

MEETING MINUTES

ISSUE DATE 2/8/2023

MEETING INFORMATION

MEETING DATE	Feb 2, 2023	MEETING TIME	6:00pm
MEETING NAME	Advisory Task Force mtg #1	MEETING LOCATION	River Valley HS Small Theater and Zoom
PROJECT NAME	RVSD Planning		
FEH PROJECT NUMBER	2022337		
MINUTES PREPARED BY	Kim Bellmann		

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Kevin Eipperle	FEH Design	563-583-4900	kevine@gehdesign.com
<input checked="" type="checkbox"/> Gary Shulte	FEH Design	563-583-4900	garys@fehdesign.com
<input checked="" type="checkbox"/> Kim Bellmann	FEH Design	563-583-4900	kimb@fehdesign.com
<input checked="" type="checkbox"/> Brian Krey	RVSD		bkrey@rvschools.org
<input checked="" type="checkbox"/> Loren Glasbrenner	RVSD		lglasbrenner@rvschools.org
<input checked="" type="checkbox"/> Kyle Kraemer	Kraemer Brothers Construction		kjkraemer@kraemerbrothers.com
<input type="checkbox"/> See Sign-in Sheet			mark@mdroffers.com

DISTRIBUTION Advisory Task Force, participants

PURPOSE Meeting to review planning process

DISCUSSION

1. Introductions

- a. Loren Glasbrenner District Superintendent introduced himself and stated that FEH was hired to review the current district facilities.
- b. Kevin Eipperle of FEH Design started the presentation with who is FEH Design. We are a firm that has been around for 125 years and specializes in education design.
- c. All participants were thanked for volunteering to advise the District on the long-term vision for facilities.

2. Review agenda and today's goals

- a. Kevin reviewed the agenda and topics of discussion.
- b. Additional information will be provided with the meeting minutes.

3. Advisory Task Force (ATF) Role

- a. The Advisory Task Force serves as a sounding board, providing guidance, advice, and feedback to the School Board. Advisory Task Force members will gain knowledge of the facility needs and will be capable of articulating the views and vision of the community for the District. They understand the Goals for Success for the School District, can evaluate, and prioritize possible implementation options, will consider the potential cost of proposed options, and make advisory recommendations to the School Board.



4. Review Draft Goals

- a. Kevin Read the goals aloud.
 - i. Safety & Security for students & staff.
 - ii. Foster trust among communities.
 - iii. Facilities engage all students.
 - iv. Student & community resource –welcoming environment.
 - v. Well-functioning learning spaces & libraries/media centers.
 - vi. Managing debt, financially sustainable.
 - vii. Access to current technology for all.
 - viii. Attract & retain students & families.
 - ix. Maximum efficiency & effectiveness.
 - x. Support daycare/childcare opportunities.
 - xi. A process that engages all residents & communities.
 - xii. Utilize the natural resource assets available to the district.
 - xiii. Leverage coordination with local business to meet local workforce needs & inspire all students.
 - xiv. Support the performing arts through curriculum & partnerships.
- b. If the ATF would like to change a goal or add a goal, they can reach out to FEH Design or the School District.
 - i. After the meeting it was brought up that the goal of “Support the performing arts through curriculum and partnerships” should expand to support all co-curricular activities.
- c. The goals are used throughout the whole process and are the first thing on all agendas.
- d. It was asked how the goals are weighted. The goals are not weighted and are listed simply in the order they were created.
- e. A member of the ATF noted that there were no goals explicitly listing sports.
- f. It was asked what does “utilize natural resources mean?” The natural resources are a local asset and are to be built into the curriculum.
- g. How much of the scope will impact outside spaces? That is to be determined thought this process. The District has to make an investment and is looking for input from the public.
- h. It was suggested that there should be a goal about transportation and equal access to education. It was stated that some students get on the bus as early as 6:30 A.M. and spend 1 hour on the bus.
- i. It was suggested that there should be a goal about managing administration and facilities.
- j. Evaluate staffing and admin needs was suggested as a goal.
- k. Sustainable use and building practices was suggested as a goal.

5. Review process and district data

- a. Space Needs Evaluation
 - i. A sample of the space needs evaluation was shown in the presentation, the full report will be sent to the ATF via email.
 - ii. The Space needs evaluation looks at the existing buildings and compares them to national standards. The third column is FEH Design’s recommendation.
 - iii. The example in the presentation used the Early Learning Center. There are restrooms missing from the classrooms, many rooms are below the standard size. There are no 3-year-old classrooms, beyond special education.
 - iv. The schools were built to the standard when constructed, the standards and curriculum have changed over time. There are more specialist and added technology. The teachers always make their classrooms work.
 - v. A staff survey was sent out, and Kevin met with staff from all buildings. That information was compiled and will be sent out to the ATF via email.
 1. The example shown was of the space needs section, some of the more requested items were staff restroom and additional cafeteria space.



- b. Facility Condition Assessment and associated costs.
 - i. FEH Design spent a day assessing the buildings.
 - ii. The buildings are in good shape overall.
 - iii. Some of the things that need to be addressed include ADA (Americans with Disabilities Act), this is a law and not a code. Laws are not grandfathered; changes are required for compliance. Most restrooms don't meet ADA and can open the District up to lawsuits. The playgrounds are not accessible to get to the equipment.
 - iv. Secure entrances; there should be a controlled entryway where visitors need to go into the office first before being allowed into the rest of the building.
 - v. Group showers; showers should be individual stalls. The health code doesn't allow group showers. Users feel more comfortable using an individual stall.
 - vi. It was asked since there is declining enrollment can some classroom space be used for additional restrooms. This has not been studied yet.
 - vii. It was asked why the ADA hasn't been addressed. Funding and changes to the ADA were explained.
 - viii. It was asked if flood plain has been reviewed. This will be reviewed if a building project is determined to be a desired vision.
 - ix. Facility Assessment Budgets
 - 1. The budgets are broken down urgent, required, and recommended items and budgeted to the nearest \$10,000.
 - 2. There were a few urgent items identified by FEH Design, the District has budgeted these items for this year, so they were removed from the report.
 - 3. The District wants to make sure they are spending the money in the right place, in a way that aligns with the long-term vision.
- c. Enrollment history
 - i. Enrollment has declined over the past 10 years.
 - ii. Open enrollment, there are more students out than in.
 - iii. It was asked if there should be a goal to improve this.
 - iv. It was stated by an ATF member that it is more than the school district's responsibility to attract and retain families.
 - v. It was asked why the district is losing students. Loren said he has reached out to all of the families that open enroll out and almost 90% are families that are closer to the neighboring schools.
 - vi. Enrollment projections show a decline.
 - vii. It was requested to share enrollment history from further back than 10 years, up to 50 years if possible.
 - viii. There were historically more buildings in the district, so enrollment numbers may be more difficult to compare.
 - ix. It was stated that housing needs be considered when trying to attract and retain families.
 - 1. It was asked if there is a community master plan. The village president of Spring Green stated that their biggest problem is affordable family housing. The village is working with Sauk county on a housing program.
 - 2. Another member stated that some townships have zoning laws that limit housing.
 - x. Enrollment projections are based on children in the district now and birth rates. Forecasting beyond 5 years is more difficult.
 - xi. Student to teacher ratio will be sent to the ATF via email.
 - xii. Staff retention and Staff age was reviewed.
 - 1. There is a large group of staff that are between 45-55 years of age. What does that mean for the district in 10 years?
- d. Fund balance history



- i. Brian reviewed the District's fund balance.
 - e. Advisory Task Force input, what would you like us to study?
 - i. FEH Design will be studying different options at the SPARK. This will be facility focused. Strategic planning will also be happening at the same time through a different process.
 - ii. Operating referendum funds are different than capital referendum funds which can only be used on facility projects.
 - f. Discuss decision making criteria
 - i. The criteria will be identified and weighted by the ATF. That determines what is most important to everyone.
 - ii. Once the criteria are created, FEH Design will email them out and ask everyone to weight them sometime between the 2nd and 3rd ATF meetings.
 - iii. Later in the meeting some decision making criteria were created.
 - g. Design Workshops/SPARKS
 - i. FEH Design described a SPARK session as a 2 day on site design workshop that will be happening March 14 and 15.
 - ii. The SPARK will be in person and virtual. Past SPARKS can be seen at fehdesignsparks.com.
- 6. Review the Building site plans/floor plans**
 - a. Floor plans of each building were included in the presentation.
- 7. Relevance of a 21st Century Schools**
 - a. FEH Design showed examples of 21st Century school design.
 - b. Prepare students for; further education, workforce, entrepreneurship.
 - c. Creating environments that support the highest level of learning by eliminating distractions, creating technology rich learning spaces, and making the school a flexible and adaptable teaching tool.
 - d. Key points include, flexibility, project based, team based, collaboration, STEAM, and natural light.
- 8. Review Schedule**
 - a. Next meeting February 15, 6:00 p.m. HS cafeteria.
 - b. March 14 SPARK 9:00 a.m. - 5:00 p.m. – Open House Format
 - i. ATF #3 5:00 p.m.
 - c. March 15 SPARK 8:30 a.m. - 5:00 p.m. – Open House Format
 - i. ATF #4 6:00 p.m.
 - d. April 11 ATF #5 6:00 p.m.
- 9. Decision making criteria – several criteria wer identified by participants.**
 - a. Student physical and mental health
 - b. Harmonize with community
 - c. Aesthetics
 - d. Safety and security
 - e. Attract and retain
 - f. Adaptable/Versatile
 - g. Financially realistic
 - h. Efficient phasing
 - i. Student success
 - j. Efficient use of energy
 - k. Support all students
 - l. Add value/align with land rich district
 - m. Does it prepare students for life?



- n. After the criteria will be weighted they will be used to evaluate the options that come out of the SPARK. Then a list of projects will be created and will be priority ranked at meeting #5. After that a community-wide survey could be sent out to see what the taxpayers would support. There will be budget opinions created for the options created in the SPARK.
- o. It was asked, if there was a potential sale of a building, could those funds be reinvested. Yes, they could, was the answer.

10. Next Meeting:

- a. ATF #2 Wednesday February 15, 6:00 pm H.S. cafeteria.

11. Assignments

- a. FEH Design
 - i. Send out meeting notes, presentation, and supporting information.
 - ii. Prep for next meeting with requested info; transportation and enrollment.
 - iii. Set up a SPARK page and prepare for the March SPARK.
- b. District
 - i. Provide FEH Design and ATF with transportation and enrollment data.
 - ii. Set up page on district website.
 - iii. Prep cafeteria for next meeting.
- c. ATF
 - i. Invite others to the next meeting.
 - ii. Consider decision making criteria.
 - iii. Consider options for FEH Design to study.

This is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued.

ATTACHMENTS Sign-in sheet, Draft Goals for Success, Condition Assessment, Space Needs, Staff Survey Summary, Enrollment history and projections.



FEH DESIGN

River Valley School District ATF #1

Meeting Sign-in Sheet

2023-2-2

Name

Email

Ariana Bero
Katie Halverson
Natasha Jansen
Marilyn Johnson
Lea Brangan
Kyle Kraemer
Robin Reid
Eric Drenthausen
Michelle Orcutt
Trish Johnson
Jim Schwingle
Dan Pape
Heather Kramer
Caitlin Opatik
Stephanie Osborn
Jason Spricker
Rebecca Weidner
JESS HISEL
Sara Young
John Christensen
ETC
Dane Chapman



FEH DESIGN

River Valley School District ATF #1

Meeting Sign-in Sheet

2023-2-2

Name

Email

Pam Ganger
Dawn Eno
Carla Peterson
Zay Ring
Rhonda Fradette
Dawn Baxter
Christa Hillier
Jonathan Hillebrand
Nana Samptler
Eric Dieckman
Sara Carstensen + Joe
Kathy Jennings
Phil and Cindy Manske
ANDREW KURAK
Emily Beck
Amber Seffrood
Kara Johnson
Jerri Prem
RALPH LIEGEL
JESSICA MARTINE
Jeremy Eberle
LAW SEFFROOD



FEH DESIGN

River Valley School District ATF #1

Meeting Sign-in Sheet

2023-2-2

Name	Email
JILLIE CASE	
LEAH SPICER	
MAUSSA BANDELL	
SUSAN LEE	
Sarah Alt	
Jeri Eveland	
Dick Powell	