

**Minutes of the School Facilities Commission  
Campbell County School District No. 1  
Board Room  
1000 West 8<sup>th</sup> Street  
Gillette, Wyoming**

**September 18, 2007**

Chairman Gilpatrick called the meeting to order at 8:34 a.m.

Present: Commissioner Algier, Commissioner Carrier, Commissioner Ferris, Commissioner Goodson, Commissioner Marsh, Mr. Fred Hansen (filling in for Commissioner McBride), Chairman Gilpatrick and Director Daraie.

**Executive Session**

*Commissioner Marsh made a motion to convene into Executive Session. Commissioner Goodson seconded the motion. Motion passed unanimously.*

*The regular meeting reconvened at 10:38 a.m.*

**Approval of Meeting Agenda**

*Commissioner Carrier made a motion to approve the meeting agenda as presented. Mr. Fred Hansen seconded the motion. Motion passed unanimously.*

**Approval of Previous Meeting Minutes**

*Commissioner Marsh made a motion to approve the previous meeting minutes from the August 21, 2007 meeting as presented. Commissioner Algier seconded the motion. Motion passed unanimously.*

**Current Business**

**IBS Session 3 – Straw Design**

Director Daraie advised the Commission of the results achieved from IBS Session 3 and distributed the proposed gross footprint/guideline graphs.

Director Daraie commented on the slight changes from previous guidelines and how the curves had been smoothed out. Director Daraie pointed out that these new graphs would provide a gross square footage that could be used to develop a design along with other parameters.

Commissioner Marsh questioned if the numbers used should have been 16 instead of 19. Director Daraie indicated that on the operational side used for staffing the model indicate 16 children per class room. Director Daraie indicated there was no direct correlation between the operational model and student per square foot model.

***Commissioner Carrier made a motion to approve and endorse the results of IBS Session 3 that were arrived at using the consensus building process. Commissioner Algier seconded the motion.***

Mr. Fred Hansen distributed suggested changes to the straw design from Commissioner McBride.

Director Daraie commented that he did not agree with all the suggested changes distributed by Mr. Hansen.

Commissioner Algier commented that she did not agree with all the suggested changes.

Mr. John Gotto advised the Commission that he attended IBS Session 3 with Joe Simpson and Mr. Gotto indicated Mr. Simpson had specifically picked certain words in item number two of the straw design in order to focus on reducing student dropout rates.

Conversation was held regarding how to incorporate a portion of Commissioner McBride's suggested changes into the straw design.

***Commissioner Carrier withdrew the original motion. Commissioner Algier withdrew the second.***

***Commissioner Algier made a motion to endorse the results of IBS Session 3 that were arrived at using the consensus building process with the recommended changes as noted below for Item No. 2 labeled "Student Focus is Achieved". Commissioner Carrier seconded the motion. Motion passed unanimously.***

Straw Design – Item No. 2 – “Student Focus is Achieved”.

When learners can connect and engage with their surroundings and the facility honors and supports individual learning style while promoting student achievement and success.

- a. Does the facility promote student achievement and growth by accommodating a variety of learning styles, spaces and activities?
- b. Do students feel the facility is inviting, stimulating and comfortable (surroundings, settings, safety)?
- c. Does the facility support and develop individual talents and changing interests of all students and ***does it support a full range of instructional approaches?***
- d. ***During the early design phase, have students been surveyed so their needs and interests can be addressed?***

### **Use of District Owned Land – Proposed Policy 1<sup>st</sup> Reading**

Ms. Nancy Thomson stated that over the past six months the School Districts and SFC had dealt with several land purchase transactions. Ms. Thomson indicated the SFC

would like a policy in place to identify all district property and indicate the future use of the property.

Commissioner Carrier asked if the Districts could identify all property in the facility plan.

Ms. Thomson indicated the Districts do identify some property in the facility plan.

Director Daraie advised the Commission that not all district owned property is included and/or suitable for construction. Director Daraie indicated the SFC's desire is to include all real property in the facility plans and have conversation about what is suitable and what is not.

Commissioner Goodson commented that he believed this was already established in the facility plan years ago.

Chairman Gilpatrick requested the staff to conduct some research and see if this procedure already exists and if not, develop a policy for Commission review.

### **Guidelines for Purchase of Real Property (Land Purchase Requirements)**

Ms. Nancy Thomson spoke about the complexity of all the land purchases throughout the state. Ms. Thomson indicated Director Daraie is interested in moving forward with providing the SFC and Districts with someone who will take the lead with land purchases.

Commissioner Carrier asked if the checklist would be done and approved and then funded by SFC.

Director Daraie indicated the function would be funded by the SFC.

Commissioner Algier asked that the words "include but not limited to" be added to the check list.

### **Use of MC Funds for Swimming Pools (Clarification of Policy)**

Ms. Donna Murray stated questions have come up regarding the intent of the Commission on the SFC policy which allows minor capital funds be used to maintain pools. The questions surrounded whether the intent of the Commission was that the use of minor capital funds was for one time only.

Conversation was held regarding the original intent.

*Commissioner Marsh made a motion to clarify the intent of the policy adopted on the July 11, 2003 and the subsequently adopted rule and regulation to indicate the use of minor capital funds be restricted to a "one-time" use for maintenance of swimming pools which were in existence on July 11, 2003, and that continuing maintenance of the swimming pools be completed using district funds and/or 10% of major maintenance available to districts for enhancements under certain conditions. Commissioner Goodson seconded the motion.*

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Mr. Fred Hansen provided the Commission with a copy of a modified motion from Commissioner McBride and read it out loud for the audience:

I move the Commission clarify the intent of the policy adopted on July 11, 2003, and the associated rules by stating: "It was the intention of the Commissioners that the use of minor capital funds for pool maintenance or repair is/was a one-time expenditure. Further, continued maintenance of the swimming pools is restricted to 10% of the major maintenance funds available or \$100,000 whichever is greater." Mr. Hansen indicated the \$100,000 may not be the correct amount.

Commissioner Carrier suggested that the Commission just approve the first section of the motion, deleting all text after the second occurrence of "2003".

*Commissioner Carrier made a motion to clarify the intent of the policy adopted on the July 11, 2003 and the subsequently adopted rule and regulation to indicate the use of minor capital funds be restricted to a "one-time" use for maintenance of swimming pools which were in existence on July 11, 2003. Mr. Hansen seconded the motion. Motion passed unanimously.*

*At 11:30 a.m., a 10-minute recess was taken. The regular meeting reconvened at 11:40 a.m.*

### **SFC 2009-2010 Budget**

Director Daraie stated the budget document contained in the meeting packet was the proposed 2009-2010 SFC budget request. Director Daraie indicated the document was in draft form and asked the Commission and audience to disregard the section labeled "Governor's Recommendation" as this was not truly the Governor's recommendation.

Ms. Donna Murray advised the Commission that according to the statute, the Commission needs to approve the draft budget in conjunction with the Select Committee prior to final submission to the Governor. Ms. Murray indicated the final submission was due on November 1, 2007 and all changes and/or comments would be incorporated into the budget and that all formatting issues would be addressed.

Director Daraie advised the Commission to review Column 5 "Total Agency Request" as this was the SFC recommendation and requested amounts.

Director Daraie then reviewed the budget in detail. (A copy of notes of requested corrections and changes is on file at the Commission Office).

*Mr. Fred Hansen made a motion to approve the SFC 2009-2010 budget request as presented during the September 18, 2007 meeting. Commissioner Carrier seconded the motion. Motion passed unanimously.*

*At 1:10 p.m., a 10-minute recess was taken. The regular meeting reconvened at 1:20 p.m.*

## **Strategic Plan**

Director Daraie reviewed the 2009-2010 SFC Strategic Plan with the Commissioners.

## **Select Committee Report**

Director Daraie distributed a copy of the 2007 SFC Report Card to the Commissioners. Director Daraie indicated the report card was requested by Legislative Services Office (LSO) and specific legislators and would be shared with the Select Committee members on September 25, 2007.

## **Commissioner Report**

Ms. Nancy Thomson provided the Commission with the updated project report and indicated the report would be distributed as needed.

## **Commission Meeting**

Chairman Gilpatrick advised the Commission that the next meeting would be held in Riverton on October 15<sup>th</sup> & 16<sup>th</sup>.

## **Public Comment**

Mr. Kirk Schmidt questioned when the major maintenance items from IBS Session 1 would be addressed.

Director Daraie advised Mr. Schmidt that the SFC was currently working on the language for the revision to statutes.

## **Commissioners Comment**

Mr. Fred Hanson distributed the Wyoming Department of Education Report Card to the Commission for review.

Commissioner Algier expressed her appreciation for the updated project report.

Commissioner Goodson commented on how sad it is that the media does not see what the SFC has done and the available funds as noteworthy.

*Commissioner Marsh made a motion to adjourn the regular meeting and reconvene into Executive Session at 1:50 p.m. Commissioner Carrier seconded the motion. Motion passed unanimously.*

*The Executive Session adjourned at 2:53 p.m.*