

Strategy Name: - Linear and Streamlined District

Subcommittee - Facility Master Plan

Date & Time: December 5, 2016 at 2 PM

Team Members:

Name	Org	Position	Email	Invited (Required or Optional)	Attended (X if Yes)
Sean Christiansen	Capital	School Board	sean.christiansen1@verizon.net		
Dr. Dan Shelton	Capital	Superintendent	dan.shelton@capital.k12.de.us		
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James Pennewell	DOE	Facilities	james.pennewell@doe.k12.de.us		
Rob Belfiore	EDiS	Construction	rbelfiore@ediscompany.com		

Discussion:

Topic	Discussion/Status (Bullet topics for agenda. Revise based on actual conversation for minutes)	Action(s)	Assigned to
Review Purpose and Intent of Core Team	- Development of Facility Master Plan		
Facility Study Update	Architect's review of work to date and Needs - ABHA - Topics Covered: - Survey given to Buildings - Draft Assessment - Questions: - - Concerns: - Need to continue to talk about operational costs and phasing so we can plan out. Starting from now. - Timeline:		
Review and Report out of Projects/ Work Groups	1. Facilities Study - Sokolowski - What are the items the architects need to continue - How will the next steps be communicated 2. Population Study - Sokolowski - Draft of the report is ready, should we publish on-line - Going to add a heat map of building permits and construction in the district. - David Edgil will send the information of approvals but permits are more accurate - Possible effect of existing charters and percentage of students in charter and choice. - What else do the architects need 3. Historic Preservation - Shelton - What questions need to be asked of the public - How best to distribute the information		

	- Will work with ABHA to develop the tool. 4. Grade Level Alignment - Shelton - What do the architects need to continue their work - How will the information be used in the Master Plan - Direction for final 5. Instructional & Technology Master Plan - Wells - Safety and Security - 5 different vendors providing camera systems - Looking at Keycard/ building access - Telephone Systems - ARG will assess phone systems - Infrastructure - Not yet reviewing bells and clocks - Classroom Technology - Strategic Technology Planning group - BRINC planning group - How will this information be included in the Master Plan		
	Need to continue: -		
Communication Plan	- Grade Level Configuration at December Meeting - What is the plan to communicate drafts and/ or progress - Public input on drafts of plan		
Round Table			
Next Steps/ Next Meeting	- Board Update 11/16 - Grade level configuration recommendation to board 12/14 - Next Proposed Core Team Update - 1st week of February via Doodle poll - Next Board Update 2/17		

Closing/ Review Action Items			
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