



# Skaneateles Central School District

*Excellence in Education*

**To:** SCSD Board of Education  
**From:** Ken Slentz, Superintendent  
**Date:** 1 November, 2016  
**Re:** Project 2021 Update

Administration has taken a number of initial steps in preparation for a later fall 2017 referendum. These steps include:

## **1. Architectural Firm Selection**

- a. *Process* – four firms were initially interviewed and three were invited to submit formal proposals for our consideration. Upon review of the proposals, calls to references, and analysis of services-to-needs, administration recommended the BCK/IBI group from Binghamton to the Board for approval.
- b. *Next Steps* – administration and operations and maintenance staff met with the BCK group representatives on November 1 for an orientation meeting. Please see the attached agenda for topics covered. The teams will meet again on November 9 to introduce Dr. Blair and the principals of each building to further define the communications plan. The architects will then attend the Strategic Planning Advisory committee meeting that evening.

## **2. Construction management Firm Selection**

- a. *Process* – given the size and scope of the proposed Project 2021, administration believes that it is important to have construction management services available to us to properly manage this project. Accordingly, five firms were brought in for interviews with administration after which three were invited to submit formal proposals. Administration is currently working with the new architectural firm in reviewing the submissions and anticipates having a recommendation for the Board of Education at the next meeting.
- b. *Next Steps* – once the board has taking action on the recommendation, the appointed construction management firm will join administration, the architectural firm, our financial advisors, and relevant staff at regular meetings to develop the scope, cost, packaging, and communications relative to the referendum in November, 2017.

### 3. Ongoing Fiscal Analysis

- a. *Process* - Fiscal Advisors, our financial advisors, has provided an initial estimate for the maximum cost of Project 2021 and has provided timelines as to when a referendum should be held relative to when we are retiring our debt.
- b. *Next Steps* – FA is currently working with Mr. Butler to update their analysis by adding in debt service for our bus purchases as well as some of our current projects for which we have not yet sought long-term borrowing. We will review the updated analyses with the Audit, Budget, and Finance as well as the Strategic Planning Advisory committees at upcoming meetings.

### 4. Communications

- a. *Website* - we have posted initial information about the project including the Building Condition Survey as well as the referendum timeline on our website. Mrs. Ruhlman is working on additional information relative to enrollment and building status that will be posted as well.
- b. *Media* – we have had initial media coverage by the local papers on Project 2021 and will continue to leverage all three area papers to provide additional information to the community in general and those community members who tend not to utilize our website in particular.
- c. *Matrix* – the communications committee has given input on a communications matrix that we will utilize to ensure that we are comprehensive in our approach to communications using all available mediums and reaching all groups within our community. The communications team from the architects' office will be working with us on this as well. Once we refine this matrix, we will be posting this to the Project 2021 portal on the website.
- d. *Shareholder groups* – in addition to the Advisory Committees, we will be forming a number of other groups for input on the project. These will include student, teacher, and community groups. As we are placing a priority on student input, Dr. Blair is working with an initial student group that will assist in brainstorming potential designs for our middle and high schools in particular.

### 5. Utilizing Advisory Committees

- a. *Strategic Planning* – The next meeting of the S strategic planning advisory committee is scheduled for November 9. At this meeting, we will tentatively be introducing new architects, reviewing the Project 2021 communication matrix, and updating the strategic planning tracker which is guiding our decisions and actions within the district.
- b. *Audit, Budget, and Finance* – The next meeting of this advisory committee is on November 17 during which time we will be reviewing the most recent financial analysis from Fiscal Advisors.



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## SKANEATELES CENTRAL SCHOOL DISTRICT CAPITAL PROJECT 2021

**November 1, 2016**

### Agenda

1. Introductions
2. Project Team:
  - District Administration
  - Facilities Committee
  - Architect
  - Construction Manager
  - Financial Advisor
3. Existing Documents:
  - Digital Floor Plans
  - Original Building Drawings
  - 2015 Building Condition Survey
4. Financials:
  - \$25 - \$30M Project
  - Fiscal Analysis
  - Maximum Cost Allowances
5. Schedule:
  - BCK-IBI Analysis of Building Condition Survey Identified Items
  - Creation of Prioritization Document
  - Building Needs – Meeting with Stakeholders
  - Community Input
  - Prioritizing Scope
  - Financial Analysis
  - Public Relations Campaign
  - Bond Counsel/Referendum Language
  - Referendum
6. Next Meeting

