Olmsted Falls City School District

Facilities Task Force Consensus Building & Priority Setting

Reported April, 2024

Report compiled and written by Dr. Jim Lloyd, Superintendent 4/16/24

Members of the Olmsted Falls City School District Facility Task Force			
Member	***Role***	***Member***	***Role***
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Lauren Suter	Parent	Leo Spagnola	OFHS Principal
Ryan Schaupp	Parent	Don Svec	OFIS Principal
Ashley Shaw	Parent	Lisa Williams	Principal of Falls-Lenox Primary School
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EXECUTIVE SUMMARY

With the completion of the OFHS Renovation, the school district needed to begin the next chapter of facilities planning. The Olmsted Falls Board of Education directed the superintendent to develop a Master Facilities Planning Process in order to:

1. Help the district prioritize future facility needs.
2. Examine district facilities through the lenses of building renovations versus new construction.
3. Help the district determine how to engage the broader community to ensure that all voices are heard.
4. Create a master facilities plan that will help the district make decisions for the future.

The district assembled a group of staff and community members to conduct this work that was estimated to take approximately 15-18 months to complete. This process is projected to unfold in three (3) phases (1-Assessment/Identification of Needs; 2-Development of Possible Solutions/Options and 3-Decision Making). The district is currently in Phase 1 and this report focuses on the information that was shared along with the discussions that took place.

Facilities Task Force Members engaged in a process to identify and prioritize the needs of its six (6) district facilities from "most in need" to "least in need." The rankings from most needy to least are as follows: (1) Falls-Lenox Primary School; (2) the ECC; (3) Atkinson Transportation Facility; (4) OFHS; (5) OFMS and (6) OFIS. Task Force Members were then asked to prioritize the needs of the top 3 facilities identified.

Falls-Lenox's Greatest Needs: More space in hallways, classrooms and places to collaborate; Parking Lot & Traffic flow; Outdated mechanical systems and windows.

ECC's Greatest Needs: Larger classroom space for learning centers and student collaboration; Make the space age appropriate for the students that inhabit the building; Outdated mechanical systems.

Atkinson Transportation Facility Needs: Overall space for the storage of buses, parts and inventory; the poor state of the parking lot and overall shape of facility due to age.

The next step for the Facilities Task Force is to again convene to discuss the process and methods by which they will engage the larger community to share what they've learned and begin to consider possible solutions and options to address the issues identified.

For those interested, the next several pages have the full report.

I. Introduction

Members of the staff and community that represent the Olmsted Falls City School District were assembled in October of 2023 to consider the facility needs of the school district. During this October meeting, committee members were provided with a comprehensive update related to the original construction of each school building in the district along with any renovations that have been completed. In addition, members from the Architectural Visual Group (AVG) provided attendees with an overview of the facilities assessment that was conducted during the spring of 2023. Each committee member was provided with a copy of that facilities assessment. Finally, the committee's purpose was established which included:

1. Help the district prioritize future facility needs.
2. Examine district facilities through the lenses of building renovations versus new construction.
3. Helping the district determine how to engage the broader community to ensure that all voices are heard.
4. Create a master facilities plan that will help the district make decisions for the future.

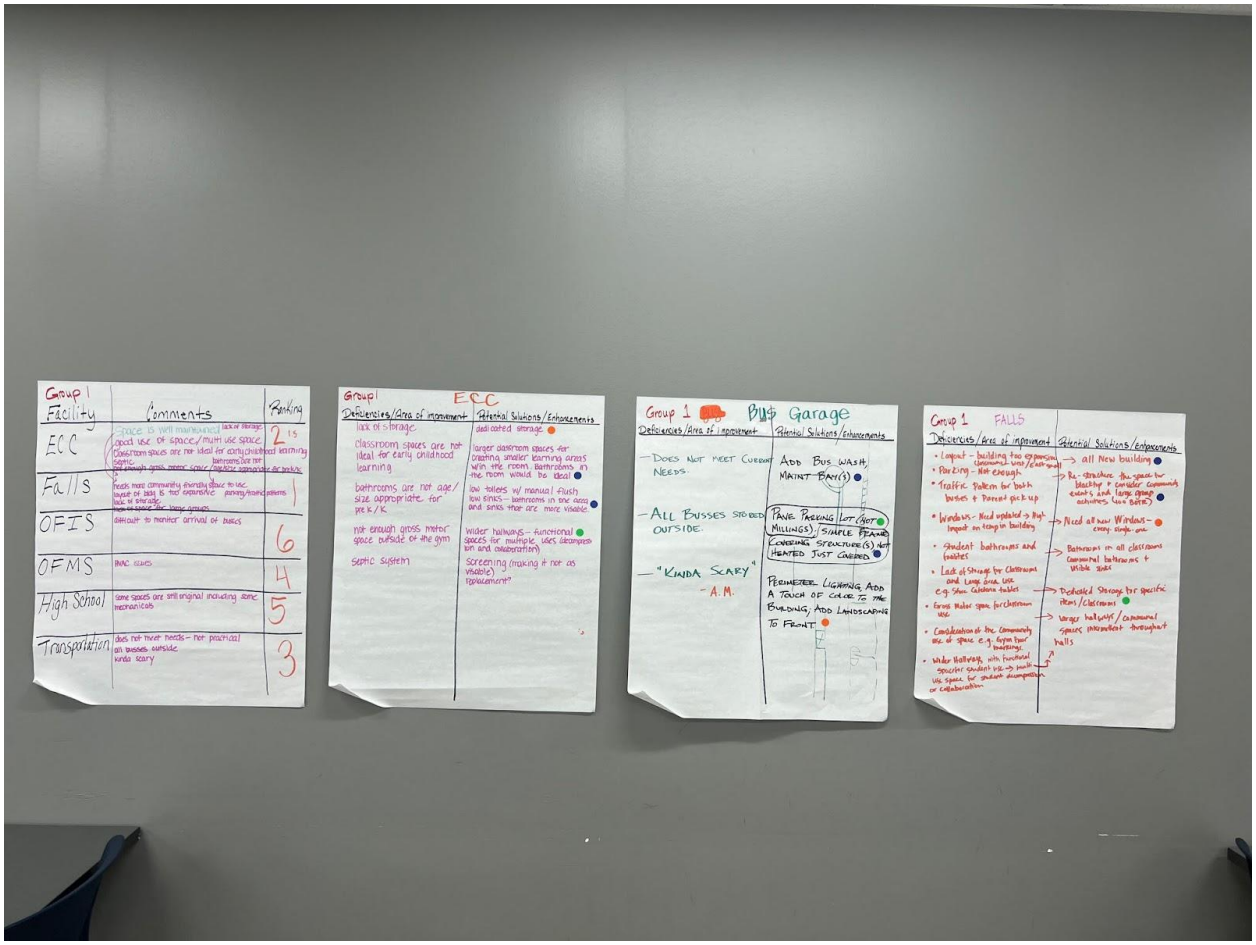
Prior to the committee's third meeting on March 28, 2024, committee members took part in site visits of facilities both inside and outside of the district. In-district visits included the OFCS Bus Garage (2/7/24), the Board of Education (2/7/24), the ECC (2/8/24), Falls-Lenox Primary School (2/13/24) and OFIS, OFMS and OFHS (2/16/24). Out of District site visits included the Elyria CSD Westwood Campus (2/20/24), Clearview Transportation Facility (2/26/24), Westlake CSD Transportation Facility (2/27/24) and Westlake Elementary School (2/27/24).

The purpose of the meeting on March 28, 2024 was to engage the committee in a structured discussion regarding what they saw during site visits, and to have the group conduct a facility review followed by a need prioritization of OFCDs six facilities (ECC, Falls-Lenox, OFIS, OFMS, OFHS and the Atkinson Transportation Facility).

II. Method

Attending members were divided into four diverse groups consisting of parents/community members, and those part of the OFCS staff. In some cases, staff members served in a dual role as both a staff member, and parent/community member. Building reviews were conducted in three phases. In Phase 1, group members were asked to rank order the district's 6 facilities from greatest need of attention to the least. During this phase they were instructed to make general comments. In Phase 2, group members were asked to focus on their own group's top 3 priority facilities and identify Deficiencies/Areas of Improvement followed by

Potential Solutions/Enhancements to the areas. In Phase 3, each of the four groups were given three sets of dots–blue, green and orange. The groups were instructed to consider each building identified, and place their dots on the areas of greatest priority (i.e. 2 blue dots, 1 green dot and 1 orange dot for each facility being considered). A deficiency receiving a blue dot was group rated as a priority, followed by green and then orange. The image below is an example of what this process looked like. For the purpose of this analysis, Phase 1 will be reported separately and Phases 2 and 3 will be combined.



III. Results

1. Phase 1

The groups were asked to consider all of the district's facilities and rank them based on their need of attention. Falls-Lenox Primary School was ranked as the facility with the greatest needs followed by the Early Childhood Center, the Transportation facility, the high school, the middle school and finally the intermediate school. All groups rated Falls-Lenox as the facility needing the greatest attention. There was some discrepancy between the groups' second and

third greatest facility priority. A summarized version of these results are displayed in **Table 0** below.

Table 0: Priority Rankings of All District Buildings by Group

	Group 1 Rank	Group 2 Rank	Group 3 Rank	Group 4 Rank	Avg Rank
ECC	2	3	2	2	2
Falls-Lenox	1	1	1	1	1
OFIS	6	6	6	6	6
OFMS	4	5	5	5	5
OFHS	5	4	4	4	4
Transportation	3	2	3	3	3

Tables 1a through **1d** located in the *Appendix* section of this report provide a more detailed breakdown and specific comments.

2. Phases 2 and 3

During Phase 2, groups were asked to focus on the facilities that were ranked in their respective top 3. The groups discussed building deficiencies/areas of improvement, and potential solutions/enhances. Specific detailed results are presented in **Tables 2, 3 and 4** in the Appendix. For the purposes of the analysis, the comments made by each group along with the levels of importance assigned became part of a theme analysis.

Falls-Lenox Primary School (Grades 1st - 3rd)

Similar Deficiency Themes Identified by Groups:

- **Building Space**: A common theme across all groups was the lack of overall space with specific mentioning of–
    - Limited classroom space for collaboration and hands-on learning;
    - Not having enough room to meet/learn in small groups within the room which results in students sitting in the hallways with volunteers;
    - The full school community is not able to meet at the same time in the same space because there isn't one large enough which results in duplication and inefficiencies. In addition, families are also unable to meet with the Falls-Lenox

educators in the same space at the same time which also results in the need to duplicate events;
    - Lack of overall space creates storage issues

- **Parking Lot & Traffic Flow**: A second theme was an overall lack of parking and concerns with overcrowding and traffic flow.
    - The physical state of the parking lot;
    - Not enough parking for parents and other visitors;
    - Student drop-off and pickup

- **It's Old & Outdated:** While no group said this specifically, the concerns that were expressed are the result of an aging building. Concerns included windows and mechanical systems. Specifically:
    - Windows leak and are old and need replaced;
    - Outdated

Early Childhood Center (Grades PreK - Kindergarten)

Similar Deficiency Themes Identified by Groups:

- **Create More Space**: A common theme across all groups was the lack of overall space for learning with specific mentioning of–
    - Creating larger classroom spaces that have smaller learning centers within the room. Prior to switching to all-day kindergarten, teachers had more space.

- **Make Space Age Appropriate for Students**: The overall space is not conducive to the age levels of children that inhabit the building.
    - Specifically the playground and bathrooms (including hand washing areas).

- **Mechanical System Issues**: The building is older and while some things have been maintained, it is difficult to keep up with an overall lack of dedicated resources.
    - Specific mentions included the fact that the school is not tied into a public sewage system and it has an outdated and troublesome septic system
    - The heating system is outdated and the AC system is not centralized. Overall there was a concern with poor indoor air quality

Atkinson Transportation Facility

Similar Deficiency Themes Identified by Groups:

- **Space:** THE common theme for this facility was the overall space.
    - Lack of storage for parts and inventory
    - Lack of inside storage or cover for buses to preserve their life. Also mentioned were additional bays or some sort of overhead carpark to keep the buses safe from the elements.

- **Parking Lot**: It is old and not safe
    - The buses are often parked outside on gravel or a lot that is chipping away

IV. Next Steps

The next step for the Facilities Task Force is to reconvene to discuss the process and methods by which they will engage the larger community to share what they've learned and begin to consider possible solutions and options to address the issues identified. Ideally this meeting would take place prior to the ending of the school year. The Facilities Task Force should begin fully engaging the broader community in the fall of 2024.

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Appendix

Table 1a: Group 1 Building Rankings with Comments

GROUP 1	Comments	Consensus Ranking Across Groups
ECC	Classroom spaces are not ideal for early childhood learning; septic system is old; bathrooms are not appropriate for pre/k; lack of storage	2
Falls-Lenox	Space is well-maintained; lack of storage; good use of space for multiple purposes; layout of building is too vast; parking/traffic patterns are confusing; lack of space for large groups–school cannot get together in one space	1
OFIS	Difficult to monitor arrival of buses	6
OFMS	HVAC issues	4
OFHS	Some spaces are still original including mechanical	5
Transportation	Does not meet needs; not practical; all buses outside; its old and scary	3

Table 1b: Group 2 Building Rankings with Comments

GROUP 2	Comments	Ranking
ECC	It was a building built for older kids and is not really functional for early childhood; lack of storage; pipes and original structures are old; does not meet preschool requirements	3
Falls-Lenox	Not enough space to teach or meet with collaborative groups; Traffic flow/parking is bad; mold/water concerns; no storage; out of date tech; Safety concerns with how building entry is set up	1
OFIS	Parking lot; heating and cooling	6
OFMS	HVAC; Glass	5
OFHS	Dated auditorium; classroom space not enough for specific rooms	4
Transportation	Potholes/driveways; storage; limited space for meeting; no overhead storage to help bus life	2

Table 1c: Group 3 Building Rankings with Comments

GROUP 3	Comments	Ranking
ECC	Disjointed; out of space; not developmentally appropriate for ages of students; outdated; Poor indoor air quality and HVAC; Arrival and dismissal loop	2
Falls-Lenox	Poor storage; location of office creates safety issues; Outdated; Poor indoor air quality	1
OFIS	Potential space issues down the road	6
OFMS	HVAC at the end of life	5
OFHS	1968 HVAC needs to be replaced; poorly used makerspace area; space issues; work still needs to be done	4
Transportation	Start over	3

Table 1d: Group 4 Building Rankings with Comments

GROUP 4	Comments	Ranking
ECC	Classroom sizes are small; no restrooms in classrooms; restrooms, playground, etc not age appropriate	2
Falls-Lenox	Classroom sizes too small; water leakage/mold issues; no extra space to bring full building together; no place for teachers to collaborate; hallways are used for workspace by volunteers; HVAC and boiler system have many maintenance issues	1
OFIS	Nice size classrooms; newer building; good condition; not as much deferred maintenance	6
OFMS	HVAC 28 years old (25 is life expectancy); windows;	4
OFHS	Original plumbing in some areas; newer areas and renovations were nice.	5
Transportation	Help!?!	3

Groups were then asked to take their top 3 ranked and to engage in a discussion of deficiencies and potential solutions. These are listed below:

Table 2: All Group Deficiencies/Solutions for Highest Ranked Building: Falls-Lenox

Group #	Building	Deficiencies/Area of Improvement	Potential Solutions/Enhancements
1: ranked 1st	Falls-Lenox	1. Layout is too expansive 2. Parking-not enough 3. Traffic pattern for both buses and parents 4. Windows-need updated 5. Student bathrooms and facilities 6. Lack of storage for classrooms and large area area use (e.g. store cafeteria tables) 7. Consideration of the community use of space (e.g. gym floor markings) 8. Wider hallways with functional space for student use–multi use space for student decompression or collaboration	1. All new building (1st) 2. Restructure the space for blacktop and consider community events and large group activities (1st) 3. Needs all new windows throughout the building (3rd) 4. Bathrooms in all classrooms/communal bathrooms and visible sinks 5. Dedicated storage for specific items/classrooms (2nd) 6. Larger hallways/communal spaces throughout
2: ranked 1st	Falls-Lenox	1. Limited student spaces for collaboration & hands-on learning 2. Small classrooms for # of students and set up; outdated furniture 3. Outdated technologies/outlets 4. Storage both classroom and w/i building 5. Not enough student/staff bathrooms and too small 6. Parking lot not large enough and	1. New space (1st) 2. Updated furniture and bigger rooms (1st) 3. Update electrical 4. Discuss new entry and storage 5. New space 6. Separate space for buses and parent drop off; add parking lots (3rd) 7. Updated building (2nd)

Group #	Building	Deficiencies/Area of Improvement	Potential Solutions/Enhancements
		potholes 7. Issues w/water and mold; every classroom has a dehumidifier 8. Playground not enough shade, fencing or equipment 9. Safety–Courtyard; entrance 10. Hallway congestion 11. HVAC 12. Windows are outdated and not safe in an emergency	8. Create new space
3: ranked 1st	Falls-Lenox	1. Storage (3rd) 2. Outdated HVAC & poor indoor air quality (1st) 3. Safety concerns (1st) 4. Student space 5. Staff collaborative space (2nd)	1. Purge unused or outdated items 2. Complete replacement 3. Create a scan at the front 4. 4 & 5: Garden area and flexible collaborative spaces
4: ranked 1st	Falls-Lenox	1. Classroom size/lock of collaboration space 2. Maintenance issues 3. Student drop off/pick (kids first area and shared parking lot) 4. Parking for events 5. Lack of large assembly space 6. Building entrance (safety concerns)	1. Extended learning areas for collaborative spaces (1st) 2. New Building 3. Designated area for drop off/pickup (3rd) 4. Larger parking lot 5. Large assembly space with storage (2nd) 6. Enter into a secured main office area (1st)

Table 3: All Group Deficiencies/Solutions for Top 3 Ranked Buildings: Early Childhood Center

Group	Building	Deficiencies/Area of Improvement	Potential Solutions/Enhancements
1: ranked 2nd	ECC	9. Lack of storage 10. Classroom spaces are not ideal for early childhood learning 11. Bathrooms are not age/size appropriate for PreK/K 12. Not enough gross motor space with the exception of gym 13. Septic System	1. Create dedicated storage (3rd) 2. Create larger classroom spaces for smaller learning areas within the room. Bathrooms in the room would be best (1st) 3. Lower toilets w/manual flush. Lower sinks–bathrooms in one area and sinks that are more visible (1st) 4. Create wider hallways–functional spaces for multiple uses (2nd) 5. Screening to make it less visible…can it be replaced.
2: ranked 3rd	ECC	1. Space 2. Water feature 3. Restrooms 4. Gross motor areas 5. Preschool requirements 6. Parking: drop off/pick up 7. Safety 8. Boiler 9. HVAC 10. Window (glass block) 11. No clinic	1. Create more space w/more classrooms/storage/offices/etc. (1st) 2. Tie into sewer system (1st) 3. Create bathrooms in rooms/ More multi stall restrooms (3rd) 4. Create indoor & outdoor space needs (2nd) 5. Built in cubbies, in room restrooms 6. Make it larger and more accessible 7. SRO, new clocks, alarm system 8. Replace 9. Central AC

			10. Replace glass block windows 11. Add a clinic
3: ranked 2nd	ECC	1. Disjointed (1st) 2. Outdated HVAC & poor indoor air quality (1st) 3. Classroom space too small with no bathrooms 4. Arrival/dismissal loop (2nd) 5. Playground (3rd)	1. New design 2. Replace 3. Active spaces in classrooms; add ELAs 4. Create a new design 5. Secure playground and gate area
4: ranked 2nd	ECC	1. Classrooms too small 2. Restroom design not age appropriate 3. K separate from 1st grade not ideal 4. Maintenance issues (2nd)	1. Create larger learning spaces–need extended learning areas (1st) 2. Space should be built for age of students (1st) 3. Brink K with grade 1 (3rd) 4. New Building

Table 4: All Group Deficiencies/Solutions for Top 3 Ranked Buildings: Transportation

Group	Building	Deficiencies/Area of Improvement	Potential Solutions/Enhancements
1: ranked 3rd	Transportation	1. Does not meet current needs 2. All busses stored outside 3. A little scary	1. Add bus wash & maintenance bays (1st) 2. Pave parking lot; Create a framing structure to cover buses (2nd) 3. Add perimeter lighting and some color to the building; add landscaping (3rd)
2: ranked 2nd	Transportation	1. Potholes/driveways 2. Storage 3. Limited space for drivers to meet 4. No overhead storage above buses and no inside storage	1. New lot (1st) 2. New space (1st) 3. Add on to create space (3rd) 4. New space (2nd)
3: ranked 3rd	Transportation	1. Start over 1st,2nd,3rd	1. Create coverage for buses to preserve their life 2. Complete replacement
4: ranked 3	Transportation	1. Size/space 2. Age 3. Parking lot 4. Lack of overhead coverage for vehicles	1. Additional bays (1st) 2. Bus wash/renovation (2nd) 3. Patch the lot (2nd) 4. Repair/addition (1st)