

**West Branch Community Schools - Facilities Advisory Committee (FAC)  
School Improvement Advisory Committee's District: Strategic Plan: Goals 3A & 3B  
FAC Vision and Goals, Guiding Principles, Communication Processes, Timelines and Sources**

**Committee Members:** Chris Bower (Committee Chair, parent), Marisa Stout (parent), Melissa Russell (parent, City Parks), Jodi Yeggy (parent, PTO President), Mike Owen (parent, Board President), Kathy Knoop (parent, Board Member), Mary Buol (Teacher, Elem.), Chris Reed (Teacher, Music), Joe Lande (Director of Operations / Transportation), Ruben Galvan, Sr., (Maintenance), Doug Cummings, (District Technology) Jeff Wrede (AD / Dean), Angie Klinkkammer (Business Manager), Principals (Michelle, Sara, Jess) and Kevin Hatfield, Superintendent of Schools.

The FAC committee is a sub-committee of the School Improvement Advisory Committee (SIAC)

\*The public is always welcome to attend our meetings and provide input.

**2013 – 2014: 13 – 14 DATES:**

- **FAC Meetings:** July 23, 2013, (Tentatively) Tuesday, Aug. 27<sup>th</sup>, (6:30 p.m.), Tuesday, Sep. 17<sup>th</sup>, (6:30 p.m.), Tuesday, Oct. 8<sup>th</sup>, (6:30 p.m.), Tuesday, November 12<sup>th</sup>, (6:30), other...
- **Board of Education Meetings / Presentations and Updates:** *February, 2013, (Chris Bower, Chair), Struxture Architects, May, 2013, FAC Presents to Board, Oct 14th, 2013 regarding progress and for input, 15-Year Facilities Plan recommended Plan to Board at Dec.2013, January 2014 meeting.*

**FYI - Hired (Feb. 2013) Architects:** Craig Schwerdtfeger, AIA, Struxture Architects, John Darveau, AIA, Struxture Architects. (Headquarters: Waterloo, Iowa)

**DISTRICT VISION FOR LEARNING:** The West Branch Community School District will provide students a 21<sup>st</sup> Century education tied to outcomes, improved proficiencies and improved teaching, learning and assessment practices as connected to highly valued 21<sup>st</sup> Century teaching and learning, career and college, community and citizenship skills sets. *\*Developed thought School Improvement Advisory Committee (SIAC) processes, April 2012.*

**(Sources) 21<sup>st</sup> CENTURY SKILLS RESEARCH**

- **District Strategic Plan:** As developed and updated through District's School Improvement Advisory Committee (SIAC) processes. Membership: parents, Board members, administrator, teachers and students (Located on the District Website)  
Iowa Department of Education
- [http://www.educateiowa.gov/index.php?option=com\\_content&view=article&id=2332&Itemid=4344](http://www.educateiowa.gov/index.php?option=com_content&view=article&id=2332&Itemid=4344)  
Partnership 21<sup>st</sup> Century Skills
- <http://www.p21.org/overview>
- [http://www.p21.org/storage/documents/1\\_p21\\_framework\\_2-pager.pdf](http://www.p21.org/storage/documents/1_p21_framework_2-pager.pdf)  
Tony Wagner, Closing the Global Achievement Gap
- <http://www.tonywagner.com/7-survival-skills>

**FACILITIES ADVISORY COMMITTEE (FAC) GOALS:**

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We will...

- Provide the West Branch Community School District’s Board of Education and community a recommendation for District (school / program) facilities improvements. The recommendation will include short-term and long-term facilities assessment information prioritized and communicated through a master planning processes.
- Establish a facilities vision aligned to District’s vision for learning
- Hire professional architectural / construction firms(s) to assist with the assessment and input processes.
- Develop 10-15 Year Facilities “Master Plan” (Board Approved)
- Have highly articulated master plan by December, 2013.
- Action regarding the short-term and long-term plans will begin in earnest upon completion of the plan.
- We will work for transparency and open communication with stakeholders.

**COMMITTEE LEARNING AND SHARING:**

- Chair and Committee will provide periodic reports to the Board / Community
- Develop pathways for stakeholder input
- Develop understanding of “21<sup>st</sup> Century School Design” as related to student learning
- Develop understanding of Physical Plant and Education Levy (PEL) fund, School Secure and Advance Vision for Education (SSAVE) fund, District debt service position and bonding capacities
- Enlist services of “facilities assessment” professionals to inform decision-making
- Utilize or review decision-making matrix approaches and establish holistic criteria for assessing options
- Make decision-making documentation, minutes, and considerations available for stakeholder review
- All FAC decisions will be made upon consideration of possible District enrollment trends: *gradual growth, zero growth and/or declining growth* scenarios
- FAC decisions will be made with budgetary and projected budgetary considerations
- Utilize multiple professional facilitated meetings to ascertain stakeholder input for the development of a prioritized facilities action plan.
- Utilize the professional, expert services and input of architects, engineers and construction managers throughout the process.

**TIME LINE:**

- **2012 – 2013 Posted Meeting Dates:** *October 22, 2012, October 27, 2012 (District Tour), November 13, 2012, January 7, 2013, January 15<sup>th</sup> (Join SIAC, Design Team for Overview)*
- **“Request for Proposals” (RFP):** Sent to perspective construction and architectural firms by early February.
- **Hire Firm:** *Struxture Architects, Waterloo, Iowa / West Des Moines, Iowa*
- **Board Reports:** *March 11, 2012 (Report to Board on comprehensive “Facilities Vision” and progress on “Master Planning.”)*
- **Additional Facilities Meeting Dates (TBA) for 2013 – 2014 Goals:** *Use FAC, SIAC, Board, Students, Parents, Staff and Community stakeholder input for the development of our plan. (Hold Focus Group night)*

- **13 – 14 DATES: July 23, 2013, (Tentatively) Tuesday, Aug. 27<sup>th</sup>, (6:30 p.m.), Tuesday, Sep. 17<sup>th</sup>, (6:30 p.m.), Tuesday, Oct. 15<sup>th</sup>, (6:30 p.m.), Tuesday, November 12<sup>th</sup>, (6:30), other...**
- **Additional Board of Education Meeting Dates: Goal: Facilities Assessment Report to Board presented by Architects, May, 2013, FAC: September, 2013 regarding progress, recommended Plan to Board at Dec. meeting.**
- **Develop detailed (15-Year) Master Facilities Plan: June 30, 2013 for fall of 2013 – 2014 Implementation (Revised for Dec. 2013 for 15-Year Plan and final approval.)**

**Agreed Upon Meeting Guidelines: Group members have agreed to abide by the following norms to assist with committee team communication, collaborate and reporting**

**During FAC Meetings:**

- Respect each other's opinions
- No hidden agendas
- Open communication and supportive perspectives in the community
- Equity of voice
- Active listening
- Stay focused and move forward with process
- Stay student-centered with a focus on possible Impact on Student Learning and Staff
- Consider positives and negatives of an issue
- Ask hard question and review information in advance or as needed

**In the Community:**

- Listen
- Explain ideas/data with open approach
- Explain the vision
- Be positive
- Start conversations to get ideas
- Report honestly, but clearly
- Planning needs to have community, staff, students and Board input before final plan put into place
- One voice

**Committee's (Developing / Initial) Long-Term (10 – 15 Years) Vision**

**FAC Meeting, November 13, 2012 and January 7, 2013**

**Long-Term (Developing) Vision**

- 7 - 12 High School Facility
- K - 6 Elementary Facility
- Preschool Center (or improved options for preschool classes)

**FAC High Priority Decision-Making Criteria**

- ❖ School Safety Factors – Office Locations, Security (Exterior and Interior)
- ❖ 21<sup>st</sup> Century Teaching and Learning Considerations: *Campus-like learning settings, modern lighting, sound, furniture, security, room configurations, flexible spacing designs, technology*

*enhanced and student-friendly, accessibility layouts, student-centered, family-centered (as aligned to Strategic Plan's Vision for Learning)*

- ❖ Impact PK-12 First
- ❖ Potential to increase, support and enhance student achievement
- ❖ Potential to maintain or improve enrollment

### **FAC (Additional) Priority Decision-Making Criteria**

- ❖ Budgetary Considerations
- ❖ School, Grounds Accessibility for Family, Parents
- ❖ Energy Source Considerations
- ❖ Student Learning and Career Needs

**Immediate Facilities Needs:** Areas the FAC would like to see assessed and addressed in next 1 - 5 years, but only if projects are related to emerging FAC's facilities vision and master plan.

### **(FAC initial) Top Level (Approx. 1-2 years)**

- ✓ HVAC System at HS (Needs to Support Long-Term Committee Consideration)
- ✓ Improve safety aspects at all schools (Offices, School Doors, locations, remodels and construction considerations)
- ✓ Hoover Elementary Restrooms Remodeled – Repaired
- ✓ Parking Lots at High School, Middle (with emergency vehicle / bus access and improvements)
- ✓ Convert Special Education Room to Art / Health Classroom, Middle
- ✓ Assess viability of a Middle School Bus Lane to help with Oliphant Parking (bus, student, car safety concerns on Oliphant)

### **(FAC initial) Next Level (Approx. 2-6 years)**

- ✓ HS Auditorium Improvements / classrooms / performance needs
- ✓ Transportation, Maintenance Buildings and Grounds Reconfigured
- ✓ Convert New Gym to Competition Gym
- ✓ Football (Oliphant), Track, Baseball Area Concessions and Restrooms Stands
- ✓ Field Access Design Options - HS / youth fields
- ✓ Assess Needs of All-Purpose Room / Lunchroom (Expansion)

### **(FAC Initial Planning) Long-Term Committee Consideration (Approx. 6 – 12 Years)**

- ✓ Assess viability of construction of addition to accommodate all middle school students in a 7-12 high school setting

### **Summary of Discussion Topics:**

11-13-12: Strengths, Weaknesses, Opportunities and Threats (SWOT tool) assessed, development decision-making criteria and priorities, enrollment, current aspect of 7<sup>th</sup>, 8<sup>th</sup> grade students attending the high school now, space, technology needs, fiscal efficiencies, current District property and possible land acquisition needs, Federal funding for "Safe Building Grant", community home sales and growth potential, Oliphant Field and Hoover Neighborhood, Oliphant Street Parking, Middle School, High School needs, fine arts (auditorium / space), grounds and athletic fields, transportation and public library area, extra-curricular fundraising ideas, and identification of "immediate" facilities needs, with consideration long-term facilities plans.

1-7-2013: FAC was provided overview of initial goals contained in this document. Presentation from OPN Architects was completed to deepen FAC membership understanding of construction / architectural tools, roles and processes. Committee discussion was help on concerns regarding safety at the schools again. Discussions on about single entry door plans and crisis management processes were provided to the committee. The Committee discussed the need to move all safety

concerns up in priority levels, in response to Sandy Hook incident in Connecticut. Mr. Hatfield and select members of the staff will receive ALICE (Active Shooter) Training in late January for additional information.

1-7-13: The committee encouraged Mr. Hatfield to begin RFP processes to acquire architectural and construction company(s) quotes to complete a comprehensive district-wide facilities assessments on all buildings, grounds and land areas. We would like the assessment to be unbiased by Committee priorities to the extent possible so as to get an overall, pure assessment of the conditions of our buildings (life expectancies data, etc.)

3-11-13 Board of Education approves Mr. Hatfield's recommendation for *Struxture Architects* to conduct comprehensive facilities study and assist with full documentation on building, grounds and land assessments, as well as stakeholder input processes for the development of a 15-Year Master Facilities Plan.

(Spring Break) *Struxture Architects* review all blue prints and make building assessments over the next few months, as well as conduct routine meetings with our Facilities Advisory Committee (FAC) and the Board of Education. *Struxture Architect's* will present an overview or update regarding this work at the May 13, 2013 Board of Education meeting.

3-28-13 *Structure Architects* met with our Facilities Advisory Committee (FAC). The team asked for input on our District goals, hopes, expectations and outcomes. This process is part of the School Improvement Advisory Committee (SIAC) and the Strategic Planning's goal work.

4-15-13 *Struxture Architects* (presents) *The Language of School Design: Pattern for 21<sup>st</sup> Century Schools*

4-23-13: *Struxture Architects* conducts stakeholder input sessions (focus groups) on Tuesday, April 23<sup>rd</sup>, 2:30 – 7:30 p.m., in the Hoover Elementary Library. We will be sending invitations to stakeholder groups during the week of April 1<sup>st</sup> – 5<sup>th</sup>.

April / May, 2013: Superintendent surveys stakeholders with short-term and long-term input. (Results attached)

5-13-13: *Struxture Architect's* present an overview or update regarding this work at the May 13, 2013 Board of Education meeting.

July 18, 2013: Ongoing communications between Superintendent and *Struxture Architects* for overviews of preliminary information (Planning and sharing meeting for July 23<sup>rd</sup> meeting)

July 23' 2013: *Struxture Architects* present to Facilities Advisory Committee overview of findings to date.

#### Information Sources:

- *Board and FAC Committee Membership Experience*
- *BLDD Architects: PK-12 School Design Team, Master Planning and Analysis (Presentation) Cathy Duda, Business Development, Samuel J. Johnson, AIA, "Qualified Learning Environment Outcomes (QLEO)," September 17, 2012 (Attendance: Deb Schreiber, Angie Morrison, Rev. Richard Paulus, Joe Lande, and Kevin Hatfield)*
- *Iowa Association of School Board Officials (Presentation): "Construction Lab from Ground Up," Attendance: Angie Morrison, Business Manager, Kevin Hatfield, and Superintendent of Schools*
- *WBCSD PPEL, SSAVE, Budget Report, Board of Education Work Session, Margaret Buckton, ISFIS, Facilitator, September 24, 2012*
- *Piper Jaffray & Co, "School Infrastructure Financing Capacity Report," Matthew Gillaspie, Senior Vice President, September 24, 2012*
- *IASB Fiscal Focus: West Branch Community Schools Summary of District Finance and Enrollments, September 30, 2012*
- *Angie Morrison, West Branch Community School District, Business Manager District and School Budget and Enrollment Overview, October 22, 2012*

- *Construction, Architecture Facilities Assessment Tools Presentation: Iowa Construction Advocate Team: Estes Construction, Davenport, BLDD Architects, Ric Parades, Estes Construction, Cathy Duda, Business Development, Samuel J. Johnson, AIA, "Qualified Learning Environment Outcomes," October 22, 2012*
- *Principal and Committee Facilities Assessment (Strengths, Weaknesses, Opportunities, and Threats Activity), October 27, 2012*
- *Decision-Making Matrix Overview for (Initial) Facilities Options / Issues Overview, Assessment and Vision Building, FAC Committee, November 13, 2012*
- *Architect Presentation: OPN and Facilities Assessment Committee, January 7, 2013 (Roger Worm & Katie Harms) Note: OPN was the Architectural firm selected to build the District's new gym.*
- *SIAC / Strategic Planning Meeting, Overview of Facility Advisory Committee's Work, January 15, 2013*
- *Hiring of firm Feb., 11, 2013 –Struxture Architects: Mr. Craig Schwerdtfeger, AIA, Principal Architect, Mr. John Darveau, AIA, Principal Architect (Support team)*
- *Struxture Architects presents to Facilities Advisory Committee, 3-28-13*
- *Struxture Architects presents to School Improvement Advisory Committee, 4-15-13*
- *Struxture Architects holds Stakeholder Focus Groups Input sessions, Tuesday, April 23, 2013*
- *Superintendent gathers internal and external stakeholder information on facilities (Short and Long Term input ideas) 117 stakeholders respond. (April / May, 2013)*
- *Struxture Architects presents to the WB Board of Education, May 13, 2013 (Preliminary Findings)*
- *7-23-13 Struxture Architects presents to District Facilities Advisory Team overview of information gathered after four months of gathering, assessing, sharing and talking to stakeholders.*

### 13-14 Facilities Advisory Planning (Minutes)

#### 7-23-13

- 1) Mr. Hatfield shared information on District Debt Service (Indebtedness)
- 2) General Obligation Bonds:
  - HS New Gym approx. \$245,000 annually, due 2028
  - Elementary Geothermal (approx. \$375,000 annually, due 2018)
  - WBCSD Solvency ratio (An overall fiscal health calculation used by the State of Iowa) has been between 10% and 14% last 4 years. State target indicating relative fiscal health for a school district (5% - 10%)
- 3) John Darveau and Craig Schwerdtfeger, Struxture Architects presented to the Facilities Advisory Committee (FAC) a summary of their Community Focus Groups' input, as well as Mr. Hatfield's online stakeholder input survey regarding facilities.
- 4) John presented an overview of existing buildings educational use plans sharing information on the following:
  - A CEFPI building adequacy report card (the viability of each building)
  - A Facilities Condition Report Summary
  - An ideal space program report for 21<sup>st</sup> Century learning needs that contained the ideal programming vs. existing, comparison costs analysis for updating to idea
  - A Facilities Condition Index for each building.
  - Mr. Darveau also provided enrollment projections. Questions regarding growth forecast tied to preschool numbers. Questions regarding use of Johnson Co. birth rates along with Cedar Co. comparisons. Mr. Darveau discussed need to use some level of both - proximity to Iowa City.
  - Architects use multiple factors for calculating the full condition and / or adequacy of a school to help districts determine if a building should be remodeled, added on to or if a district should cease utilizing a facility for educational purposes. **(Index of .00 is best, 1.00 poorest)**
    - **HS Extended Facilities Condition Index = .29**
    - **MS Extended Facilities Condition Index = .79**
    - **HH Extended Facilities Condition Index = .52**

- 5) Committee members and public asked questions and shared reflections based on information presented. Questions for clarity regarding the overall building adequacy and their meaning. Vision questions we asked based on the numbers presented.

Mr. Hatfield asked the committee to thing long-term first to develop a vision that solves multiple issues, creates better efficiencies and allows the District to meet more student's needs.

Committee Member: *"It seems, from the reports, that the Middle School is a building that is not nearly as adequate or viable for future use or any investment of money due to classroom and programming needs, poor HVAC system(s) that do not adequately pull moisture from the building (we keep it cooler than most buildings due to humidity issues; especially in the summer months) and the pressure the student population puts on elementary school facility for gym, music, art and all special programming. It appears we need to look at the Facilities Advisory Committee's initial recommendations for a 7-12 or 6-12 high school / junior high in the future is probably something we need to truly explore."*

Other ideas related to long-term vision were discussed as it related to the HS building's .29 vs. the Middle School's .79 (a poor overall condition report)

Committee Member: Does enrollment factor Johnson Co. Regional aspects and possible impact on HS enrollment for space (if Jr High added too?)

Committee Member:

- 6) **The Facilities Advisory Committee (FAC) will meet again on Tuesday, August 27<sup>th</sup> at 6:30 p.m. to continue their conversations for building a 15-Year Master Facilities Plan. The public is always welcome.**

**Tuesday, August 27, 2013, 6:30 p.m. Hoover Elementary School (Next Meeting)**