

Meeting Summary

The committee determined to take a five step approach to accomplish its task of evaluating the physical condition of the elementary schools within the district.

1. **Schedule visits to each school to confirm capital outlay priority list.** The draft schedule for the visits provided by John Wilkins at Gould-Evans is attached.
2. **Set guideline on how to use square footage (SF) when comparing facilities.** As each school was built in different eras and in different educational model climates, the facilities will be ranked from high to low in terms of SF and compared to the median size instead of the mean size. The disparity from high to low is expected to be significant, which would provide a mean value that is not representative of the overall SF picture of the facilities. Expanding on the idea of using "best practices" to evaluate physical condition, the actual classroom SFs will be compared to what is currently considered the ideal classroom SF.
3. **Measure glazing in the classroom.** While there are many facets of a facility that aid learning, many studies have shown that the percent of glazing in the classroom has a significant impact on performance.
4. **Look at what is considered a classroom and what is considered an office.** We expect that many facilities have converted what at one time was considered an office into a classroom. With this data we can compare which facilities are relying on rooms that are not designed to serve as classrooms. Many of these offices that were converted may serve as specialty rooms. This conversion will be noted in our report as well.
5. **Set up time to meet with teachers and maintenance staff.** The insight provided by teachers and maintenance staff will likely provide us with information we may not have otherwise uncovered. A set of questions has been developed by Marcel Harmon for the committee to utilize. The questions developed by Marcel are attached.

Other items discussed include taking an in-depth look at historical facility costs. A five year summary of utility costs and operating and maintenance (O&M) costs would be valuable in assessing the overall condition of our elementary schools. This information may be difficult to come by, but the committee will pursue gathering as much of this data is possible.