

**Skaneateles Central School District**  
**Board of Education**

Strategic Planning Committee

DRAFT Minutes

9 August, 2016

5:00pm

The meeting came to order at 5:12pm with Mrs. UsdanskyNiebuhr, Mrs. Abbott-Kenan, Mrs. Brogan, and Mr. Slentz present.

Mr. Slentz reviewed key governing policies for the Committee including:

- Policy 1530 - Meetings of Committees of the School District – to ensure that all members understood the application of Open Meetings Law to Committee meetings.

After the committee approved the agenda, Mr. Slentz provided updates on the following areas

1. Current capital projects and grounds work
  - a. **Flooring in Phase III** – as noted in the various *Reviews* over the past few weeks, our Phase III, Part 1 project has been going very smoothly in that it is on time and on budget. Today however, the flooring subcontractor raised issues which seem to demonstrate that they were not fully versed on the bid documents and requirements for addressing the floors prior to being able to put down the new tile. We have given them 24 hours to resolve the issue and we should have a more complete update by our meeting tomorrow.
  - b. **Window and Door Walls in 2016-17 Annual Project** – a recommendation to award the contract for this work to the low bidder, Flower City Glass of Syracuse, is on the agenda for tomorrow’s Board meeting. This is the same firm that installed the doors on Waterman in last year’s annual project and we were pleased with their work. Accordingly, we are confident in the recommendation given the price, the quality of work, and the efficiency with which they work.
  - c. **Status of Smart School Bond Act Project** – we are awaiting approval of this project and believe that we are in the next round to be considered by the state. We expect this to occur by the end of this month. Because of a technical change in our original submission, we had to resubmit in late June therefore putting us at the end of the line. It appears that this may impact our timeline now as our goal was to have technical approval of plans by SED complete no later than Dec 15, thereby allowing us have a bid opening on or about March 15. This sequence would allow for work to happen in concert with the Phase III, Part 2 work next summer. There is some risk to that now and we will know more once we see when the next round of approvals will actually take place.
  - d. **Baseball Field Bleachers** – during the annual inspection of our grounds, our insurance company recommended that the bleachers at our baseball field be removed due to increased deterioration and increased risk for injury. Our recommendation is to replace these with 4-tier aluminum bleachers which can be moved during snow removal and when needed for other sporting events. As these

bleachers are an original fixture on the field, we wanted to be sure that we are not overlooking any issues before we take action on this. Committee members agreed to contact various community members to check on this.

2. Current Enrollment and projected impact
  - a. **1<sup>st</sup> grade** – we are experiencing an increase in enrollment in 1<sup>st</sup> grade students such that we may have to consider adding a 5<sup>th</sup> section. We will have updated numbers by our meeting tomorrow night and will discuss the various possibilities including space use that we are considering for our Thursday decision.
  - b. **Adapted Physical Education** - with the number of Adapted Physical Education students that we have, four of whom are wheelchair bound, we are looking a different space within the middle school to create an adapted phys ed room/set of rooms that will accommodate the needs of these students. As it currently stands, all APE students are in middle or high school, therefore making our need for space somewhat temporary. Should we have a change in enrollment in this program, we would need a more permanent solution closer to the gymnasiums so as to allow for proper supervision.

The committee discussed the following items from the Action Agenda:

1. **Document review:** a number of documents have been generated including the *Strategic Planning Framework*, the *Review of Strategic Planning Process* memo, and the *Strategic Planning Roadmap*. The committee reviewed these documents and discussed how to best utilize the information contained in the *Review of Strategic Planning Process* memo to communicate with the community about the enrollment changes and questions regarding possible building closure. The committee provided a number of suggestions that will be incorporated and Mr. Slentz noted that he would likely be sending sample communications to committee members for their review.
2. **Project 2021 Update** – Mr. Slentz provided a general summary of this project which would contain many of the same components as the spring 2014 capital project vote that have not been addressed in subsequent projects. These items have since been identified on the Building Condition Survey as in need of repair or replacement. In general, approximately 65% of the work will be taken up by window, door, boiler, unit ventilator, and roof replacement. The committee discussed the areas of focus that we would have regarding the instructional space. Much of the rationale for this is evolving in the *Strategic Planning Framework* document noted above.

The committee discussed possible vote dates that would allow additional time for planning, communications, public meetings, and design processes. A late(r) October, early November date was discussed and the committee agreed to discuss this timeframe with Fiscal Advisors and other community groups who may be able to assist with voter turnout and success data. The committee also discussed utilizing our website to generate feedback on the different options that we will consider relative to different components of the project.

Finally, the committee discussed the possibilities of professional services for this project including architects and engineers as well as construction managers that would likely be recommended by administration. Mr. Slentz and Mr. Butler are working on a process to

determine this and we anticipate having a recommendation in the early fall.

3. **Duke Schneider Funds request** – as time for our meeting had come to a close, committee members were asked to review administration’s draft proposal for these funds so that we can present the proposal to the full Board for consideration at an upcoming meeting.
4. **Advisory Committee Agenda for August 11** – given that there are only 3 members of the advisory committee – 2 of whom are on the steering committee - able to attend the committee meeting this week, the standing committee agreed to reschedule the meeting. Membership of the committee as briefly discussed and committee members were asked to consider individuals who might serve on the committee.

The meeting adjourned at 6:33pm.

Respectfully submitted,

Mrs. UsdanskyNiebuhr, Mrs. Abbott-Kenan, and Mrs. Brogan

DRAFT for Committee approval