

Encl. 8.2.4
Jan. 28, 2016

HCS D Board of Education

James Jacobus, President
Karen Boulas, Vice-President
Lisa Christiansen, Warren Conklin, Kristine Dale,
Doug Johnson, Brian Lynch, David Sadler,
Pamela Strollo, and Student Rep. Sruti Akula

Superintendent of Schools

Dr. Thomas Douglas, Superintendent

**HORSEHEADS CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
FACILITIES AND GROUNDS COMMITTEE MEETING
December 11, 2015--10 A.M. (Following BOE Tour)
SUPERINTENDANTS OFFICE CONF. ROOM**

MINUTES

Pledge of Allegiance

1. **CALL TO ORDER** **DAVID SADLER, CHAIR**

2. **ROLL CALL OF THOSE IN ATTENDANCE** **DAVID**
(David Sadler, Lisa Christiansen,
Tom Douglas, and Michael Coghlan)

3. **DISCUSSION ITEMS**
 - 3.1. Discuss Goals for 2015-16 School Year – There was significant discussion regarding the subject of Committees setting “goals”. This will be discussed further at the BOE Retreat.

 - 3.2. Continued Review of Policies Dealing with Facilities and Grounds. In progress.

 - 3.3. Update regarding the refresh of data for the Facilities Use/Grade Config. Study. Mr. Coghlan reported that Hunt is working on these figures. There seems to be a delay regarding the projected enrollment numbers, and Transfinder data. The figures should be available before the Retreat.

 - 3.4. Discuss Future District Master Plan for Facilities. This subject became a discussion regarding the States handling of the Building Condition Survey (BCS) issues. The BCS should be a central part of any long range plan for our facilities.
 - examine possible formats, Two possible frameworks were submitted for consideration as to what ours might look like.

4. **GOOD OF THE ORDER - none**

5. **ADJOURNMENT**

Example A, (adopted from the Western Placer Unified School District)

EXECUTIVE SUMMARY;(added by editor)

INTRODUCTION;

PURPOSE OF A FACILITIES MASTER PLAN

OVERVIEW

DISTRICT DESCRIPTION;

THE DISTRICT YESTERDAY AND TODAY

DISTRICT MISSION

VISION AND GOALS

DISTRICT GLOBAL GOALS

DISTRICT EDUCATIONAL PROGRAMS

EDUCATIONAL SERVICES SUPPORT

EXTENDED DAY PROGRAMS

CURRENT FACILITIES

IMPLEMENTATION OF THE SCHOOL FACILITIES MASTER PLAN
2002-2010

HISTORICAL ENROLLMENT

COMMUNITY DESCRIPTION;

CITY OF LINCOLN

GENERAL PLAN

THE VILLAGES

STUDENT ENROLLMENT PROJECTIONS;

STUDENT GENERATION

PROJECTED ENROLLMENT - ORIGINAL GP

PROJECTED ENROLLMENT - THE VILLAGES

TOTAL ADDITIONAL STUDENTS AT BUILD-OUT

EXISTING SCHOOL CAPACITY;

FACILITIES NEEDS AND COSTS;

KEY PLANNING ASSUMPTIONS

PROGRAM SPECIFICATIONS

FACILITIES IMPROVEMENTS NEEDED AT EXISTING FACILITIES

SCHOOLS NEEDED TO ACCOMMODATE STUDENTS GENERATED FROM NEW DEVELOPMENT

ESTIMATED PROJECTED COSTS TO MEET THE NEEDS OF THE ORIGINAL GENERAL PLAN

ESTIMATED PROJECTED COSTS TO MEET THE NEEDS OF THE NEW GENERAL PLAN

FUNDING FACILITIES NEEDS;

SUMMARY OF FUNDING SOURCES

MELLO-ROOS/COMMUNITY FACILITIES DISTRICT SPECIAL TAXES AND BONDS

DEVELOPER FEES

STATE SCHOOL FACILITY PROGRAM

FUNDING THE DISTRICTS FACILITIES NEEDS

SUMMARY;

APPENDIX A: HISTORICAL ENROLLMENT BY SCHOOL SITE AND GRADE LEVEL

APPENDIX B: SCHOOLWORKS DEMOGRAPHICS STUDY

APPENDIX C: REPORT OF THE FACILITIES NEEDS COMMITTEE

APPENDIX D: LINCOLN HIGH SCHOOL AND PHOENIX HIGH SCHOOL SITE MASTER PLAN

APPENDIX E: GLEN EDWARDS MIDDLE SCHOOL SITE MASTER PLAN

Example B

Adopted from the Hayward Unified School District, District Wide Facilities Master Plan, 2013 Update.

Executive Summary

- Summary of Recommendations
- Mission Statement and Goals
- Summary of Work Complete
- Measure 1 Bond Program

Demographic Analysis & Enrollment Forecast

- Executive Summary

Planning Principles & Recommendations

- Planning Principles; Community Input and Asset Management
- Guidelines to govern the Master Plan
- Summary of Recommendations; Phasing of Projects

Asset Management

- Introduction to Asset Management
- Recommendation from DCG (Durta-Cerro-Graden) (a local development company)
- Conclusions

Appendix

- 2013 Davis Demographics
- HUSD School Design Guide
- Asset Management Phase 1, Presentation and Study
- Asset Management Phase 2, Study

haywardusd-
ca.schoolloop.com/file/1294471654057/1323614694956/6565102367540981581.pdf