

Planning Advisory Committee Meeting #2 Summary

MEETING DATE: Tuesday, October 23, 2018

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

TIME: 5:00 pm – 6:30 pm

In Attendance

Committee Members Present

Nicole Boyce
Danielle Dickey
Michelle Evans
Michael Griffith
Ken Pionte
Bill Rasar
Dean Rech
Matt Ross
Barbara Running
Jim Sieber

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 focused on looking at some documentation of past facility work in Sheridan (from 1999 and 2012), as well as beginning to identify guiding principles for the LRFP.
- The next meeting will be held on November 20th at 5pm.

Welcome & Agenda Review

Steve Sugg, Sheridan School District Superintendent, welcomed and Allison Brown, JLA Public Involvement reviewed the agenda. Committee members and consultant team introduced themselves, sharing their favorite fall activity.

Long Range Facility Plan: Past work and discussion

Bob Collins, DAY CPM, reviewed a set of documents (attached) that outlined past facility work done in the Sheridan School District in 1999 (the last Long Range Facility Planning process) and 2012 (in the last school bond measure). Some key points from this presentation included:

- The documents contain lists of projects generated in 1999 and 2012, and give a good idea of the types of lists this committee will be tasked to create.
- Some of the types of projects outlined in the 2012 list were specific to the needs of a bond measure, and Steve highlighted the point that a bond measure can only support certain kinds of facility projects.

Bob also discussed the way that information can be shared with the committee, through a series of 'white papers,' and that he will be sharing these with the committee throughout the process. It will be important for the committee to identify the areas in which they feel they should have more knowledge, and Bob can pull together these white papers accordingly (some examples included technology, best practices in other school districts, and trauma-informed care). Bob also mentioned the possibility of facility tours through both schools in the Sheridan School District, in order to identify key areas of need in those facilities. Bob asked the committee if they would want to go on facility tours.

The committee raised a few questions and issues, which led to a discussion:

- **Past project Lists:** Multiple committee members stated that they would like to know what projects had been completed on each of these lists, particularly the 2012 list. They felt that it would be an important part of their process to know what work had been completed, and what still needs attention (as that might shape their own list for 2019). Bob and Steve agreed that they could compile that information and bring it to the committee.
- **School facility tours:** One committee member noted that he would like to have a checklist while attending a facility tour, to be able to identify the gaps and needs that might exist within a building, classroom or structure (for example, a method to make sure that the buildings effectively address safety concerns). This led to some discussion within the group on the need to identify priorities and guiding principles. Steve mentioned that Bill Rasar is the Head of Maintenance for the School District and could lead these tours. A committee member raised the question if wiring and electrical systems were up to code, and Bill answered that all wiring is currently to code. The need to focus on a 20-year vision for the School District was noted. Bob informed the committee that he will be undertaking a technical analysis of all facilities in his role in the LRFP process, and Allison noted that her and Bob would meet between committee meetings to discuss the best way to provide the committee for a framework on these tours.

Identifying Guiding Principles

Allison reviewed a set of documents in the committee packets on Guiding Principles (attached). The first document outlined what Guiding Principles are, as well as some examples from the Mt. Angel School District's LRFP process. Allison explained a worksheet with key priorities, from which the committee was directed to brainstorm phrases, ideas or thoughts that could then be distilled into a first draft of guiding principles. Allison highlighted the importance of guiding principles to then help the committee filter, process and prioritize projects in an equitable way, that reflects the needs of the Sheridan community.

Allison explained the process for developing Guiding Principles:

- The LRFP committee would draft some key phrases, words and ideas.
- Consultant team (Allison and Bob) would work together to draft these into sentences/principles.
- These sentences would be brought back to the committee to review, edit, add or change.
- These finalized Guiding Principles would then be brought to the wider Sheridan community for input, as a part of the consultant team's public involvement process.

Allison explained that these same priorities on the worksheet would be brought to the upcoming Parent Teacher nights, with parents and staff asked to vote with sticky dots on their most important priorities.

The committee broke into small groups to brainstorm ideas on their worksheets.

Key ideas gathered (on sticky notes):

- Quality water and air (expanded to mean clean drinking water and the healthy flow of air in classrooms and school buildings)
- Safe and positive learning environment
- Increase facility size to allow for optimal learning and programming
- Partnerships: ex Chemeketa, etc.
- Business partnerships, opportunities to learn trades. Building a skilled workforce through collaborating with local businesses and classes.
- Technology – progressive, adaptive, engages students to learn, “purposeful,” “useful.”
- Technology – Industry relevant
- Technology – Grade appropriate, current
- The environment feels warm and welcoming to all visitors, “inviting”
- Parents will have confidence that their children are safe at school
- Well defined drop off and pick up, signage
- Safety access (expanded to mean controlling access and adequate security)

The group discussed these ideas with Allison, and Allison grouped them into these themes:

- *Feeling:* A school that feels safe and inviting, inspiring confidence in the safety of the facilities.
 - The group noted the need for balance between feeling inviting to the wider community and visitors, while also addressing the need for a safe and secure campus

- *Physical space*: Facilities that are safe, size appropriate and provide an optimal learning environment.
- *Technology*: Utilizing technology that appropriate for students and current.
- *Opportunity*: Preparing student for the future they choose (which may be entering the workforce, going college, staying in their Sheridan community, among others)

Next Steps

Allison noted that the group will have a consensus building activity, and that she would follow up with them before the next meeting with this activity. Allison made a few announcements:

- Parent Teacher nights are happening over the next two nights, and we will be collecting feedback on priorities from the parents/staff
- The next meeting is scheduled for November 20th at 5pm. The group noted that most of them will be able to attend, even though this is the week of the Thanksgiving holiday.
- Allison and the JLA team will put together an online platform for committee members (and the public) to access documents between meetings. Allison will continue to send materials to the committee ahead of time, but will also bring printed copies (as most committee members prefer to have a printed copy).
- Bob and Steve will follow up with the committee on an updated list of past projects, indicating which have been completed thus far.

Allison will send the meeting summary and any other supplementary documents to the committee members.