

February 25, 2009
Southern Cayuga Central School District
King & King Project #09-44-3916
Facilities Planning Committee – Meeting #4
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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
	Phil Donovan	Community
	Charles Pearson	Community
	Jack Rejman	Community
	John Schmitt	Community
	Jason Benedict	King & King, Architects LLP
	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 2/25/09 meeting.

A. GENERAL:

1. Mary Kay handed-out the “final” version of the Enrollment Projection Calculations Study (by Paul Seversky).
2. Mary Kay handed out a copy of “State of the States.” This document compared finances/school & classroom characteristics/achievement per region (northeast, southeast, north central, south central, northwest, southwest and US totals).

B. EDUCATIONAL DELIVERY:

1. K&K reviewed the results of the “Educational Mapping Tool” survey that was distributed to Faculty/Admin/Community. As a result of the surveys, priorities and strategies were discussed & agreed upon by committee members. The strategies identified by the committee are to be implemented in the upcoming design option and conclude this process. (Refer to Educational

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Delivery Feedback PK-4, 5-12, Admin.) General comments/concerns regarding the survey included;

- Clarification: The survey results reflect the responses of all faculty (either by grade level and/or departments) and Administration. Although the survey was offered to all committee members, only one survey was completed.
- Committee stated some of the question of the survey seemed ambiguous and/or vague. *(K&K response: Intent of the survey was to have faculty/admin/community think of ideal educational delivery methods – “think outside the box.” As the process moves forward, the top strategies are to become “specific” so they can be incorporated into design options.)*
- Committee stated that the survey only reflects “future” changes and does not recognize current educational delivery strategies that are successful and need to be maintained. *(K&K response: Agreed. K&K to list “current” priorities to be maintained.)*

C. SPACE PROGRAMMING:

1. K&K updated the committee on the progress of the existing space programming analysis.
2. K&K informed the committee that meeting would be held with faculty/staff to understand specific space requirements per grade level/department. *Meeting dates/times – TBD.*
3. K&K informed the committee that the Emily Howland (existing building evaluation) was complete. *This information, along with the Poplar Ridge facility, is to be forwarded to Mary Kay for distribution.*

D. BUILDING AID UNITS (BAU):

1. K&K handed out and described (@ the meeting) various terms/definitions, formulas associated with how BAU’s will be calculated for various design options.
2. K&K handed out and described (@ the meeting) the existing rated capacity of Emily Howland & Poplar Ridge (Jr./Sr. HS). This was used for informational purposes only. The existing and addition/renovation BAU’s will be determined for each design option.

E. HOMEWORK:

1. Programming meetings w/ faculty & staff. *(K&K to discuss scheduling of meetings with administration on 2/26/09 @ 3:00pm – conference call.)*
2. Design Options – *(K&K is to forward plans of Emily Howland & Jr./Sr. HS to Mary Kay for distribution to committee members. Intent is for K&K and committee members to begin brainstorming how each facility will accommodate enrollment projections, educational delivery, grade configuration, etc discussed at previous meeting. Ideas can be in written form and/or sketched. All ideas will be discussed in future meeting(s).)*

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F. **QUESTIONS:**

1. None

G. **NEXT MEETING:**

1. Next meeting: **Wednesday, March 11, 2009** from 6:30 - 8:30 pm at Poplar Ridge (Jr./Sr. HS).

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