



# FACILITIES PLANNING TASK FORCE MEETING #1

Coupeville School District  
October 22, 2025



# AGENDA

- 1. Welcome / Agenda Review**
- 2. Introductions**
- 3. Facilities Planning Task Force (FPTF) and Roles**
- 4. Ground Rules**
- 5. FPTF Process**
- 6. Community Concerns – Group Feedback**
- 7. Describe Current Facilities – Group Feedback**
- 8. Next Meeting & Meeting Close**

# INTRODUCTIONS

30 seconds each!

- Name
- Why you wanted to be involved in the Facilities Planning Task Force (FPTF)
- Favorite class in high school & why

# FACILITIES PLANNING TASK FORCE (FPTF)

## Committee Members

- Approx. 18-24 members
- Representative of different aspects of community
- Varied and thoughtful opinions throughout political/ social/financial spectrum
- People who are engaged in community and will share experience with others



*A committee “charge” defines roles and responsibilities, duration of committee work*

## Committee Support

### District Admin Staff

- Support process
- Offer leadership & coordination
- Represent District’s needs

### School Board

- 2 Board members as observers

### Wenaha Group

- Facilitation
- Driver of the process
- “Right info at the right time”
- Subject matter expert

### Architect

- Design, subject matter expert



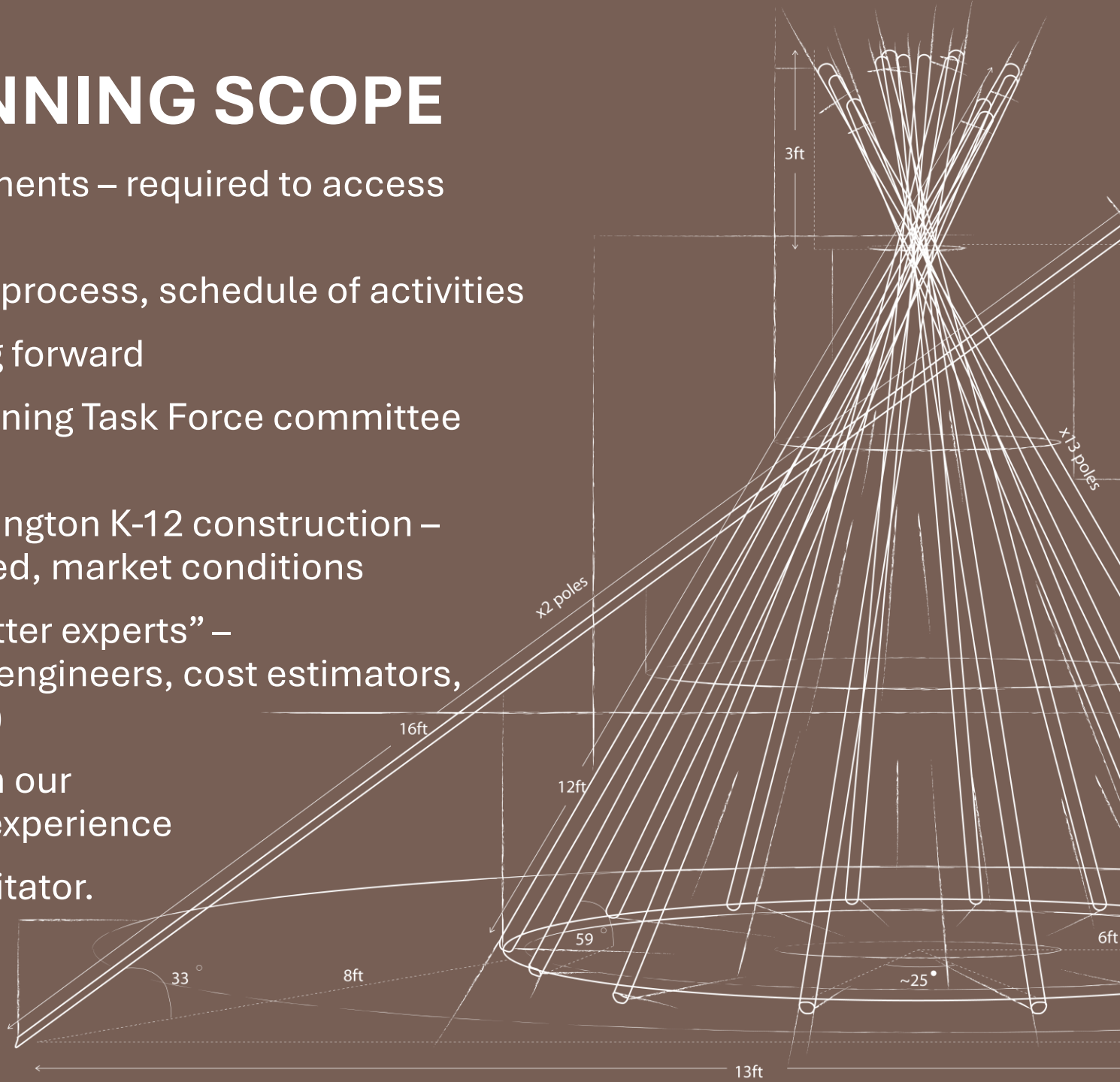
# WHO IS WENAHA GROUP?

- Native American-owned Owner's Representative, Construction Management & Consulting Firm
- Leader in Washington and Oregon K-12 school construction
- Focused on medium-sized & rural districts
- Offices in Federal Way and Kennewick
- Driven by our Guiding Principles
- K-12 Bond Planning in the past 3 years:
  - Sequim School District
  - North Mason School District
  - Hood River County School District
  - Morrow County School District
  - Molalla River School District
  - Central Linn School District
  - Athena-Weston School District
  - Pine Eagle School District



# WENAHA'S BOND PLANNING SCOPE

- Provide Study & Survey to OSPI requirements – required to access SCAP funding
- Develop Long Range Facilities Planning process, schedule of activities
- Drive the Long Range Facilities Planning forward
- Plan & facilitate District's Facilities Planning Task Force committee meetings
- Act as “subject matter expert” on Washington K-12 construction – advise on best practices, lessons learned, market conditions
- Coordinate efforts of other “subject matter experts” – architect, bond finance, bond counsel, engineers, cost estimators, etc. (Right information at the right time!)
- We think holistically about projects with our design and construction management experience
- We are an impartial third party and facilitator. The community decides what's best!



# THE GOAL OF A REQUEST TO VOTERS



# ADDITIONAL SUPPORTING TEAM MEMBERS

- Presents to the FPTF about financial options
- Creates financial modeling for bond or levy financing
- Administers sale of bonds or levies

Population study and enrollment projections

**Analytics support**

Cost estimating of conceptual design

**Cost Estimator**

Mechanical, electrical, plumbing preliminary design  
As needed

**MEP Engineers**

Writes ballot resolution, ballot measure

**Bond Counsel**

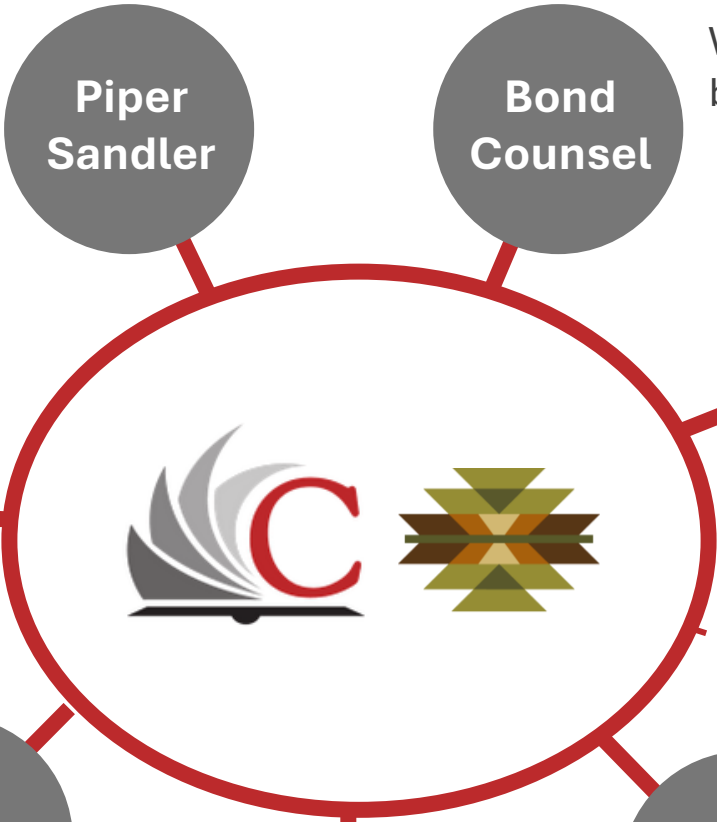
Outreach material for community feedback period, informational campaign, polling, community survey, etc.

**Additional Comms Support**

**Architect**

Conceptual, high-level design

**List of Key Communicators**



# GROUND RULES



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- Everyone speaks...
- One conversation
- eManners
- We start and end on time
- We keep our language professional to model civic engagement for our student volunteers
- We commit to try our best to attend all FPTF meetings
- Parking boards
  - A place to put topics that come up that are not the focus of the current discussion - Issues/Further research list
- Definition of Consensus = ***“I can live with it, and I can support it”***
  - Let’s recognize that we probably won’t agree on everything 100% of the time.
  - The expectation is we develop a recommendation we can all support, even if it does not include everything we individually might have wanted.
- You’re expected to freely and authentically share this process/FPTF work with your friends, neighbors, family, colleagues, etc.
- We will strive to remember: This is about what is best for our kids!
- Additions to the list from the group?

# FACILITIES PLANNING TASK FORCE



## Build Shared Knowledge Base

- Understand District's general fund budgeting for operations, maintenance, capital construction
- Understand SCAP funding
- Understand General Obligation Bonds/Levies
- Review facility needs, educational adequacy
- Building tours; reports from admin, staff, and/or students
- Review staff feedback on current facilities
- Understanding of the District's properties
- Understand history of the District's capital bonds and levies and facility improvements
- Understand EP&O and Tech levies
- Review community growth and demographic/enrollment trends

## Prioritize Needs and Wants

- What facility problems do we want to solve?
- Which problems are the most important?
- How can changes to facilities and design help solve those problems?
- Review and provide feedback on conceptual design and cost estimates

## Threshold for Support

- Discuss what community can afford and what projects they will support
- Consider options for financing improvements

## Draft Recommendation/Community Feedback

- Outreach to community about FPTF draft options for facility improvements
- What did we hear?

# DETAILED TIMELINE FOR COUPEVILLE SD



2025					2026										2027				
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
Prep		Facilities Planning Task Force (FPTF)															Campaign		
Board approve FPTF charge	Form FPTF Membership	Build Shared Knowledge Base					Prioritize Needs and Wants, Develop Options, Threshold for Support					Finalize		Go/No-Go for election	Info Campaign Outreach & Information		Election - February 9		
Board Work Session: Goals, Committee Charge		FPTF Meeting #1 Oct 22	FPTF Meeting #2 Nov 5			FPTF Meeting #3 Jan 8	FPTF Meeting #4 Feb 19	FPTF Meeting #5 Mar 5	FPTF Meeting #6 Apr 2	FPTF Meeting #7 May 7	FPTF Meeting #8 Jun 4	Community Feedback on Draft Recommendations			FPTF Meeting #9 Oct 1				
		Intro/Committee Charge	Bond/Levy Finance 101			Site tours w/ Administrators	Debrief from Building Tours	Priorities	Refine options	Review initial cost estimates	Draft Recommendations	Community Survey/Polling			Final recommendation	School Board Resolution for Election		Election Filing Deadline Dec 11	
		Process/Schedule	History of District's Bonds and Levies				Building Condition Assessment High-Level Overview	Brainstorm target projects		Refine options	Present Draft Recommendations to School Board Jun 11				Present Final Recommendations to School Board				
		Intro to SCAP funding	How Public Projects / Prevailing Wage works				Athletics												
		Community Concerns	District O&M Budgeting				Enrollment Projections												
		Staff Interviews																	



COUPEVILLE  
ELEMENTARY  
SCHOOL

**STRETCH BREAK!**

# QUESTION

**The Coupeville community is unique and has many different viewpoints. Each person here has a lens into different parts of the community. We want to understand concerns in the community about this effort.**

**Picture yourself out of the house doing a regular activity or errand.**

**Several acquaintances approach you; they heard you're on the Facilities Planning Task Force and they have questions.**

**These people are possibly enthusiastic, skeptical, nervous, want to learn more, or have complaints. What sort of feedback do they share with you?**

***ASSIGN TABLE LEADERS TO RECORD***

***TABLE DISCUSSION – 20 MINUTES***

# QUESTION

Imagine you had friends that were moving to the area next month and were considering enrolling their children in Coupeville School District.

How would you describe the District's facilities to your friend?

***INDIVIDUAL EXERCISE***

***USE STICKY NOTES – 7 MINUTES TO RECORD***

# Thank you!

Next Meeting  
Wednesday,  
November 5

Meet at  
HS/MS Performing Arts Center  
Dinner at 5:30 p.m.  
Meeting start at 6:00 p.m.



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