m. – 8:00 p.m.	Community Spaces Committee Meeting #6: Room 611 December 19, 2018 from 5:45 p.m. – 7:15 p.m.	Physical Conditions Committee Meeting #6: Room 611 December 19, 2018 from 7:30 p.m. – 9:00 p.m.
Entire Committee Meeting #7: January 16, 2019 from 6:30 p.m. – 9:00 p.m.		
Present Needs Findings to School Board: January 28, 2019 (Board Meeting)		
February – March 2019: District Facility Planning Committee Master Plan Development		
April – May 2019: Community-Wide Engagement and Feedback		

DISTRICT FACILITY PLANNING COMMITTEE APPLICATION

First and Last Name: _____

Address: _____

E-Mail: _____

Phone Number: _____

What is your affiliation with the School District? (ex.: parent, staff member, grandparent, alumni, business partner, etc). Please list all that apply:

Current Occupation: _____

Please indicate in order of preference (numbered 1, 2, and 3 on lines below) which of the following topics you are interested most interested in studying:

Learning Spaces

Committee

- Technology & Education
- Educational Programming Goals
- Building Equity, Modernization & Branding
- Grade Configuration
- Alignment with Strategic Vision

Community Spaces

Committee

- Athletics & Performance Spaces
- Community Partnerships
- Activities & Community

Physical Conditions

Committee

- Site Design
- Building Condition
- Capacity, Enrollment, & Grade Configuration
- Efficient Operations

Please briefly explain why you are interested in serving on the District Facility Planning Committee:

Are you able to commit to attending the listed meetings? Please explain any known conflicts or concerns.

Is there any additional information you would like to share in relation to being selected for the District Facility Planning Committee?



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Facility Planning Committee Charge Statement

Overview:

A Facility Planning Committee is being formed to study the White Bear Lake Area Schools' facilities and develop a comprehensive, long-range Facilities Master Plan for recommendation to the School Board. The facilities study and resulting recommendation will be based on capacity, current enrollment, projected enrollment, educational needs of the School District, alignment with the District's Strategic Vision, community recreation, special programs, school security, and financial stewardship.

Facility Planning Committee Timeline:

- The Facility Planning Committee will meet approximately twice per month between October and December 2018 to study the needs of the District's facilities
- The Committee will begin their work together and then divide into three committees that will study several topics related to their larger category to understand the needs of the District:
 - Learning Spaces Committee:
 - Technology & Education
 - Educational Programming Goals
 - Building Equity, Modernization & Branding
 - Grade Configuration
 - Alignment with Strategic Vision
 - Community Spaces Committee:
 - Athletics & Performance Spaces
 - Community Partnerships
 - Activities & Community
 - Physical Conditions Committee:
 - Site Design
 - Building Condition
 - Capacity, Enrollment, & Grade Configuration
 - Efficient Operations
- The Facility Planning Committee will present their findings to the School Board in January 2019
- Subsequently, the Facility Planning will be asked to reconvene in February-March 2019 to review the outcomes of the needs study and develop a long-range Facilities Master Plan for recommendation to the Board in Spring 2019

Facility Planning Committee Meeting Dates: All Meetings will be held at WBLAHS - South Campus

Entire Committee Meeting #1: Tuesday, October 9, 2018 from 6:30 p.m. – 9:00 p.m. Theater		
Entire Committee Meeting #2: Tuesday, October 23, 2018 from 6:30 p.m. – 9:00 p.m. Theater		
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Present Needs Findings to School Board: January 28, 2019 (Board Meeting)		
February – March 2019: Facility Planning Committee Master Plan Development		
April – May 2019: Community-Wide Engagement and Feedback		

Background Information:

- As good stewards of the community's resources, the District is committed to periodically analyzing its buildings to assess how well facilities are meeting student, staff and community needs and recommending needed changes.
- The last major investment in facilities in the District was in 2003 to accomplish the following:
 - Construction of Oneka Elementary School
 - Remodeling and other improvements at Hugo Elementary School
 - Locker Room improvements at both High Schools to comply with Title IX
 - Community Theater Improvements
- Enrollment in the District is projected to continue to grow.
- Significant changes have occurred in the District since the last major facilities improvement, including:
 - Implementation of all-day Kindergarten
 - High School Career Pathways programming
 - Changes in educational practices call for more small group and flexible learning spaces
 - Early Childhood programming is widely recognized as a key tool for student achievement and requires learning space appropriate for young learners
 - Population changes within the communities of White Bear Lake Area Schools

- The facilities require continual investment in systems for maintenance that is not adequately funded by the State
- With this information in mind, the School District is asking the Facility Planning Committee to help formulate the most effective and efficient plan to address facilities needs in the District.

Facility Planning Committee Charge:

- Develop a comprehensive long-range Facilities Master Plan with one or more scenarios for recommendation to the School Board that will:
 - Best serve the School District's educational goals
 - Be financially attainable and sustainable
 - Reflect the values and priorities of the communities of White Bear Lake Area Schools
 - Accommodate the District's PreK-12 enrollment and other programs
 - Cover anticipated needs for the next 10 years, as well as recognize major issues beyond 10 years
 - Be consistent with the School District's Strategic Vision
 - Recommend optimal use of facilities, accommodate projected enrollment and support educational delivery along with the rationale for the recommendations
- To do this, the Committee will analyze data in order to:
 - Understand and quantify building capacity for Early Childhood, K-12, and Community Education programming
 - Understand facility maintenance needs and recommend priorities to the District
 - Address both capital costs and operational costs
- The Committee recommendation should reflect optimal use of the District's facilities and cover anticipated future needs, as well as any topics requiring further study

Facility Planning Committee Composition and Operation:

- It is the intent of the District to assemble a large Planning Committee to encourage engagement and participation in the District's planning process.
 - All interested participants should submit an application (available at the District Office or online at www.isd624.org) to the District by **September 24, 2018**
- The Facility Planning Committee will be selected for Members that have wide variety of backgrounds, skills and perspectives, represent a broad cross-section of the community and have an interest in the long-term health of the School District
- All Task Force meetings will be open to the public, although only members will be able to participate and vote
- All Task Force meeting dates and materials will be published on the School District's website
- All Meetings will be held at WBLAHS - South Campus

Facility Planning Committee Application and Selection Process:

- The District solicited applications for interested community members until **September 24, 2018**
- The District will review all applications to identify Planning Committee members by **October 1, 2018**

Outcome:

- White Bear Lake Area Schools will have a comprehensive, long-range Facilities Master Plan to accommodate enrollment and programs over the next 10 years that is financially sustainable.

