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**Facilities Committee Charge**

**04/05/22**

### **Introduction**

The goal of this Facilities Committee is to fully understand whether a Comprehensive Permanent Improvement Plan (CPIP) could match our facilities with the School District's educational needs in an economically- and environmentally- sustainable way. By CPIP, we mean a plan of maintenance, upgrades, and capital projects for our facilities. This includes the maintenance and upgrades (improvements) of our current buildings and building systems. It would also review the need for capital projects to fund deep renovation of parts of the current buildings as well as new construction to meet identified needs. This is not a commitment to move with this plan, but it is instead an information-gathering, investigative process to allow the board to make an informed decision regarding how to meet the district's facilities needs. The School Board with the community will then use the information to decide whether this approach is feasible.

In other words, this Committee would complete an information-gathering process. The reports from the Committee (progress reports and the final report) will enable the school board to compare this option with other plans, such as the mixed plan of renovation and new building proposed in 2018 and the new K-12 building plan proposed in 2021. The School Board, not the Facilities Committee, will be in charge of making the final decision, with input from the community, of choosing which option (or which combination of options) will best meet our needs.

The Committee will focus the investigative work into three areas. A first area will focus on the maintenance and upgrades needed to provide safe and well-functioning buildings. A second area will look into capital projects that are necessary to meet additional identified needs. A third one will investigate the resources needed to maintain the facilities to their best conditions over time. In addition to these areas, the Committee will look into the cost and various funding options, as well as outline the likely timeline and scope of disruption to the education of our students.

To identify and list the work needed in both of those phases, the Facilities Committee will work on answering the following questions:

1. How do the current facilities as is, support or hinder our educational goals and needs? And what are the prioritized needs from the point of view of building users? (Tasks 3, 4, 5, 6, 7, 9)
2. What is the condition of our current buildings and their systems? (Tasks 1, 2, 6, 11, 17)
3. What are the possible options we will have to address goals of energy efficiency and environmental sustainability? (Task 8)

4. What would the schedule of improvements be and how would disruptions to education be addressed? (Tasks 7, 16)
5. How much will it cost? What would be the cost of the three areas? (Tasks 12, 13, 14,15)
6. How would it be funded? What different models of funding could we consider to pay for both the immediate and long-term repairs, improvements, and maintenance? And how would the various price-point plans change the timeline? (Tasks 6, 12, 13, 14, 15, 16)
7. How would a CPIP be implemented? What workforce additions/ resources would be needed to most effectively implement the plan? (Tasks 10, 12, 13, 14)

The Facilities Committee will present its final findings to the School Board in the Fall of 2022, in addition to progress reports along the way. The decision of next steps for a long-term facilities solution will then be made by the School Board in discussions with its staff and the community.

### **Proposal**

The School Facilities Standing Committee is hereby charged with assessing the current condition of Mills Lawn School, McKinney Middle School and Yellow Springs High School, finalizing a prioritized list of upgrades to support the educational needs of students, the teaching needs of faculty and the needs of staff. The Committee will also assist in hiring architectural and engineering resources with a strong record in developing a Comprehensive Permanent Improvement Plan with master maintenance and renovation components. The Committee will interface/work with the professionals hired, providing information gathered and ongoing feedback.

The Committee will then assist the district in identifying sources and levels of funding necessary to address needs over time. Having facilities that fulfill educational needs should be at the center of the recommendations, in addition to energy efficiency, environmental sustainability and affordability to the extent in which they are compatible. Reports with recommendations will be made to the School Board.

The Committee will be charged with providing the community with a full picture of the costs, scope, disruption that may be caused by renovations, and timelines for renovation projects, so that they can informedly compare a permanent improvement plan at various price points with building new or with a combination of renovation and building new.

The Facilities Committee is directed to meet monthly. The Committee is directed to use Robert's Rules of Order and provide opportunities for public input.

Two members of the school board will be members of the Committee. A school board liaison chosen by the Board will chair the committee. The superintendent and treasurer will be included in the Facilities Committee, as well.

The School Board will appoint members for one-year terms. Members can be appointed for more than one term. Continuity is encouraged.

The Board resolves to appoint to the Facilities Committee tradespeople and professionals with a relevant knowledge base regarding buildings, building systems, and their maintenance and renovation. The Board will also appoint daily users of our current buildings to provide input regarding facility strengths, challenges and needs for effective education of our children. This input will be regarding the buildings, grounds and locations.

The Committee is charged with the following immediate tasks:

1. Determine, with the support of the district maintenance manager, the condition of the buildings and their systems as is, noting the age of current systems and their strengths, weaknesses and needs. The systems will include: Exterior envelope with Doors and Windows, Roof, HVAC, Electrical (including Power, Lighting and Communications), Technology, Plumbing, Mechanical, Fire Protection, Security, Life Safety, ADA/Accessibility, Furnishings, Floors, Interior finishes. Playgrounds, Parking and Site Conditions. The evaluation will involve direct inspection with district maintenance staff and contractors who service school facilities systems. The OFCC and Fanning Howey assessments and other facility-related records about the buildings will be used as resources along with previous work accomplished by Ruetschle Architecture for the 2018 proposal.
2. Review the Public School Works system currently used by faculty and staff to report facility maintenance needs when they occur and the procedures and funding for addressing them.
3. Review information that has been gathered from students, teachers, and staff regarding facility needs in their work areas as well as cafeteria, offices and break rooms. Review identified needs in student spaces and identified additional space needs and possible underutilized spaces. Develop a prioritized needs list.
4. Use the District's current 10-year enrollment projections of 2021 and state standards to determine the recommended size of Mills Lawn ES (K-6) and the MS/HS (7-12) to support projected future enrollments.
5. Do a Space Utilization Study.
6. Identify immediate needs and estimated costs to address immediate needs.
7. Assist the school district in developing a sequential list of priorities.
8. Consider renewable energy systems and environmental sustainability in all relevant improvements.
9. Take into account how COVID-19 has been and will be changing the use of school buildings.
10. Meet with facilities managers/ leaders of regional schools with history in CPIP to learn from them.
11. Meet with other professional resources knowledgeable of our school facilities.
12. Assist the District in developing a Request for Proposals and the selection of architecture, engineering services or a Maintenance Plan Advisor (MPA) tasked with creating a

comprehensive permanent improvement plan and master maintenance plan to address facility maintenance, repairs, upgrades and renovation over time. Assist in developing a detailed Capital Cost Estimate to accomplish the desired improvements over time and at various price points, and determining the extent of disruption in our schooling will be included in the RFP's scope of work.

13. Assist the District in identifying possible sources of funding and other resources, including both private and public.
14. Assist the District in determining how to fund desired improvements.
15. Assist the District in determining workforce needs to implement Comprehensive Permanent Improvement/ Master Maintenance Plan.
16. Assist the District in consideration of how to phase projects to minimize disruption and inconvenience resulting from renovation and construction activities and assist the District in identifying alternative spaces to house classrooms etc when spaces are off-line because of renovation and construction activities.
17. Present written reports regarding findings and make recommendations to the School Board at regular intervals.