

OWOSSO PUBLIC SCHOOLS
Board of Education Workshop Minutes
November 14, 2016

Report 16-35

Vice President Mowen called the Board of Education Workshop to order at 5:07 pm. The meeting was held at the Administration Building, 645 Alger, Owosso, MI 48867.

Present: Sara Keyes, Rick Mowen, Shelly Ochodnicky, Janice Opanasenko-Lubkin, Cheryl Paez, Marlene Webster, Superintendent Andrea Tuttle, Scott Morrell, Clara Pitt
Absent: Tim Jenc (Motions of the Board of Education that were unanimous did not include Jenc)

Mr. Darrick Huff, Principal Project Manager with Spicer Group, Inc. provided an overview of the sinking fund prioritization. Mr. Lee Andrea, Project Director with Kingscott reported on facility maintenance and upgrade plan using a community based facilities planning process. The objective of the workshop was to prioritize the sinking fund summer expenditures and the direction of the district to either maintain facilities or upgrade the facility plan.

Pledge of Allegiance

Public Participation

Vice President Mowen stated that the Board of Education is a public body and recognizes the value of public comment on educational issues. Time has been included in the meeting's agenda for public participation. Members of the audience were reminded that they should announce their name and group affiliation when applicable and to limit their participation time to three minutes or less. Comments should be directed to the Board and be relevant to the business of the Board of Education. This is not an opportunity for dialogue with the Board of Education. The rules of common courtesy should also be observed.

There were no comments from the public.

Superintendent Tuttle advised Board members present and newly elected Board member Ty Krauss of handouts at place including the agenda; Sinking Fund Prioritization: Mr. Darrick Huff with Spicer Group will be presenting and Owosso Public Schools Community Based Facilities Planning Process: Mr. Lee Andrea with Kingscott will be presenting.

Introductions

Lee Andrea, Architect with Kingscott Associates with locations in Kalamazoo, Grand Rapids and Chelsea. Superintendent Tuttle reported Kingscott has been the District Architect since the beginning of the bond proposal and the District has paid them zero dollars. She also reported it is estimated that Kingscott has provided an estimated \$200,000 into planning and drawings.

Darrick Huff, Principal Project Manager with Spicer Group an Engineering and Consulting company out of Saginaw, Michigan. Mr. Huff has been working with the school district with their sinking fund projects since 2001.

John Klapko, Operations and Food Service Director; Janice Opanasenko-Lubkin Board member until January 2017; Ty Krauss, newly elected Board member; Julie Omer, Chief Financial Officer; Cheryl Paez,

Board Treasurer; Shelly Ochodnicki, Board Secretary; Rick Mowen, Board Vice President; Bev White, Human Resources Director; Sara Keyes, Board Trustee and Marlene Webster, Board Trustee.

Sinking Fund Prioritization

Superintendent Tuttle reviewed the Sinking Fund Planning Prioritization document reporting it identifies the basic needs in each building. We have 3 mills for our sinking fund and will be collecting four more years in December of each year. There is 1.5 million collected each December for a total of \$6,000,000. As presented on the sinking fund planning prioritization, the need, an estimated \$15,000,000, greatly outweighs the \$6,000,000 sinking fund revenue coming in. The sinking fund is not a debt.

Mr. Darrick Huff reported the District does a great job of using the sinking fund revenue in maintaining District facilities. Past sinking fund projects have included repairing roofs, replacing windows and paving. The buildings structurally have good bones. The Middle School strategically has a lot of needs and it was asked do we want to spend the limited sinking fund resources that we have on the Middle School's needs or do we hold off hoping that there will be bond monies in the future to take care of that. The District recently finished updating the fire alarm system district wide with the exception of the middle school. The alarm system at the middle school is functional and meets code. The windows at the middle School on the back side of the building were completed. Mr. Huff reported most of the needs on the prioritization list are at the Middle School (\$5,500,000) and High School (\$5,940,000).

Mr. Huff gave an overview of all of the basic needs identified for each building on the on the sinking fund prioritization document. Mr. Huff further explained each potential project, prioritizing based upon immediate need, safety concerns and how to ensure the use of the sinking fund revenue is not wasted on improvements that would have to be redone if the community chose to move forward with a bond.

Mr. Huff reported listed as project #1 is the High School heating system. Mr. John Klapko, Operations Director reported the controls that are running the high school is an old system running off of Windows 98. He reported, the district is currently looking to find a backup. The heating system has previously been put on hold and other sinking fund projects took priority because of safety concerns. This could be placed on hold for one more year with the control backup. Mr. Huff reported the high school parking lot was completed as a priority because of safety concerns.

Mr. Huff reported Project #2 is the high school corridors which would consist of ripping the ceiling system down and replacing with an open industrial type look. This would be an improvement giving a wow factor to the building and improve lighting, insulation and addressing any asbestos. Mr. Huff reported project #2 also includes the middle school roof, but does not recommend at this time. Mr. Huff reported the track needs to be resurfaced for safety reasons. There are three sights in the district that have drainage issues. Mr. Huff reported the high school corridors, resurfacing the track, taking care of the three drainage issues and installing a light for the practice band would all tie well together for a sinking fund project.

Mrs. Marlene Webster inquired how the improvements would morph into a new building or upgrades with a bond. Mr. Huff reported he does not anticipate a bond would affect the corridors. Superintendent Tuttle recommended to take into consideration when recommending a sinking fund project, the utilization of the sinking fund revenue and how it would be affected if the community decided to pursue a bond.

Mr. Huff advised that if the community chose to move forward with a bond, it is recommended to retain some sinking fund revenue for capital improvement.

Mrs. Cheryl Paez inquired on the timeline of the sinking fund. Revenue is collected in December and will be collected for four more years at 1.5 million each year for a total of 6 million.

Mr. Huff reported there is approximately 1.5 million in plumbing needs at the middle school. He reported the city will be assisting with part of that.

Mr. Ty Krauss inquired if in any of the projects, is there anything that is unforeseen. Mr. Huff stated yes and reported that there is an allowance built into the bid. Superintendent Tuttle reported the district has the unforeseen issue at the middle school of the foundation, which is monitored constantly.

Facility Maintenance and Upgrade Plan

Superintendent Tuttle stated the district has gone for two bond proposals one similar to the other. She asked the Board to clear their mind of previous bond proposals and think outside of the box. For example, at the middle school renovate the auditorium including repair AC, new lighting and stage improvements, build a new full court gym and take care of plumbing; ceilings at the high school; air conditioning and doors throughout the district and needed improvements at Emerson Elementary. There is still the concern of the crack in the foundation of the middle school. Mr. Darrick Huff reported the structural engineers call it settling. Mr. Huff reported the foundation has a crack but we have not seen any shifting. This is being monitored.

Mr. Lee Andrea of Kingscott presented on the Owosso Public Schools Community Based Facilities Planning Process. Mr. Andrea reported the first step is the pre-planning process of the Board of Education. During the pre-planning process, the Board will establish goals to align facilities with the District Educational Vision. The Board will set the expectations, gather data, establish the vision and goals, set the guiding principles and express the “WHY”. Establish future facility maintenance/upkeep needs. This can be accomplished by noting past sinking fund success in addition to identifying the gap between future maintenance and funding as listed on the Spicer Engineering Sinking Fund Planning document of an estimated \$15,000,000 and only \$6,000,000 sinking fund revenue coming in. Take into consideration Enrollment projections to establish utilization efficiency of current facilities. Also look at funding options.

Mr. Andrea reported once the Board has established the “Why”, finalized the vision, goals and guiding principles the next step is to establish a community based facilities study team. Meeting dates shall be established prior to recruitment. The community based facility study team will attend meetings facilitated by Darrick Huff with Spicer Engineering, Lee Andrea and Brendon Pollard with Kingscott to share data and answer questions. It is important the community facility study team commit to attend all meetings. Mr. Andrea stated Kingscott will continue to facilitate the community meetings. At each meeting they will repeat what they heard and let the community understand it is their solution. The Board has established the goals, expectations and guidelines during the pre-planning process.

Mr. Andrea recommends the following of the Community Based Facilities Study Team meetings:

MEETING 1 – Date/Time Owosso Middle School SET DISTRICT EXPECTATIONS

- Review/discuss committee role, expectations
- Review/discuss District vision, goals, guiding principles, expectations
- Tour Middle School building
- Share data on facilities assessment, facilities analysis, enrollment projections, funding options and past concepts to date

Homework: Study guiding principles – be prepared to discuss

Study data – be prepared to discuss needs prioritization next meeting
Communicate committee activities to peer groups – seek feedback

MEETING 2 – Date/Time Owosso Middle School
REVIEW THE DATA/FACTS

- Discuss review of data on facilities assessment, analysis to date
- Discuss Conceptual Options to address district facility needs
- Initial prioritization of needs
 - Break out into groups – discuss basic needs (general) and concepts
 - Base on district vision, goals, guiding principles, expectations

Homework: Review prioritization list
Communicate committee activities to peer groups – seek feedback

MEETING 3 – Date/Time
BENCHMARK/INSPIRATION (Optional)

- Tour facilities in other districts

Homework: Communicate committee activities to peer group – seek feedback
Document notes/pictures of what connects with Owosso
Prepare for discussion on planning concepts to recommend to Board

MEETING 4 – Date/Time Owosso Middle School
REVIEW OPTIONS

- Kingscott present bond options/costs based on priority list and funding
- Rate Options - Break out into groups
 - Red – marginally meets guiding principles
 - Yellow – partially meets guiding principles
 - Green – mostly meets guiding principles
- Share group's priorities lists with entire committee
 - Consolidate combined lists
- General discussion on facilities planning concepts to meet vision/guiding principles
- Funding options/timeline to achieve goals

Homework: Communicate committee activities to peer group – seek feedback
Prepare for discussion on facilities planning concepts to recommend to Board

MEETING 5 – Date/Time Owosso High School
DEVELOP COMMUNITY BASED RECOMMENDATION

- Share feedback from community on facilities plan concepts
- Consensus on facilities plan to present to Board
- Discuss presentation format to Board

Homework: Prepare for Board presentation
Communicate committee activities to peer group – seek feedback

Present Planning Option(s) to the Board of Education

Action Items

Superintendent Tuttle reported a need to establish what projects are recommended for the 2017 sinking fund. Also a timeline for the Board pre-planning process and community facility team meetings.

It was recommended to look at resurfacing the track along with warning track, the lighting pole for the practice band and resolve draining issues.

Superintendent Tuttle reported on the Jerome Street building. She stated that the building is located in a flood plain. The roof needs repair and it does not meet the existing needs for the bus garage. There is no hoist. The ceilings are not tall enough to install one and as the district acquires new buses, they do not fit. Two roof repair options were discussed, one at \$40,000 and one at \$80,000. There was extensive discussion of the facility.

Marlene Webster asked if the ceilings at the high school could be done. Mr. Huff reported the estimated cost would be \$800,000 and includes all corridors at the high schools. He also reported the heating costs should be better because of the insulation.

Upon consideration of the sinking fund planning prioritization presented and taking all factors into consideration of the immediate need, utilization and safety concerns, the Board recommended the following for 2017 sinking fund projects:

- High School ceilings
- Resurface High School Track
- Drainage
- Band Practice Lighting
- Warning Track
- Repair Jerome Street Roof


The meeting date of December 12, 2016 at 5:00 p.m. was recommended for the pre-planning process.

Adjournment

Moved by Ochodnicky, supported by Mowen to adjourn at 7:21 p.m. Motion carried unanimously.

Minutes recorded by Bev White

Respectfully submitted,



Shelly Ochodnicky, Secretary