

# Planning Advisory Committee Meeting #1 Summary

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**MEETING DATE:** Wednesday, September 26, 2018

**LOCATION:** Sheridan School District Office, 435 S. Bridge St., Sheridan

**TIME:** 6:00 pm – 7:30 pm

## In Attendance

### Committee Members Present

Michael Griffith  
Bill Rasar  
Dean Rech  
Danielle Dickey  
Barbara Running  
Matt Ross  
Michelle Evans

### Staff and Consultants

Steven Sugg, Superintendent, Sheridan School District  
Robert Collins, Technical Consultant, DAY CPM  
Allison Brown, Facilitator, JLA Public Involvement

### Audience / Members of the Public

None present

## Overview

- This meeting was the kick-off of the Sheridan School District Long-Range Facility Planning (LRFP) process. The committee was given background information on an LRFP, reviewed the charge of the committee and discussed meeting protocols and a decision-making process.
- The next meeting will be held in October. Committee members were charged with talking about this process with members of the community and recruiting potential committee members, as well as confirming a time and date that works for a standing committee meeting.

## Welcome & Agenda Review

Steven Sugg, Sheridan School District Superintendent, welcomed everyone to the meeting and reviewed the agenda. Committee members and consultant team introduced themselves.

Allison Brown, JLA Public Involvement, asked the group to share their favorite thing about Sheridan during their introductions. A few of the key points shared by committee members included:

- The small town feel and small size of Sheridan
- The possibility of building relationships with families of students and other staff
- The appealing nature of rural life
- The potential and possibility of making Sheridan School District a better place (“nowhere to go but up” was the specific phrase used)

## Long Range Facility Plan Context & Discussion

Bob Collins, DAY CPM, gave a presentation (attached) on a Long Range Facility Plan and provided background context for the committee. Some key points from this presentation included:

- The benefits of an LRFP extend to students, teachers and staff, as well as the wider community.
- Research has shown that buildings and facilities can impact a student’s learning process, drawing importance on the need for a comprehensive LRFP.
- An LRFP is not a wish-list from staff or community, or a committee to develop a bond package
- The recommendations of the Planning Advisory Committee will be made through consensus, providing a strong directive for the Sheridan School Board (who will be the ultimate decision-maker).
- The process will begin with developing Guiding Principles that are aligned with desired outcomes.
- ORS 195.110: a law that requires local governments with school districts of over 2,500 to incorporate LRFPs into Comprehensive Plans. While Sheridan does not fall into this category, Bob highlighted the importance of collaboration with the local government in Sheridan and Yamhill County (and noted that this will be a key part of his work).

Steven reviewed the committee charge (attached) with the group, outlining the role of the committee and desired outcomes.

- The key role of the committee is to provide recommendations to the Sheridan School Board regarding a district-wide Long-Range Facility Plan.
- The plan will look to the next 20 years, and identify projects, provide direction for future decisions (including renovation, construction, demolition and sale of buildings), indicate the timing and sequencing of projects, and estimate costs and funding source(s).
- Steve mentioned that School Board may consider going for a bond in 2021, but highlighted that this LRFP process is separate from any bond process. The committee was encouraged to focus on the importance and need for an LRFP, without becoming overly concerned with a possible bond.
- Steve noted the importance of involving the wider community in this process, and encouraged the committee members to think of other people who could serve on this committee.

Allison asked the committee to discuss their reasons for why this process is important for Sheridan. This included any hopes and concerns they have, and the reasons that they decided to serve on this committee.

#### *Discussion Themes: What Matters?*

- **Safety:** Committee members noted a few specific concerns on safety, such as student pick-up and drop-off. One member spoke to the need for trauma-informed care, considering the high level of students in Sheridan who are traumatized. This included a discussion on the bell system, and the sensory experience of the classroom for students. The committee also noted the working conditions in places like the shop class (and the need to ensure that they are safe for students and staff). Finally, they spoke to the need to provide opportunities and safety for different abilities and disabilities.
- **Offering different ways for kids to learn:** The committee referenced ideas such as a Maker Space (for students to build things and learn with their hands), a greenhouse and a STEM club.
- **Technology capacity:** One committee member pointed out that some classrooms only have two electrical outlets, limiting the possibility of incorporating technology into the classroom. The group discussed the importance of providing technology capability in classrooms and building, but also looking forward to future technology (to avoid things becoming obsolete). They noted the importance of learning from other places (one participant noted schools in the Willamette Valley with more current technology). Robert noted that he could bring information from similar school districts.
- **Best environment for learning:** The committee discussed the importance of the grounds, technology and lighting (among other things) to help students learn best. The group also noted the hope to build a sense of pride in students, allowing them to become stewards of their grounds and buildings. This led to a brief discussion on the importance of involving students in this planning process, something to be explored at future meetings.
- **Meeting the needs of the community:** Finally, the group discussed the importance of providing students with skills that would help them be employable in their community, such as shop and woodworking skills leading into a potential career at the local mills. The group noted that other schools have worked in partnership with local industry and community colleges, providing opportunities to share spaces and equipment in a mutually-beneficial arrangement. The group noted the hope that 'no door is closed' to students, and students are prepared for whatever future they choose (college, trade, military, etc.) and the need to create facilities that help meet those needs.

One concern was raised by a member of the committee:

- **Construction can impact learning:** One member noted the disruptive nature construction can have on students and student learning. A question was raised on whether an LRFP can take this into account, and plan for the least impact on learning possible?

### **Meeting Protocols & Decision-Making**

Allison reviewed the meeting protocols document (attached) with the committee. The group briefly reviewed the participation guidelines, external communications, and accessibility to the public. Allison explained the definition of consensus as the primary decision-making structure of the group. She explained that consensus means working together to find the best solutions for the group as a whole, even if they are not a personal

favorite. If consensus cannot be reached, the protocol establishes a two-thirds majority vote for inclusion into the final list of recommendations.

The group discussed the inclusion of alternates in the committee process.

*Discussion themes:*

- The committee discussed that the LRFP process is a 9-month process culminating in late May/ early June, and therefore it's inevitable that some conflicts may arise with scheduling. While alternates would be able to represent the interests of a particular sector of the school district, they would not be privy to all of the discussion had by the committee, and may derail the efficacy of the committee.
- The group decided to amend the language in the protocol to the following items:
  - The facilitator, Allison Brown, will ensure that agendas for each meeting are sent out at least a week in advance.
  - If a committee member is unable to attend a meeting, they have the option of submitting in writing their feedback on a key point or decision. The committee members present at the meeting will then take that feedback into consideration during their decision-making process and discussion. The absent committee member then agrees to follow whatever decision is made by the committee, trusting their ability to come to the best conclusion for the group.
  - We can explore options such as conference calling or FaceTiming into a meeting if a member is unable to physically attend. The committee recognizes that being physically present in a meeting is preferable, and this option should be used as a last resort.

## **Next Steps & "Homework"**

Allison gave the committee members two tasks ("homework") in between the next meeting:

- Talk to 5 people between now and the next meeting about an LRFP, and get their feedback. Can you recruit someone from the community (a parent, a business owner, another community member) to serve on the committee?
- Email Steve Sugg with a preferred meeting time and day, to establish a standing meeting time.

Allison will send the meeting summary, as well as an updated version of the meeting protocols and the PowerPoint presentation, to the committee members.