

## MEETING MINUTES // November 2, 2021

PROJECT: **Black Butte School District LRFP**

PROJECT NO.: **20104**

LOCATION: **Black Butte School**

MEETING NO.: **2**

### ATTENDEES

	<i>Name</i>	<i>Affiliation</i>	<i>Email</i>
X	Jonah Jenson	BLRB Principal in Charge	jjensen@blrb.com
X	Heidi Slaybaugh	BLRB Project Manager	hslaybaugh@blrb.com
X	Jennie Sharp	Special Projects Manager & Performing Arts Teacher	jsharp@blackbutte.k12.or.us
X	Delaney Sharp	Head Teacher	dsharp@blackbutte.k12.or.us
X	Morgan Griffin	Facilities Operations Manager	mgriffin@blackbutte.k12.or.us
X	Simon Levear	Business Manager	slevar@blackbutte.k12.or.us
V	Kirstin Anglea	District Administrator	kanglea@blackbutte.k12.or.us
X	Bear Brown	School Board Chair	boardchair@blackbutte.k12.or.us
X	Sue Carlson	School Board Site Council	susancarlson@gmail.com
X	Ted Hogan	Site Council	rrfghogan@aol.com
X	Molly M Schultz	Site Council	Molly.m.schultz@gmail.com
X	Brian Schultz	Community Member, Parent	schultzbike@gmail.com
X	Gary Gray	Community Member	garylinngray@hotmail.com
X	Daniel Petke	Bus Driver, Community Member	dpetke@jcsd.k12.or.us

*New items will appear in standard black text. Older items will be greyed out until they are completed, at which time they will be removed from the minutes.*

### NEW BUSINESS

<b>Long-Range Facility Planning Meeting #2</b>	
<i>Item</i>	<i>Discussion</i>
<b>1.</b>	<b>Welcome &amp; Introductions</b>
<b>2.</b>	<p><b>Vision, Goals &amp; Objectives</b></p> <ol style="list-style-type: none"> <li>1. Consider additional grant funding opportunities in addition to running a bond (OSCIM, ETO, others)</li> <li>2. Create a flexible and multi-age learning environment that meets the long-term educational needs for all Black Butte students</li> <li>3. Preserve the historic quality of Black Butte School by extending its useful life with maintainable materials and systems</li> <li>4. Provide a healthy, safe, and secure facility for all students and staff</li> <li>5. Focus on energy efficiency and opportunities for learning, both indoors and outdoors for a collective environmental learning experience</li> </ol> <ul style="list-style-type: none"> <li>• Notes/ revisions/ modifications:               <ul style="list-style-type: none"> <li>○ Remove #'s associated with each goal so don't misconstrue that they are prioritized</li> <li>○ Reword #2, #3 and #5 (may be two separate items)</li> <li>○ Address maintainable and sustainable separate from historic</li> <li>○ Include "renewable materials", "adaptable", "green", "sustainable" and "maintainable"</li> </ul> </li> </ul>
<b>3.</b>	<p><b>Collaboration with Local Government</b></p> <ul style="list-style-type: none"> <li>• BBSD to reach out to local governmental agencies to invite them to participate in LRFP process, to discuss respective long-term goals, and brainstorm ideas for meeting those goals within their shared local tax base</li> </ul>

<b>Long-Range Facility Planning Meeting #2</b>	
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	<ul style="list-style-type: none"> <li>• BLRB to provide statement for Jennie to send out</li> </ul>
<b>4.</b>	<p><b>Community Involvement</b></p> <ul style="list-style-type: none"> <li>• BBSD to reach out to local stakeholders to invite them to participate in LRFP process</li> <li>• Stakeholder opportunities: <ul style="list-style-type: none"> <li>○ Jefferson County</li> <li>○ Deschutes Land Trust</li> <li>○ US Forest Service</li> <li>○ Road District</li> <li>○ Camp Sherman Community Association</li> <li>○ Camp Sherman Historical Society</li> <li>○ Camp Sherman Fire District</li> <li>○ Oregon Department of Fish and Wildlife</li> <li>○ Friends of the Metolius</li> <li>○ Metolius Meadows Property owner Association</li> <li>○ Metolius River Association</li> <li>○ Metolius River Forest Homeowners Association</li> <li>○ Johnson Family</li> <li>○ Lundgren Family</li> <li>○ Summer Lane Homeowners Association</li> </ul> </li> </ul>
<b>5.</b>	<p><b>Enrollment Projections</b></p> <ul style="list-style-type: none"> <li>• Reviewed 5-Year Average Cohort Survival Ratio</li> <li>• Reviewed 10-Year Historic Enrollment Data</li> <li>• Reviewed 10-Year Enrollment Projection</li> <li>• Key Takeaways: <ul style="list-style-type: none"> <li>○ On average, enrollment has increased 2% annually when aggregated over 10 years</li> <li>○ The Cohort Survival Method projects an increase of approximately 2% over the next 10 years. Capacity doesn't appear to be much of a contributing factor in the 10 Year Long Range Plan</li> </ul> </li> <li>• Discussion: <ul style="list-style-type: none"> <li>○ Each year could fluctuate significantly depending on even one birth or someone moving in</li> <li>○ Flexible buildings and spaces are important for variations in enrollment</li> <li>○ Date doesn't address who lives in Camp Sherman vs who transfers to this district <ul style="list-style-type: none"> <li>▪ Transfer students do give them control over their enrollment</li> <li>▪ Big rise in 2016-17 enrollment was from transfer students</li> </ul> </li> <li>○ Population influencers: <ul style="list-style-type: none"> <li>▪ Community seeing lots of people moving – Zoom Towns</li> <li>▪ Grandparents are hosing students here</li> </ul> </li> </ul> </li> </ul>
<b>6.</b>	<p><b>Historical Buildings</b></p> <ul style="list-style-type: none"> <li>• ORS 358.653 applies to all public entities and local taxing districts to consult with SHPI to avoid inadvertent impacts to historic properties for which they are responsible.</li> <li>• All buildings in excess of 50 years old are required to be evaluated for their historical integrity. The impact of any capital improvements must be reviewed and evaluated with SHPO regardless of whether it's on national or state registry of historical places.</li> <li>• Black Butte School is eligible for listing in the National Register of Historic Places based on it being over 50 years old and it retains its historic integrity and it has potential architectural and historical significance to Camp Sherman.</li> <li>• Reviewed funding / grant opportunities for buildings that are listed in NRHP <ul style="list-style-type: none"> <li>○ National Trust Preservation Fund</li> <li>○ Save America's Treasures Grant Program</li> <li>○ Preserving Oregon Grant</li> </ul> </li> <li>• Discussion: <ul style="list-style-type: none"> <li>○ Shed was part of old school – 1917</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Bell was from original school – Delaney to ask Historic Society</li> <li>○ Historic Society working on historic walking tour of Camp Sherman, currently doing their own research on site-interpretation signs</li> </ul>
<b>7.</b>	<p><b>Educational Adequacy Report</b></p> <ul style="list-style-type: none"> <li>● The degree to which a school's facilities can adequately support the instructional mission and methods.</li> <li>● BLRB met with 4 core curriculum teachers for this process</li> <li>● Capacity - Core Curriculum <ul style="list-style-type: none"> <li>○ Core Facilities - Created third classroom due to the challenges of teaching multiple grades. The capacity is sufficient but teaching and learning is compromised.</li> <li>○ SPED - There is no dedicated space with space being used not meeting needs.</li> <li>○ Cafeteria – Was large enough pre-COVID</li> <li>○ School Office - In bus barn, no restroom</li> <li>○ Staff Offices – In MPR, not a permanent space</li> <li>○ Counselor – Private conversations occur in greenhouse because of acoustical privacy needs</li> <li>○ Media Center - Located in MPR. Wouldn't be functional for "library day" with multiple students</li> <li>○ Restrooms – Both restrooms are now gender neutral (one still has urinal). No dedicated staff restroom. There are currently 9 staff (some part time)</li> </ul> </li> <li>● Capacity - Specialty Programs <ul style="list-style-type: none"> <li>○ Art and Music – All classrooms are used for Art and Music; not very functional because of lack of FFE and instrument storage</li> <li>○ Science – Great outdoor science space. No dedicated space for science equipment. A higher seating area would be beneficial</li> <li>○ P.E. – MPR gets used but PE happens mostly outside. Equipment is stored in the outdoor shed.</li> <li>○ Community Spaces – PTO and other activities occur in the classrooms. There's not a lot of community space in Camp Sherman. Community Hall is not always viable use as it doesn't have internet, typically used for performing arts program from school, but lacks cell phone service there too.</li> <li>○ Sustainability - Sustainability learning is improvised or done outside</li> </ul> </li> <li>● Technology <ul style="list-style-type: none"> <li>○ Data Network – New internet provider. Could use more hard-wired locations, especially in MPR. Server is not enclosed, and Chromebooks are not secured.</li> <li>○ Power Distribution – MPR doesn't have great power distribution. Not enough outlets for Chromebooks.</li> <li>○ Audio Enhancement – Don't have voice amplification system</li> <li>○ Video/Interactive Technology – One classroom has hard-wired speakers. Software is outdated on smartboards, and they are used solely as projectors.</li> <li>○ Fire and Life Safety – No fire alarm system</li> </ul> </li> <li>● Supervision and Security <ul style="list-style-type: none"> <li>○ Passive Security/ Visibility – Inadequate passive supervision between rooms and to the outside. Younger classroom has better visibility out front. There are no corridors to supervise.</li> <li>○ Physical Barrier/ Control – No fencing, people walk onto campus during the school day</li> <li>○ Access Controls/ Camera – There are a total of 4 cameras at entries and exits. No key card access. Cameras record and only used when there is an incident</li> <li>○ Site/ Landscape – No issues with security</li> </ul> </li> <li>● Instructional Aides <ul style="list-style-type: none"> <li>○ Teacher/ Student Storage – Could use more storage. Not always in the most convenient place.</li> <li>○ Student Display Spaces – Very little space for putting up student work. Lack of writable and tackable surfaces. Displaying student work is really important.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Fixtures, Furniture, and Equipment – Kindergartners and first graders don't have right sized furniture. Don't have adequate cafeteria tables.</li> <li>● Physical Characteristics <ul style="list-style-type: none"> <li>○ Core Curriculum – Works okay. Not a dedicated grade level classroom. Lighting is inadequate in classrooms because of brightness (too bright in eastern classroom).</li> <li>○ Art and Music – No dedicated space.</li> <li>○ Science– No dedicated space.</li> <li>○ PE/ Athletics – Asbestos flooring and poor condition. Overhead lights are too bright.</li> <li>○ Special Needs – Don't have private space to work. SPED is one of the larger challenges.</li> </ul> </li> <li>● Learning Environment <ul style="list-style-type: none"> <li>○ HVAC – No AC. Heater in MPR is loud and doesn't work well. Heat works okay in classrooms. There is no mechanical ventilation.</li> <li>○ Natural Ventilation – No operable windows. Have to open doors which is a security concern.</li> <li>○ Indoor Air Quality – Air quality is poor. Portable air purifiers are used.</li> <li>○ Day-Lighting – Great natural daylighting in classrooms. Lack of natural light in MPR.</li> <li>○ Acoustics – Acoustics are a challenge in MPR. Acoustics aren't great in classrooms. No space for private conversations which impacts operations.</li> <li>○ Accessibility – The facility is generally accessible but has some threshold challenges and non-accessible sinks</li> </ul> </li> <li>● Relationship of Spaces <ul style="list-style-type: none"> <li>○ Proximity to Shared Space – Every space is a shared space.</li> <li>○ Outdoor Learning – Great access.</li> <li>○ Bus and Parking Access – Not clearly delineated. Some people don't realize that it's a school. Straight walk to bus from front door. Parent drop off is a challenge.</li> <li>○ Pedestrian Access – No sidewalks to school but there are trails. Not really a concern because of little traffic. Bad weather and snow can be an issue.</li> <li>○ Playground/Field Access – Great access</li> </ul> </li> </ul>
<b>8.</b>	<p><b>Big Ideas</b></p> <ul style="list-style-type: none"> <li>● Add third flexible and functional classroom – retain flexible MRP space</li> <li>● Provide additional private offices</li> <li>● Could fill in the back of the building with a matching wing like MRP</li> <li>● Provide secure vestibule and ADA doors</li> <li>● Remove all asbestos</li> <li>● Add restroom to bus barn</li> <li>● Add another office to bus barn for facility use</li> <li>● Provide access controls and FOBs</li> <li>● Provide staff restroom</li> <li>● Provide covered outdoor learning area / play structure / community space</li> <li>● Incorporate highly efficient HVAC systems as learning opportunities – solar panels, rain collection, etc.</li> <li>● Need to make accommodations for facility being used as community hub during disasters</li> <li>● Want dedicated science and music spaces <ul style="list-style-type: none"> <li>○ Could be part of third classroom</li> <li>○ Provide storage and easy access to science supplies</li> <li>○ Provide storage and easy access to music equipment – display guitars on wall</li> </ul> </li> <li>● Need acoustical separation from MPR and classroom and wherever music room is</li> <li>● Update storage and add student display areas</li> <li>● Redesign center room between two classrooms to be mud room</li> </ul>
<b>9.</b>	<p><b>Wows &amp; Wonders</b></p> <ul style="list-style-type: none"> <li>● Excited about process</li> <li>● Happy to be included in discussions</li> </ul>

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	<ul style="list-style-type: none"> <li>• Looking forward to others' engagement, if we can get them here</li> </ul>
<b>10.</b>	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• December 7, 2021 <ul style="list-style-type: none"> <li>○ Bond Structure Presentation from Simon</li> <li>○ Drafting a Plan to Meet the Needs <ul style="list-style-type: none"> <li>▪ Bid Ideas Rough Budgets</li> <li>▪ Prioritization of Bid Ideas</li> </ul> </li> </ul> </li> </ul>

These meeting minutes are an accurate account of the meeting to the best of my knowledge. Please notify me of any discrepancies within 48 hours of publication after which time these minutes shall stand as published.

**END OF MEETING MINUTES**

Submitted by:  
Heidi Slaybaugh, Project Manager