### Agenda Item

**Call to Order/Pledge of Allegiance**

Chris Wright called the meeting to order at 5:01 pm

**Approval of Agenda for September 11, 2023**

Candie Joshi moved to approve the agenda for September 11, 2023 as presented. Brendan Willits seconded the motion.

*Motion passed.*

**Welcome and Introductions**

The committee members introduced themselves sharing their connection to MPC (community member, parent, staff, etc.) as well as years served on committee.

**Approval of New Members**

Brad Chope moved to approve the new members. Cole Hanks seconded the motion.

*Motion passed.*

Approved new members: Sam Bradley, Stephani Bradley, Heidi Delaney, Frank Haug, Lyndsey Martin, Alek Miller, Mark Seeley, Jejebe Spransy, Jennifer Swanty and Wietse Wullink.

**Superintendent Address**

Dr. Schaeffer welcomed the committee members and expressed his appreciation for the committee members' time, commitment, and dedication to
MPC Parameters
Todd Piccone briefly discussed MPC parameters:
- Why we're here
- The work we do
- Demographics (increase vs decrease)
- Sustainability

The focus of MPC is "what are our needs?"

MPC Objectives
Kristen Battige gave a brief presentation outlining MPC objectives: Utilization, Learning Space Enhancements, and Capital Maintenance Forecasting. The committee broke into groups and discussed the MPC objectives.

Some of the highlights for each objective:

**Capital Maintenance Forecasting**
- Exterior door and hardware
- Lighting or natural lighting
- What, if any, is the cost benefit of solar energy? Could this help w/cost?

**Existing Utilization & Projected Demographics**
- Low or declining enrollment in some schools
- Ensuring spaces to keep our ESS students in their neighborhood schools
- Improving transportation so we can improve utilization

**Learning Space Enhancements**
- Air conditioning- mechanical upgrades
- ADA accessible playgrounds
- Alternative student spaces (no desks/minimal desks)
- Gender neutral bathrooms/lockers

**Master Plan Update**
Todd Piccone reviewed the Master plan committee long range master plan timeline outlining 0-3 years; 3-7 years and 7-10 year completed and outstanding projects.

Kristen Battige led the committee in an activity defining long range needs
## Master Plan Committee Meeting Minutes

### Highlights from committee on long range needs
- Transparent criteria regarding investment policy
- Durability of new vs existing construction
- Developers being held responsible
- Land acquisition for investment
- Diversity of offerings – is there space available to grow programs at TCC
- New school or renovate existing school in Berthoud
  - Can we move high/secondary school to the 3-7 year time period
- What is the current modular building plan – does district own or lease
- Demographics – why do some populations move from TSD schools to private/charter
- What has the board identified as learning space enhancement needs
- How to deal with uncertainty in growth projections
- Are we meeting security needs at all schools
- For existing schools compare learning spaces to master plan standards to identify needed upgrades
- MLO for maintenance going forward
- What about Erwin/LHS? NW monitoring should be listed
- NE part of district 7+…would like info on this
- Would district consider talking to Weld RE4 or Poudre to move Windsor part of TSD boundary

### Announcements
The next MPC Meeting will be November 6, 2023 @ High Plains. The committee was asked to think about Vice Chair nominees.

### Adjourn
Lyndsey Martin moved to adjourn the meeting. Meeting adjourned at 6:35 p.m.
Master Plan Committee

11 September 2023
## Tonight’s Agenda

### Agenda

**Master Plan Committee 2023 - 2024**

**AGENDA**

September 11, 2023  
5:00 P.M.  
Location: Administration Building, 800 S. Taft

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<tr>
<th>Agenda Item</th>
<th>Presenter</th>
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<td>Call to Order/Pledge of Allegiance</td>
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<tr>
<td>Approval of Agenda for September 11, 2023</td>
<td>Chris Wright</td>
<td>5:03</td>
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<tr>
<td>Welcome and Introductions</td>
<td>Kristen Battige</td>
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<tr>
<td>Approval of New Members</td>
<td>Chris Wright</td>
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<td>Superintendent Address</td>
<td>Marc Schaffer</td>
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<td>MPC Parameters</td>
<td>Todd Piccone</td>
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<td>MPC Objectives- Activity</td>
<td>Kristen Battige</td>
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<tr>
<td>Master Plan Update</td>
<td>Todd Piccone/Kristen Battige</td>
<td>6:00</td>
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<tr>
<td><strong>Announcements:</strong></td>
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<td>- Vice Chair Nominees</td>
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<td>- Next MPC: November 6, 2023 at High Plains</td>
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<tr>
<td>Adjourn</td>
<td>Chris Wright</td>
<td>6:30</td>
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Welcome and Introductions

- **NAME**
- **CONNECTION TO MPC** (community member, parent, staff, etc.)
- **YEARS SERVED ON THE COMMITTEE**

**Master Plan Committee Shared Vision Statement 2019**

“We see learning spaces that are safe, innovative, flexible, equitable and engaging for all students, staff and community. We see environments that are healthful, naturally bright, comfortably conditioned and designed for longevity, durability and sustainability. We see facilities that adapt to our ever-changing world and provide learning systems for our students that empower to learn, challenge to achieve and inspire to excel through relevant technology, collaboration and creative experiences.”
Approval of New Members

Sam Bradley
Stephani Bradley
Heidi Delaney
Frank Haug
Lyndsey Martin
Alek Miller
Mark Seeley
Jejebe Spransy
Jennifer Swanty
Wietse Wullink
Superintendent’s Welcome

Dr. Marc Shaffer
MPC Parameters

Todd Piccone, Chief Operations Officer
PLANNING ADVISORS

The Board of Education shall appoint an ongoing, broad-based master plan committee (MPC) composed of staff and community members to develop and maintain the district long-range facilities master plan (LRFMP).

The MPC shall study current facility use, expected enrollment trends and the effects of changing educational practices on facility needs. Annually it shall report its findings to the Board, including analysis of options and recommended strategies for addressing district facility utilization and needs in an economic manner. Its recommendations should be consistent with Board policy and goals and aim at minimizing undesirable effects on the quality of the district educational program.

The MPC shall develop by-laws governing its membership, terms of service, meeting schedules and procedures and include these in the appendices of the district LRFMP.

The Board may also authorize the employment of professional consultants or advisors from outside agencies when specialized knowledge or services are required to supplement the efforts of district personnel or to assist the MPC.

Adopted November 1, 1995
Revised May 18, 2011

Cross refs.: FB, Facilities Planning
FBB, Enrollment Projections
FBC, Facility Capacity

Please refer to the most current LRFMP on the district website at www.thompsonschools.org.
Master Plan Committee Bylaws

Article I. Authority
The Master Plan Committee (MPC) is an advisory body commissioned by the Board of Education to evaluate growth trends within the district and to make recommendations to the Board on the utilization of existing facilities and on other ways to address the needs associated with enrollment and other required services to students. The Committee is also charged with ongoing modification of the Master Plan as appropriate.

Article II. Membership
A. Voting
The Master Plan Committee shall consist of at least ten community members that provide a balanced representation of all areas of the district. In addition, there shall be one voting member representing the developer/real estate community, one district teacher, one elementary principal, one middle school principal/assistant principal, one high school principal/assistant principal, and one central administrator. High school students that have been nominated/recommended by their principal will serve as full members.

B. Ex-Officio
In addition to the voting members, there shall be four ex-officio (non-voting) members. These members shall consist of the Superintendent or his designee, the district's Construction Project Manager or designee, a classified staff representative, and the district's facilitator.

C. Resource
In addition to the voting members and the ex-officio members, there are numerous resource members. The resource members do not regularly attend meetings but are available as needed. Resource members include district administrative support staff and representatives from the planning staffs of all jurisdictions serviced by the District.

Article III. Terms of Service
A. General
The term of service shall be three (3) years beginning on September 1st and continuing through June 30th. No more than two consecutive terms may be served by any community member. A member may be reappointed for a one-year term.

B. Time of Appointment
New members of the MPC shall be approved by the Master Plan Committee at a regularly scheduled meeting in September of each year or at other times as necessary to complete terms and fill vacancies caused by resignation, removal, death, or incapacity. Interested candidates shall apply for consideration after appropriate notice of vacancy has been given through the local media and school publications.

C. Reappointments
Members may be reappointed at the discretion of the Master Plan Committee in accordance with the provisions of paragraphs A & B above.

D. Attendance Obligations
The voting members of the MPC are expected to attend all regular and special meetings of the Committee. Should a member be chronically absent, that member may be removed from the MPC, and a replacement shall be appointed for the balance of the term. Three (3) consecutive or any four (4) absences will be considered chronic absenteeism. The MPC shall review any special circumstances involving absenteeism and has the prerogative of making exceptions to the dismissal procedure.

Article IV. Officers
A. Positions
At the September meeting, the MPC shall elect from its voting membership a Vice-Chairperson and a Secretary. The preceding year’s Vice-Chairperson will serve as the Chairperson for that
2023/2024 MPC Objectives

2023-2024 Meeting Outline

- Master Plan Document update
- Utilization and Demographic update
  - Present to BOE in January
- Needs updates- Capital- maintenance/new infrastructure, Learning Spaces, Safety
  - Fine-tune information
  - Present to BOE in June for needs/possible bond

What are we missing??
Master Plan Update
Long Range Master Plan Timeline

0-3 years:
- Acquire land for future secondary campus in SE quadrant (between Mountain View and Berthoud HS)
  - **Acquire all in-process dedication sites**
  - Address over-utilization at High Plains PK-8 through program, provide additional classrooms, and/or boundary change
  - Address boundary issue at Truscott/Garfield Elementary Schools due to dual language immersion program
  - Define opportunities for Summerfield site (Highway 287 and County Road 30) possible sale
  - **Provide solutions to address learning space enhancement needs**
  - Develop funding plan for Capital Maintenance
  - Define modular building plan, including reallocation and removal

3-7 years:
- Build new elementary at Heron Lakes site in Berthoud area
- Build new elementary at obligated site in the northeast part of the District
  - **Address Capital Maintenance and Learning Space enhancement needs**
- Build new middle school at the site south of Mountain View

7-10+ years:
- Monitor capacity at Conrad Ball Middle School and Mary Blair Elementary School
  - **Monitor capacity in Berthoud area for secondary school additions**
- Address Capital Maintenance and Learning Space enhancement needs

Updates from 2020 Master Plan timeline:
- Crossed out = Completed
- Highlighted = In-process / Ongoing
Activity

Proposed 2023 Update:

0-3 years
- Acquire all in-process dedication sites
- Provide solutions to address learning space enhancement needs
- Develop funding plan for Capital Needs—potential bond
- Update modular building plan, including reallocation and removal
- Monitor utilization per policy FCA

3-7 years
- Address PK8 population growth in Berthoud area
- Address Capital Maintenance and Learning Space enhancement needs
- Monitor utilization per policy FCA

7-10+ years
- Monitor capacity in Berthoud area for secondary school additions
- Address Capital Maintenance and Learning Space enhancement needs
- Address PK8 population growth in the northeast part of the District
- Acquire land for future secondary campus in SE quadrant

What other Long Range items do we need to look at specifically?