

May 6, 2009
Southern Cayuga Central School District
King & King Project #09-44-3916
Facilities Planning Committee – Meeting #7
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Attending:	Leonard Jordan	BOE
	Ted Rejman	BOE
	Dean Winspear	BOE
	Mary Kay Worth	Administration
	Martha Stevermer	Administration
	Luke Carnicelli	Administration
	Pat Reilley	Administration
	Mary Lou Cronin	Administration
	Anita Furness	Faculty
	Kathy Mahaney	Faculty
	Cathy Murray	Faculty
	Becky Davis	Faculty
	Chris Clapper	Faculty
	Maureen Holmes	Faculty
	June Janssen	Support Staff
	John Nedza	Support Staff
	Mary Burns	Support Staff
	Cheryl Jackson	Support Staff
	Pam Hamel	Community
	Peggy Bradley	Community (withdrew 12/9/08)
	Robb Jetty	Community (withdrew 3/10/09)
	Phil Donovan	Community
	Charles Pearson	Community
	Jack Rejman	Community
	John Schmitt	Community
	Jason Benedict	King & King, Architects LLP (K&K)
	Jim King	King & King, Architects LLP

The purpose of this meeting was to continue the Facilities Planning Committee discussions. The following meeting minutes reflect comments and tasks associated with the agenda items discussed at the 5/6/09 meeting.

A. COMMITTEE QUESTIONS:

1. K&K and administration presented additional information to the committee regarding to following questions:
 - a. Q: Can K&K provide a more detailed cost breakdown?

A: K&K presented a more detailed cost breakdown of Design Option A, including a diagram of preliminary scope of work discussed at various committee meetings. (Note: Diagrams were distributed to committee members at the 5/6/09 meeting.)

With regards to Design Option C, no further cost breakdown at Emily Howland were provided. Should the BOE elect to perform work is this building, a more detailed cost estimate will be developed based a specific scope of work.

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Clarifications to the diagram:

- Diagram can be modified based a specific scope of work, schedules, and adjacencies determined by administration/faculty.
- Legend was corrected to read “PreK-5” versus “5-12.”
- Committee requested the PreK-5 wing be labeled “Emily Howland Wing”
- Intent is for K-6 use elementary gym/cafeteria and 7-12 use the high school gym/cafeteria.
- The determination of the grade configuration break for MS is a TBA variable, either leaving grade 5 with the current 5-8 MS configuration or moving 5 to the elementary configuration and adjusting MS to 6-8 – all in the “School within a School” model.

- b. Q: Can fiscal advisors provide further analysis of the proposed cost (each option) to local taxpayer?

A: Administration presented additional information on the Operation & Maintenance (O&M) costs associated with Emily Howland, along with preliminary tax impact per taxpayer for projects of various sizes. The operational costs at EH are higher using a cost per square foot assessment. Handouts were distributed at the meeting.

Administration also informed the committee that the taxpayers will soon be voting on a “Capital Reserve Fund.” If this proposition is successful, the funds could possibly offset costs/tax impact of a future capital project.

- c. Q: Can administration confirm ‘educational strategies’ are incorporated into design?

A: Administration stated they were confident that the educational strategies, defined by the Educational Planning committee, can be incorporated into the existing building configuration and can only be enhanced through facility modifications.

- d. Q: Can K&K provide cost to demolish E.H.?

A: Based on information provided by a local demolition contractor, K&K has estimated the cost (order-of-magnitude) to be: $\$6/\text{sqft} \times 61,500 \text{ sqft} = \$369,000$. This cost is based on the conservative 2009 costs and doesn't include escalation/inflation.

- e. Q: Can K&K provide a cost to build a gym/wellness room?

A: Based on order-of-magnitude dollar amounts, the cost associated with building a new gym @ 9,000 sqft (based on size existing HS gym) @ $\$250/\text{sqft} = \$2,250,000$. If the committee were to consider a smaller gym say 4,000 sqft @ $\$250 = \$1,000,000$. If the committee were to consider renovating a portion of the existing building (i.e. technology wing) into a wellness room say 3,000 sqft @ $\$125/\text{sqft} = \$375,000$.

- f. Q: What are other options for Emily Howland assuming Design Option A is selected?

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A: K&K recommends the BOE be charged with investigating the other uses of the facility.

B. DESIGN OPTION:

1. Based on all the additional information presented to the committee, the facilities committee reached a consensus that the following design option is to be recommended to the BOE for further investigation:
 - a. **Design Option A** (PreK – 12 @ Poplar Ridge w/ additions)

C. NEXT STEPS:

1. K&K to prepare a Facilities Committee Report including all information researched by the committee (i.e. enrollment projections, grade configurations, educational delivery strategies, design options, financial information, meeting minutes, etc.)
2. Administration asked for volunteer's to help present the Facility Committee's recommendation to the community and the BOE. (*John Schmitt and Cheryl Jackson volunteered at the meeting.*)
3. "Community Information Night" – Committee agreed that a public meeting shall be held to gather community input on the design option to be recommended to the BOE. In order to present all the facts clearly, the following suggestions were given:
 - a. Perform a "dry" run of the presentation to make sure all facts are clear & concise.
 - b. Provide a slideshow of Emily Howland that highlights deficiency in the building.
 - c. Post the presentation on the district website.
 - d. Run a power point presentation during public events or display artwork.
 - e. Send out a survey after the community meeting to get additional feedback.
4. Administration suggested the BOE make a final recommendation at the June 26, 2009 BOE meeting.
5. Once a final decision is made by the BOE, additional programming meetings will be required so that K&K can get specific feedback from administration, faculty, BOE, community regarding scope of work. Design Option A will be further developed based on this scope of work, along with estimates and aid calculations.
6. BOE charged with investigating alternate uses (i.e. sell, lease, demolish, etc) for Emily Howland assuming a decision to consolidate the existing facilities.
7. Public Relations campaign.
8. Tentative VOTE – December 2009.

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D. QUESTIONS:

1. Committee asked for a preliminary timeframe of events to help assist with a recommendation to the BOE:
 - A. *K&K described a very preliminary timeline (based on the assumption that the BOE proceeds with Design Option A):*
 - I) *May 2009 – Facility Committee recommendation*
 - II) *December 2009 – Vote*
 - III) *December 2010 – Complete construction documents & submit to SED for review*
 - IV) *May 2010 – SED approval, bid, etc.*
 - V) *December 2011 – Start construction*
 - VI) *August 2013 – Complete construction*

(Note: The schedule indicated above will be developed more accurately once a specific scope of work is defined. In any case, there is a considerable amount of time (+/- 4 years) so the BOE will have to consider this in the decision for Emily Howland Elementary.)
2. Will SED shut-down Emily Howland Elementary if upgrades indicated on the 2005 Building Condition Survey are not complete by 2010 or beyond? *K&K responded, based on experience, if the district had a plan for Emily Howland facility (i.e. sell, demolish, etc), SED would mostly likely never declare the building to be closed. District may be required to get a variances to continue operation (?). Worst case, if a system failed, the district would be required to correct the situation.*
3. Committee asked “who” would be involved with further development with the plans? *K&K responded, assuming the BOE directs K&K to move forward with option A, additional meetings will be required to develop the specific “scope of work” for the project. K&K recommend administration & faculty provide input, including BOE and community participation. In order to maintain a Winter 2009 Vote, meetings will mostly likely need to take place during summer recess – if possible. Administration to make final decision on “who” and “when.”*
4. Committee asked if SED would provide aid to Emily Howland (for maintenance) if it were closed. *K&K and administration responded, if the facility is not student occupied, then no aid would be available (same scenario as existing planetarium).*

E. NEXT MEETINGS:

1. Next meeting: **Wednesday, June 3, 2009** from 6:30 - 8:30 pm at Poplar Ridge (Jr./Sr. HS) - Auditorium. Purpose: Rehearsal of “Community Information Night.”
2. Future meeting: Wednesday, June 10, 2009 from 7:00 – 9:00 pm at Poplar Ridge (Jr./Sr. HS) – Auditorium. Purpose: Community Information Night.
3. Future meeting: Monday, June 22, 2009 BOE meeting. Purpose: Decision on Design Option A.



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Please review the above notes and advise of any corrections or additions within five days of receipt.

KING & KING, Architects LLP

Jason Benedict

cc: All Committee Members