

Missoula County Public Schools
Comprehensive Long Range Facilities Plan
Steering Committee Meeting
Business Building, Board Room
May 2, 2013

Minutes

Attendees: Karen Allen, Alex Apostle, Geoff Badenoch, Gary Bakke, Diane Beck, Anne Blanch Adams, Parker Blekkenk, Lesli Brassfield, Rosie Buzzas, Erin Johnson, Joe Knapp, Trevor Laboski, Drake Lemm, Ted Linford, Pat McHugh, Burley McWilliams, Michelle Nokleby, Austin Parson, Scott Reed, Kevin Ritchlin, Jerry Seidensticker, Dave Sell, Art Sikkink, Mark Thane, Michael Tree, Andrea Vernon

Meeting called to order: 4:30 p.m.

Welcome and Introductions

Dr. Apostle called the meeting to order. He welcomed and thanked all the committee members for attending. The committee went around the room and made introductions.

Overview of Planning Process: Nick Salmon, CTA Architects

Nick let the participants know that the intent of the meeting was to get everyone connected to the process. The committee will know the most about the process and will get information before everyone else. In addition, the group will participate in meetings schedule in September, October, and November. Salmon pointed out the key items in the packets and encouraged the group to look at the committee list to make sure name and emails were correct. Looked at the overview of the 21st Century Initiative; the overview of the planning process for the facilities plan; the calendar; and colored graphic of the content of the various meetings along the way. Salmon said that during the process he would try to not produce a lot of paper products but would encourage the documents to be electronic and available on the MCPS website. Salmon showed a PowerPoint regarding the Overview of Planning Process. He stated that in a comprehensive planning process it is important that the different phases make sense, prepare, (Assess, Explore, Apply), Report. The committee is currently in the prepare mode and later the public pieces assess, explore, and apply and final report will be last and will go to the board.

Project Roles:

- Board of Trustees – Reviews Steering Committee Meeting (recommendations)
- MCPS Leadership – Provides Direction to the CTA Team
- Steering Committee – Participates in education innovation teams. Forms guiding principles
- Education Innovation Teams – Strategic partners for each school site who participates in the planning process

- Community-at-Large - Share Homes and Concerns during the community listening sessions

Salmon explained each point and discussed the participants' involvement in these roles.

Confirm Background Data

- Review 21st Century Initiative
- Update Demographic Study –McKibben working on this
- School Profiles – Looking the profile information Heather Davis Schmidt has compiled (on the web)
- Site Condition - WGM looking at where the schools are in relation to students
- Education Capacity Study – CTA working on this piece
- School Funding Constraints – DADCO working on this piece
- Summary of Rental Agreements – MCPS information based on the Business Office Pat McHugh and Scott Reed looking at the status, Prescott, Mount Jumbo, Whittier, etc. Current revenue sources based on facilities the District owns

Planning Process

- Form Education Innovation Teams – Principals putting these together

DETAILS

- Prepare Phase Deliverables
- Demographics Summary
- Synopsis of Each
- Workshop Agenda
- Presentation to Board of Trustees

Brassfield asked Nick to please explain what the F & O Committee was. Salmon explained that the MCPS Board of Trustees had three sub-committees: Finance and Operations, Personnel, Negotiations and Policy Committee, and Teaching and Learning. Salmon gave a brief overview on how information gets funneled through the committees and ultimately gets moved onto the final board agenda for the Board of Trustees. Salmon reminded everyone that during the process they would be using a lot of school jargon and at any time if someone did not know or understand the jargon they should raise their hand. Salmon had the group pull out the CTA overview form.

ASSESS: Listening and Learning (September 2013)

District-Wide (Whole Day) – this will be the first public effort and will have all Pk20 involved in this group
Keynote: The Future of Learning. Salmon explained that this process is all encompassing not just another outline of the buildings. He will share with the group his observations of things he sees around the Missoula community and around the world.

- Relevant/Non-Relevant
- Global Century Skills
- Understanding MCPS 21st Century Initiative
- Project Based Learning & Design Thinking
- School Site and Location
- Grade Grouping and Looping
- Time

- Technology

Salmon followed this with a shared philosophy that everyone should ask themselves 3 key questions.

- How has the world changed in the last 25 years?
- What Skills will they need?
- What is the local evidence of getting those kids those skills?

Also explained more of the process of what will be happening in those meetings and pulling out more information from the 21st Century Initiative. Ann Blanche Adams wanted to know what the full day meeting looked like and who would be there. Salmon explained that 100+ invited people inclusive of the groups made from these meetings would be in attendance. He would have small group work, breaks, etc. Ann wanted to know if the information should be shared and brought back to the outlying groups. Salmon said yes and explained that we would have a mid-week listening session as well.

- ASSESS ½ day sessions
 - Regional/Grade Groupings
 - What Works? Could this be better? What is missing? – Site Assessment and Building
 - School Transformation and Development Mapping
 - Community Engagement
 - Community Listening Session
 - Guiding Principles & Draft Report
 - Intersession Engagement
 - Steering Committee Meeting
 - Board of Trustee Meeting

ASSESS Phase Deliverables

- Written
- Guiding Principles
- Review Draft Report with Steering Committee
- Presentation of Board of Trustees

EXPLORE PHASE (October 2013)

District-Wide ½ day session

- Keynote
- Relevant
- Learning Modalities
- School Organization Models

Regional/Grade Grouping ½

- Planning Module
- Explore School Organization Relationship to Existing
- School Site Alternatives

Community Engagement

- Planning Module
- Explore School Organization Relationship to Existing
- School Site Alternatives

Explore Preliminary Alternatives

- Planning Team Work

- Development of Alternative

APPLY RECOMMENDED Alternatives (November 2013)

District-Wide

- Relevant/Not relevant/Scary
- Review and Critique Alternatives

Regional Grade Grouping

- Refine Alternatives
- Red/Amber/Green
- Identify Preferred Alternative
- Identify Pilot Projects
- Next Steps

Range of Options (Salmon explained you should use this to cover the political process.) Think of these as a full spectrum. Used Big Sky High School Principal Trevor Laboski's current programs as an example.

- Option B Business as Usual (No Change)
- Option L Light Touch (Basic small changes)
- Option O Out of the Box (Purchase another property and change the whole thing)
- Option R Realign & Relocate
- Option S Start Over

APPLY

Community Engagement

- Community Listening Session
- Guiding Principles and Draft Report
- Intersession Engagement
- Steering Committee Meeting
- Board of Trustees Meeting

Apply Phase Deliverables

- Summary of Responses
- Guiding Principles and Draft Report
- Review of Draft Report with Steering Committee

Final Plan

- Draft Comprehensive Long Range Facilities Plan
- Cost Benefit Assessment
- Integrate sustainability and energy conservation

Presentations

- Steering Committee review
- Present recommendations to the Board of Trustees
- Board of Trustees application

Salmon explained that the public part of the work would be in January but the Steering committee work much will be done in December.

FINAL REPORT

- Draft Comprehensive Long Range Facilities Plan
- Cost/Benefit Assessment of Preferred Alternatives
- Review of Recommendations with Steering Committee'
- Presentation to Board of Trustees

Apostle complimented Salmon on a nice job explaining the overview and went on to say that the highlight of this plan is the engagement of the community. Nothing will happen unless we spend time. Engagement with staff, school board, students, and community is the key to the success. Have not been here before. We are in the process of implementing and developing a 21st Century teaching environment. Spin off is the academies. There is strength of this effort and we have lot of work to do but moving it forward. Now we are coming through with the facilities to support the teaching and learning environment. Nick has inferred in some cases it is the other way around and does not work. We are on the right path. Have been through this a few times in my career. Takes time and dedication to be successful. Dollar sign attached to this effort looking at a 15 year window attached to this plan is very doable. Can't do it all at once. Salmon related that in general the things that most often emerge in the first five years are usually the most blatant things that need to be realigned. Schools configured in awkward ways, wrong location, etc. Also might be the things like property that you own could be sold and put the money into the facilities to help achieve the changes to the other facilities. Political will of the community could rally behind this process. Must be done within the first five years. There might be a compelling reason not to sell property right now due to the economy. Whitaker property owned right now while on the first temptation is to sell but the market value of a parcel like that today might not be at that point yet. Possible better to hold onto. Compelling reason to address things upfront rather than wait 10 years. Be aware of political will.

Steering Committee: Meeting Dates, Times & Topics

- May 23 – Lesli Brassfield informed that group that the date is no longer a good date and the meeting date will be readjusted.
 - Review 21st Century Initiative
 - Review School Profiles
 - Review Educational Capacity Study
 - Review school funding constraints
 - Summary of rental agreements
- June 20
 - School Property Tours
- August 22
 - Review Demographic Study
 - Review School Location Assessment
 - Review Site Condition Assessment

Nick explained that these dates will be more about workshops etc. Salmon asked if the group understands the value of having that background before proceeding. McHugh wondered if these steps are repeated in the workflow. Salmon said no but they will be accessible to the committee and went onto say they are the preparation. Apostle said he thinks it would be important on the tour if they should highlight pretty much everything the District owns so folks have an understanding. May take a

little longer but the committee should have thorough understanding of the assets. Salmon agreed that the process would help to understand what facilities really need to be looked at. For example: Mount Jumbo currently leased but it might be something that emerges that we may need it back and would have to work out a plan to get out of that lease. Compelling reason to be placed on the tour and some of the parcels of land. Salmon noted that from experience it would take 6 weeks to tour all buildings so the tour must be selective. Brassfield wondered if it would be helpful to get a list out to the committee of the properties so that they could look at some of the properties on their own. Salmon also let the group know that he had floor plans of every single building as well as energy data on all the schools. Other elements not on the list are the safety plan recommendations, technology updates, any other pieces of information that is relevant. Apostle said that as part of this plan it is a must to include safety and security, technology infrastructure. Salmon said Burley McWilliams would be able to provide more as those recommendations as they are available. Salmon said some homework for the group would be to go to the Edutopia website and look at what other educators around the world are doing. Also helpful would be to go to the TEDex website, TeacherTube, Con Academy as all those place are great sites to be inspired.

Project Website/Data Access: Lesli Brassfield, Director of Public Affairs

Brassfield showed the group how to access the District's webpage (www.mcpsmt.org) regarding the Facilities Plan. She explained the link is under the *About Us* section and from there scroll to the *Facilities Plan Initiative*. She said you could also access the information through the front page *Current Link* section. Brassfield has set up four pages with information and calendaring dates. She further explained how to access the agendas on the calendar page. She will be adding more meeting dates and reminded the group that they will need to find an alternative date for May 23. The District has a page dedicated to all the documents generated from this process including links to additional initiatives (21st Century Initiative, District Profiles, etc.). Heather Davis Schmidt explained the information/data provided for in the current District Profiles. She went on to explain Demographics, Free and Reduced Levels, Special Education, Ethnicity, Population (Males/Females) and other areas of Student Achievement: Test scores, MAPS, Dibels, by grade level. Attendance information, Chronic Absenteeism, Student Behavior, School Culture (MyVoices Survey) information. Not all the profiles have the same information but it is a great starting point. Salmon said there is important school issues really reported in these Profiles. Brassfield explained the link to the origination facilities plan document but did not pull it up as there are a large number of spreadsheets. She said Scott Reed could provide more information if needed. Reed said the document was always being updated. Brassfield let the group know that there was also a District Organizational chart available on the website for review so committee could follow leadership and regions. She further explained that by the end of the process...we will have an extensive list of links as we establish items in the current plan. Explained that the committee should begin a blog. Would like to post entries on things going on as it is a great way to get people thinking. People have the ability to register on-line to receive the updates. As things develop we will be adding more pages. Salmon explained that currently there are a dozen K-8 schools that feed into the District. The intent is to make a very personal invitation to those feeder schools to be a part of this process. Also should think about inviting the people that lease District properties and buildings so we could pull those folks into these discussions as well. Brassfield said due to the conflict we need to push the May 23rd meeting back into June and some options are June 10 & 13. Do either of these days work? Brassfield wanted to know if

the 4:30 – 6:00 p.m. time work for the meeting. Group agreed that the time is fine. Salmon said he is available. Geoff Badenoch announced he would be on the Smith River during the 10th and 13th. Apostle reiterated that Geoff was the chairperson for this committee and felt the committee was in good hands. He wanted to know if there were any additional dates in May. Brassfield said May was booked solid which made for a real challenge. Discussion moved to the possibility of having the meeting June 20th and pushing the tour out. Thought it would possibly give the committee members time to look at some of the properties on their own. Salmon said he would like to squeeze the bus tour in before everyone gets too busy in the summer. Heather wanted to know what the bus tour would look like. Salmon said it would be a half day trip with the option of starting in the morning and ending at lunch or starting at noon with a box lunch and finishing in the afternoon. Apostle wanted to know if that would work for the students to which the students said it would be ok. The group decided the next meeting would be 4:30 – 6:00 p.m. on June 20, 2013. Brassfield said she would get the information out to the group. Salmon said that date was six weeks from now but wanted to initiate the blog to get some information out to stay connected. Linford requested that the property maps and information should be sent out prior to the next meeting.

Public Comment

No public comment.

Geoff Badenoch wanted to echo what Alex Apostle said. He went on to explain how as a student he was selected by his Superintendent to be on a similar committee. It changed he life and he wants the current students serving on the committee to be treated with respect and regarded as an equal at the table. Salmon also informed the group that this process would be very dynamic in the future and it really will result in tremendous changes. Apostle thanked the group for attending and gave Nick Salmon a hand for his participation.

Meeting adjourned: 5:52 p.m.

As recording secretary for this meeting, I certify these minutes to be a true and correct copy of what was taken at the meeting.

Tracy Long, Minutes Recorder