

FACILITY ADVISORY COMMITTEE MEETING MINUTES JUNE 21, 2021

A meeting of the Facility Advisory Committee of the School District of Jefferson was held on Monday, June 21, 2021, in the Jefferson High School auditorium. Superintendent Rollefson called the meeting to order at 6:00 p.m. with the following members present: Peg Beyer, Lynn Enke, Roger Ganser, Dale Gaugert, Beth Krahn, Jeff Laesch, Ryan Mundt, Jen Pinnow, Jim Pratt, Chris Schmidt, Emilie Shoop, Leah Thorp, Tonya Umbarger, and Ben Warborg. Absent: Lyndsay Knoebel Baneck, Merle Lange, Sherry Lange, Francis Langer, and Susie Schuld.

Others in Attendance: Superintendent Mark Rollefson; Incoming Superintendent Charlie Urness; Laura Peachey, Director of Business Services; Nick Skretta, High School Principal; Jake Wichman, East Elementary Principal; and Tim Graffin, Director of Buildings and Grounds.

INTRODUCTIONS:

Superintendent Rollefson opened the meeting with introductions of the following:

- Superintendents: Mark Rollefson (Outgoing) and Charlie Urness (Incoming)
- District Resources: Charlie Urness, Laura Peachey, Tim Graffin and Deb Hans
- Planning Partners: Findorff: Erika Freeman, Matt Breunig, Tanner Davis and Brian Malich; from Eppstein Uhen Architects: Andy Lysons, Kit Dailey, Kim Frerichs, and Abie Khatchadourian

FACILITY PLANNING PROCESS:

COMPLETED WORK: A summary of completed work to date was provided: Construction manager hired in March of 2020; Facility Assessment performed to identify and confirm capital maintenance needs (April – November 2020); School Board appoints Ad Hoc Committee and confirms Facility Advisory Committee charge (April 2021); an architect is hired and the Facility Advisory Committee was formed, both in June 2021.

COMMITTEE MEMBER INTRODUCTIONS:

The FAC members in attendance were introduced. The role the committee would be playing in the process was discussed.

Representatives from Findorff and EUA shared the roles the various groups would play in providing support (resources) to the FAC members.

A copy of the District's Mission, Vision, Beliefs and Commitments were shared. It was discussed how, ultimately, these would be the guiding factors for the FAC during their process.

The topics of committee learning, work, and time commitment were also discussed.

COMMITTEE MEMBER CHARGE:

The Board of Education's charge for the FAC was read and reviewed.

COMMITTEE CHARGE: The Board of Education of the School District of Jefferson authorizes the creation of an Ad Hoc Facility Advisory Committee (Committee) to be charged with the task of seeking solutions to our District's facility and site needs. The Committee is also charged to review all pertinent information found in the District's completed

Facilities Assessment. The Board desires the following to be considered by the Committee in making a facility recommendation to the Board of Education for future action:

- Options should reflect the District’s mission, vision, beliefs and commitments
- Options should include purposeful spaces to inspire innovative learning, accommodate diverse student needs, and promote collaboration
- Options may include new construction, renovations, repurposed spaces, and/or upgrades to empower student learning and success
- Options should include spaces for students, staff, parents, and community
- Options should be cost-effective for taxpayers, safe, energy efficient, and adaptable for future use.

COMMITTEE PURPOSE:

Stakeholder Engagement and Commitment:

- Inform
 - To keep stakeholders informed about needs, options, and/or solutions.
- Consult/Involve
 - To involve stakeholders to ensure feedback on needs, options, and/or solutions is understood and reflected in options.
- Collaborate
 - To partner with stakeholders throughout option development and decision-making on preferred solution(s).
- Empower
 - To place final decision-making in the hands of the public, and to follow the election results.

COMMITTEE MEMBER LEARNING:

The FAC was updated on the plan for bringing them up to date on the history of the District’s schools and the grounds. To do this building tours will be conducted prior to monthly meetings. Also, committee members will learn about the facility assessment conducted by Findorff and the key findings. It was requested by the committee that the Facility Assessment document be shared out electronically.

Other learning opportunities will include updates on:

- annual capital maintenance improvements;
- trends in school designs and modern classroom/spaces;
- school finance and debt service; and
- enrollment trends.

COMMITTEE MEMBER WORK:

The work to be conducted by the FAC will be as follows:

- Confirm facilities and grounds needs
- Begin conceptual option development
- Prioritize options with cost ranges based on needs
- Conduct community-wide facility survey
- Present final advisory recommendation(s) to the Board

It was shared that the District wants the committee to develop ideas for the District; the process is not a “rubber stamp” process and it is anticipated that the FAC will share ideas with the architects and construction managers. Ideas will be packaged and prioritized with a cost analysis completed.

A community-wide survey will be developed and administered. Input on survey content will be solicited from committee members.

COMMITTEE TIMELINE:

Incoming Superintendent Urness reviewed with the committee the draft timeline for their work moving forward.

NEXT STEPS:

The recommended date of October 6, 2021, for the next FAC meeting was shared. The meetings will be held every three weeks with adjustments made for the holidays. A poll of the FAC membership to confirm ability to attend on October 6 was taken. The meetings will start at 6 PM.

It was requested by a committee member that documents/agendas be received a week prior to meetings to provide ample time for review and preparation.

Starting time preferences were solicited and the group was informed that meetings will be held at different schools to accommodate building tours prior to the start of the committee meeting. A calendar of the meetings will be developed and shared out with the group.

QUESTIONS:

Questions fielded from the committee included:

➤ **Q: What is the main focus of the group...East Elementary?**

A: Superintendent Rollefson indicated that just focusing on East would derail the “study all” goal of this process. But, East Elementary is 80 years old and requires work. Grade configurations would also be studied.

➤ **Q: Has this type of committee been utilized before?**

A: Yes.

➤ **Q: Can the committee get a copy of Findorff’s Facility Assessment report now?**

A: Yes, a copy will be emailed to the group.

➤ **Q: Is technology being considered?**

A: No, not per se, but would be discussed as the study progresses.

Superintendent Rollefson indicated that the group will meet at various buildings to allow for building tours. The first meeting of the FAC will be held on Wednesday, October 6, at East Elementary.

Meeting concluded at 6:46 p.m.

Debbie Hans, Scribe