

Meeting Minutes 12/17/15

**Bend-La Pine 2015
Sites and Facilities
Planning Committee**

**1.5 Hours
Bend-La Pine Administration Building
Room #314
520 NW Wall Street
Bend, OR 97701
(541) 355-1004**

Existing Facilities Team:

Skip Butler	Teri Friesen
Heidi Slaybaugh	Ned Myers
Steve Hannas	Matt Montgomery
Jackie Wilson	Kevin Gehrig
Matt Hillman	Steve Jorgenson
Jesse Rassmussen	

Future Needs Team:

Dean Wise
Jen Souza
David Ford
Damian Syrnk
Josh Boehme
Karen Stiner

The Sites and Facilities Team met as a complete group. Brad Henry reviewed the goals of this process and members responsibilities. The team will divide tonight into their respective groups to address their separate tasks. Each team will appoint a committee chair that will serve as the group spokesperson when the teams meet as a whole.

The meeting minutes from the **Existing Facilities Team** are attached.

Following are the minutes from the **Future Needs Team:**

The team nominated Mel Oberst as their committee chair as the first order of business. Greg Blackmore proceeded with a power point outlining and explaining Portland State Population Research Center. Historically they have been utilized by Bend-La Pine Schools for population forecasts and demographic trends. They (PSU) provided an enrollment forecast for the district in 2014. Although a year old the data is still relevant and these numbers have been integrated into other Bend specific figures such as Building permits and approved housing units.

Some notable trends were reviewed that have potential impact on growth, such as birth rates and economic trends. All these factors have been implemented to present methodology for the Cohort-Component Model and the Grade Progression Model.

Projections using actual 2015-16 enrollment and applying PSU's % increase were reviewed as a district total and also showing the projected growth of Bend, Three Rivers and La Pine. The charts used PSU's high and middle series applied for comparison purposes.

Much discussion ensued about growth in each community (La Pine, Three Rivers and Bend). The initial look shows that, even using the high series enrollment projection in La Pine and Three Rivers, there is not a capacity need in this planning cycle for these two communities. The committee is considering focusing on the Bend area for the remaining Future Needs Team meetings and will decide at the next meeting.

The next Sites and Facilities Planning Committee Meeting will be January 21, 2016 here in the Education Center, Room #230, from 4:00pm to 5:30pm. We will meet together for a brief time and then separate into our teams.

Respectfully Submitted,
Marsha Baro

Sites & Facilities

Existing Facilities Team - Meeting Minutes 12/17/15

Team: Skip Butler, Heidi Slaybaugh, Steve Hannas, Matt Mercer, Shawn Zumwalt, Jackie Wilson, Matt Hillman, Jesse Rassmussen, Kevin Gehrig, Matt Montgomery, Teri Friesen, Tim O'Connell, Angus Eastwood, Cathy Barkee

1. Heidi Slaybaugh was nominated and agreed to serve as the chair of the committee.
2. Facility Safety Review and Best Practices – Julianne Repman distributed and reviewed “2015-16 Sites and Facilities Safety Recommendations” (updated copy attached), and “Architectural Report for Bend-La Pine Schools” (also attached). These recommendations are to be included when determining facility priorities.
3. Angus Eastwood explained the purpose and goal of the committee and also explained that the role of the District representatives were to support and facilitate the process.

The “Support Facility” matrix was distributed (and attached). Angus Eastwood explained the “Priority List” column includes three sub-columns whose recommended rankings are the result of a site survey completed by each facilities representative, the maintenance dept., and both the facilities rep. and maintenance with regards to long term. The “Criteria” column includes five sub-columns which are the same benchmarks used with the last Sites & Facilities Update. The last column rankings are to be determined by the committee.

Due to time constraints, the Committee was only able to complete the “Admin. Bldg.” priority list (attached), but all believe the remaining support facilities can be completed at the next meeting.

4. The schools were divided into zones for ease of scheduling visits:

Zone 1 – High Lakes, Highland @ Kenwood, Westside Village, WE Miller, Cascade, Pacific Crest, and Summit.

Zone 2 – Amity Creek, Bend High, Bear Creek, Jewell, Silver Rail, Pine Ridge, and Elk Meadow.

Zone 3 – High Desert, 3 Rivers, Rosland, La Pine Elem, La Pine Middle, La Pine High, and La Pine Transportation.

Zone 4 – Juniper, Marshall, Pilot Butte, Buckingham, Ensworth, Mountain View, Ponderosa, Sky View, and Lava Ridge.

Angus Eastwood will be conducting site visits for anyone who would like to tour. Dates set include: 1/6/16 2:30 High Lakes, 3:00 Highland @ Kenwood; 1/13/16 2:30 Summit, WE Miller; 1/20/16 2:30 Cascade, 3:00 Westside Village.

The Zone 1 matrix was also distributed and it was requested that the committee peruse prior to the next meeting.

Meeting adjourned 6:15pm.

Respectfully submitted: Cathy Barkee

2015-16 Sites and Facilities Safety Recommendations

Secure Perimeter

Reduce exterior accessibility by connecting separate buildings and adding fencing.

Secure Vestibule at Main Entry

Modify main entrances in ways that restrict visitors from the rest of the building until they are checked in by office staff.

Separate Visitor Entrance to Event Spaces

Establish entry for visitors that only allow access to the event location, not the entire school.

Identify Main Entry, Gym and Auditorium

Clearly identify main entry, gym and auditorium through architectural improvements and signage.

Control Classroom Climate

Reduce temperatures in classroom and teaching spaces to in ways that encourage staff to keep exterior doors closed.

Install Cameras

Install basic camera systems in school interiors that cover spaces including gymnasiums, cafeterias and bathroom entrances and add cameras to monitor parking lots.

Install Cameras on Buses

Expand cameras on buses from a two-camera system to a four-camera system.

Replace Aging/Failing Emergency Notification Systems

Replace intercoms and public announcement systems in 25 of the district's schools. Explore possibility of integration with new fire alarm systems.

Add Access Control

Add access control (card locks) on exterior doors used by staff district-wide.

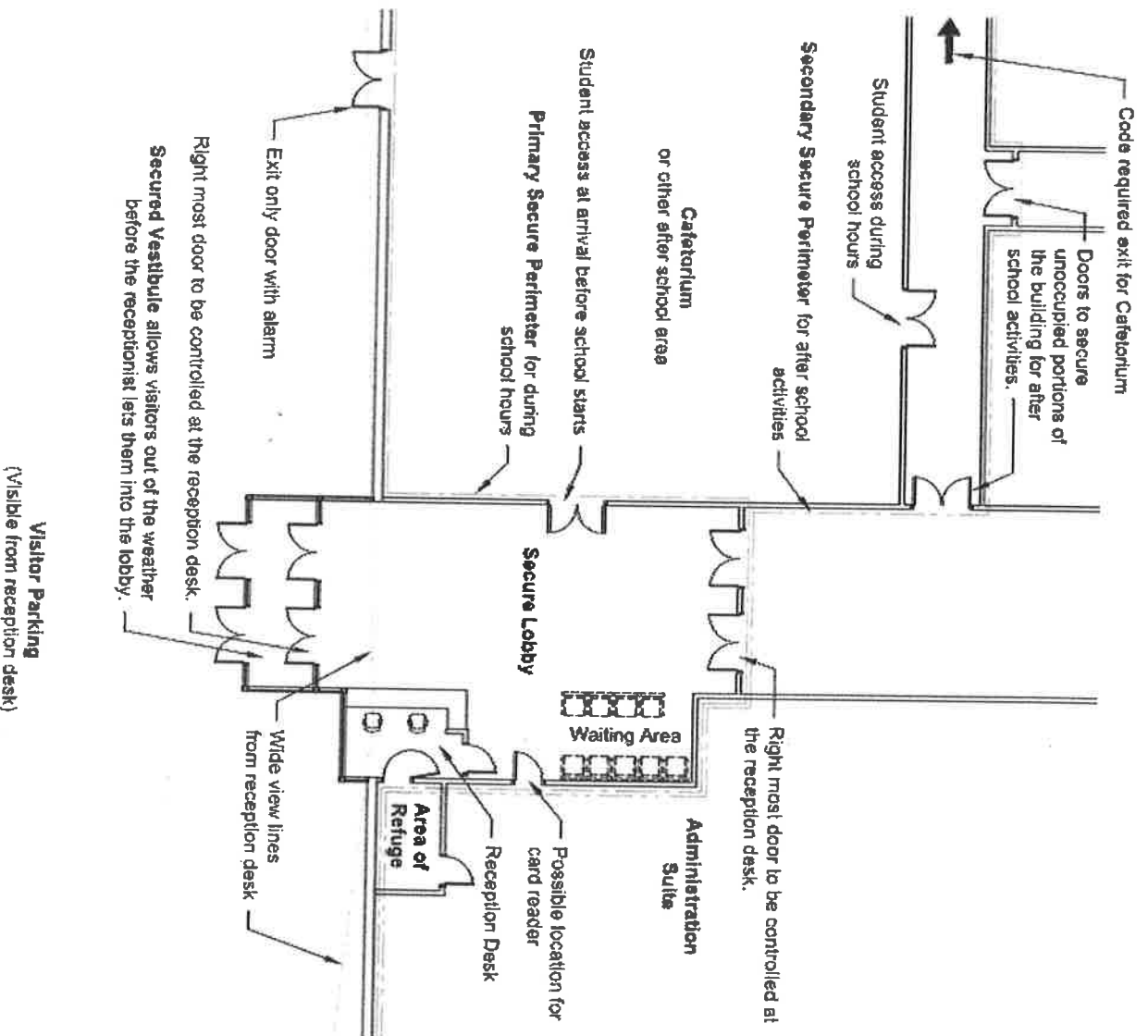
Install HVAC Emergency Shut Offs

Add a one-switch shutoff or other rapid shutoff for school HVAC systems.

Interior Classroom Locks

Installation of hardware on doors intended to increase security in the classroom.

Architectural Report for Bend-La Pine Schools, OR



SUPPORT FACILITIES

Project Description	Priority List				Criteria					Committee Priority
	Site Survey	Maintenance	Long Term	safety/security	ops/instruct delivery	equity/party	asset preservation	energy/labor conservation	TBD	
Admin. Bldg.										
Front entry safety improvements	1			x			x		1	
Replace fire alarm system		5		x			x		1	
Add security system		5		x					1	
Add Exterior Lighting		5		x					2	
Stair repair/replace - Exterior Rockery Work		5		x			x		2	
Replace sidewalk on Bond St. East entrance to North parking		5		x			x		2	
New HVAC System	3							x	3	
HVAC upgrade with DDC		5						x	3	
Remodel Restrooms	2						x		4	
Architectect Remos (doors/trim/floors, etc.)	4						x		4	
Remodel restrooms		5					x		4	
Remove asbestos floor tile and replace VCT 1st floor		5		x			x		4	
Paint Entire Facility		5					x		4	
Replace asphalt		5		x					5	
Install WeatherTrac Pro's irrigation controller w/flow monitor		10							10yr - 1	
Discontinue Leasing to ESD	5								*	
Relocate Strive			10						*	
* Can not prioritize										
Maintenance										
Add auto garage door openers/security to all doors	1									
Add 2 additional vehicle bays to east side of Building 5	2									
Add 2 additional vehicle bays to east side of Bldg 5		5								
Auto garage door openers/security to all overhead doors		5								
Add new building for furniture surplus		5								
Asphalt east side of compound		10								
Install WeatherTrac Pro's irrigation controller w/ flow monitor		10								

Project Description	Priority List				Criteria							Committee Priority
	Site Survey	Maintenance	Long Term	safety/security	ops/instruct delivery	equity/parity	asset preservation	energy/labor conservation	TBD			
Additional office space for 5 FTE		10										
Expand Building 4 Fab. Shop		10										
Remodel/renovate existing office space for new offices		10										
Expand Building 2 for equipment storage		10										
New carpet in Building 1		10										
Additional parking		10										
2 Additional FTE - Remodel			15									
Add entrance/exit to 15th St.			20									
3 FTE - Building expansion				20								
Transportation - Bend												
Install security system	1											
Add drive through wash station	2											
Add emergency back-up generator	3											
Remodel current office space to shop spaces after new bldg. cd	4											
Add upstairs storage in shop (25x45)		5										
Build enclosed drive through vehicle wash		5										
Replace plumbing in floor for surface waste		5										
Install used oil heating system		5										
Upgrade exterior parking lot/building lighting		5										
Upgrade electrical service to shop		5										
New Metal Roof		5										
New Heating System		5										
Install WeatherTrac Pros irrigation controller		10										
New Security System		10										
Paint Entire Facility		10										
Transportation - La Pine												
Install security system	1											
Add new transportationo facility in La Pine	2											

Project Description	Priority List				Criteria						Committee Priority
	Site Survey	Maintenance	Long Term	safety/security	ops/instruct delivery	equity/parity	asset preservation	energy/labor conservation	TBD		
Build vehicle wash pad		5								TBD	
Install used oil heating system		5									
Add small vehicle lift		5									
Replace fence on south side of compound		10									
New Security System		10									
Nutrition											
If new high school built, include production kitchen	1										
Expand Juniper kitchen (i.e. Ensworth kit. + 20%)	2										
Remodel/expand Cascade Middle Kitchen	3										
Remodel LPHS Production kitchen		10									
Expansion of Three Rivers Kitchen		10									
Remodel LPMS			10								
Remodel MVHS			10								
Remodel PBMS			10								
Renovate Elementary prototypical's dishrooms			10								
Renovate Marshall dishwash area			10								
Refinish SVMS concrete floor			10								
Remodel Prototypicals by reviewing program needs			15								
Enclose loading dock at Three Rivers			15								
Warehouse											
Expand warehouse	1										
Replace overhead door and opener	2										
New compressor for the fire system & replace heating system	3										
Remodel bathroom & offices	4										
Patch and repair metal siding		5									
Repair/Replace heating system		5									