

MEETING NOTES

TO: The File

FROM: Sara Wilder
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DATE: 12/21/16

SUBJECT: Meeting Notes
Held 12/15/16
Federal Way Public Schools 2018 Facilities Planning Committee
Integrus Project No. 21639.01

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The following is a record of the author's understanding of comments made.

2018 Facilities Planning Committee Meeting 3

I. Introductions

- A. Introductions were made to the meeting attendees, including:
- Dr. Tammy Campbell, Superintendent
 - Dr. Dani Pfeiffer, Deputy Superintendent
 - Sally McLean, Chief Finance and Operations Officer
 - Rebecca Baibak, Principal, Integrus Architecture
 - Sara Wilder, Project Manager, Integrus Architecture
- B. Integrus Architecture is consulting with the district to help with the planning process for the bond. Architects for the design of the upcoming replacement and/or modernization projects will be determined as applicable once the bond has passed.
- C. Dr. Campbell mentioned Sound Transit's future plans to come through Federal Way. The proposed route comes through the Mark Twain Elementary playground. District personnel are crafting an argument and will send the committee some talking points, as the district would prefer another route.

II. Strategic Plan

- A. Dr. Pfeiffer presented the district strategic plan.
- B. There are 3 ends for measurement: 1) Graduation and Attainment, 2) Academic Achievement, and 3) Personal Responsibility and Leadership.
- C. There are 5 goals in support of the ends: 1) Early Years, 2) Whole Child, 3) Active Learners, 4) Content-Area Competency, and 5) Persistence to Graduation.
- D. The strategic plan informs all of the work of the Federal Way Public Schools, and will be an important component of the Facilities Planning Committee.

III. Committee Purpose

- A. To establish a shared understanding of our current reality related to FWPS facilities
- B. To establish a shared vision of future opportunities and possibilities related to FWPS facilities
- C. **To make a recommendation to the community and the Superintendent for Phase 2 school construction, remodeling and/or modernization for voter consideration in 2018.**

IV. Long-term (40+ Year) Modernization / Replacement

- A. A 4-phase plan was prepared in 2005. Phase 1 was updated in 2012, and will be complete when all phases of the Federal Way High School project are complete.
- B. When prepared in 2005, Phase 2 included Decatur High School, Totem Middle School, and Brigadoon, Lake Grove, Mirror Lake, Olympic View, Star Lake, and Woodmont Elementary Schools.
- C. The committee will work within the following parameters to update the proposed projects for Phase 2 to make the recommendation to the superintendent:
 - 1. Guiding Principles
 - 2. Enrollment and Capacity
 - 3. Building Condition
 - 4. Financing Considerations

V. Guiding Principles

- A. Sally and Rebecca presented the guiding principles that have been distilled from the committee's work to date:
 - Flexibility + Multi-use for Students and Community
 - Flexible / Multi-Functional spaces for future
 - Building convertibility to accommodate room to grow
 - Provide adequately sized kitchens and cafeteria spaces
 - Provide appropriately sized gyms
 - Provide PTA, Family Liaison Spaces
 - Theater and stage facilities used by varied groups
 - Multi-purpose – cafeteria/commons important
 - Outdoor spaces - Track/field/playgrounds/community gardens
 - Quality of Environment
 - Good lighting and abundant natural daylight
 - Rooms sized for specialty programs
 - Inviting Architectural Design - Interior design that is warm, comfortable and creative
 - Maintenance, Durability, Sustainability
 - Provide Quality Mechanical & Ventilation Systems - Minimize operational and maintenance expenses
 - Minimize use of portables
 - Energy Efficient Schools
 - Safety + Security
 - Clear, safe access to school - for drop off and pedestrians

- Earthquake protection
 - Buildings designed for safety procedures - Secure vestibule
 - Variety of Learning Settings
 - Provide a variety of spaces to support individual + small groups, project based learning
 - Outdoor connections - provide larger covered areas + Provide more playground areas
 - More Hands-on Learning
 - Specialty Programs
 - Provide adequate space for specialty programs (especially music)
 - CTE spaces important – Greenhouse, auto shop, digital labs
 - Integration of Technology
 - Mobile carts to distribute technology resources
 - Technology present everywhere in schools
- B. The committee watched a video of Meadowdale Middle School in the Edmonds School District, which showed how some of the guiding principles could be applied.

VI. Enrollment & Capacity

- A. Committee members shared what they remembered about enrollment, class size and capacity from the last meeting, and Sally reviewed the information presented at the previous meeting. Comments/questions and issues/concerns from committee members included:
 1. How to deal with existing properties to accommodate future growth and smaller class sizes.
 2. How are we (FWPS) managing greater learning environment when we need to create capacity at new schools with lower class size?
 3. Smaller classes = major cost
 4. Double up schools on the same campus – 2nd or 3rd stories, two shifts
 5. Year round schools
 6. When class sizes go down, there is a need for more classrooms
 7. How does maintenance or deferred maintenance effect the score?
 8. Custodial staff skills and knowledge about required maintenance may impact the condition of building (Camelot's custodians are amazing!)
 9. Enrollment – Baby boom and echo
 10. Bring class size down
 11. Lowering class sizes will increase the number of classrooms, without accounting for growth
 12. Birth rate is increasing
 13. Apartment growth is impacting the enrollment
 14. How do we expand within the land we have?
 15. Do we want to consider larger schools?
 16. Sustainability – can older buildings be retrofitted to be energy efficient?
 17. Need 145 classrooms – be bold and boundless – we need to be open to something big
 18. We need to prepare for the future

19. We need to consider special needs – more students than ever need differentiation.
20. We need to create spaces for multiple programs – things change!

VII. Building Conditions

- A. An Asset Preservation Program (APP) is a “systematic approach to ensure performance accountability; promote student health & safety by maintaining & operating building systems to their design capacity; maintain an encouraging learning environment; and extend building life...” WAC 392-347-023.
- B. The Building Condition Assessment is a tool for determining compliance with on-going maintenance. The score is compared to a yearly depreciation schedule, based on industry research and historically collected data.
- C. The Building Conditions Assessment Report indicates how the school district buildings compare to the state standard.
- D. Committee members recorded notices and wonders related to the building conditions of the district facilities.
 1. Notices:
 - a. We are maintaining our buildings well.
 - b. Elementary schools are in better shape than the middle and high schools.
 - c. Why would we prioritize Decatur vs. TJ?
 - d. How could building life be extended?
 - e. There are a few schools that have significantly low scores: TJ, Star Lake, Totem, and Wildwood
 - f. Nautilus and Lake Dolloff have high scores
 - g. Twin Lakes and Brigadoon are higher than 70%.
 2. Wonders:
 - a. What is the cost to maintain buildings and how low can the scores go?
 - b. How was Sequoyah funded?
 - c. Does the state forecast needs?
 - d. What are the guiding documents for creating the building condition scores?
- E. Committee members were given pairs of buildings by table, to determine their recommendation for replacement / modernization. Recommendations were as follows:
 1. Thomas Jefferson / Decatur (reviewed at 2 tables): **Thomas Jefferson** was a higher priority for Phase 2 replacement, due to low scores in the mechanical systems. The interiors of Decatur could be modernized.
 2. Totem / Kilo Middle Schools: **Totem** was proposed for replacement in Phase 2 due to low mechanical scores, and a very low overall score.
 3. Ilahee / Sacajawea Middle Schools: Neither was warranted for a Phase 2 replacement / modernization, although Ilahee might need some mechanical upgrades and Sacajawea might need a new roof.
 4. Lake Grove / Camelot / Twin Lakes Elementary Schools: **Lake Grove** was recommended Phase 2.
 5. Star Lake / Mark Twain Elementary Schools: **Star Lake** was recommended for Phase 2

6. Lake Doloff / Wildwood Elementary Schools: **Wildwood** was recommended for Phase 2, based on electrical and lighting concerns.
7. Mirror Lake / Olympic View Elementary Schools: **Mirror Lake** was recommended for Phase 2 based on mechanical concerns.
8. Adelaide / **Brigadoon** Elementary Schools: Brigadoon was recommended for Phase 2 based on mechanical concerns.
9. Woodmont Elementary: **Woodmont** was not compared against anything, but was recommended for replacement based on very bad scores, especially mechanical and electrical.

VIII. Next Steps

- A. The next committee meeting is January 31st, 2017 at Federal Way High School.

K:\2016\21639.01 Federal Way SD Pre-Bond Plan and Ed Spec\Doc\4-1 Meeting Minutes (Design Phases)\2016.12.15 FCP meeting notes

Attachments: None

Routing: FWPS, IA