



Educational Master Facility Plan: Future Ready D36

To: School Board

From: Brad Goldstein, Chief Financial Officer
Trisha Kocanda, *Superintendent*

Re: Future Ready D36

August 8, 2017

This memo summarizes progress on the District's Educational Master Facility Plan (EMFP), the next phase of the District's Enrollment Balancing Project since the June 14, 2017, Board meeting. The accompanying presentation will be presented by DLR Group lead facilitator, Jason Lembke at the August 8, 2017, Board meeting.

Part One: Update on Progress Since June 14, 2017, Board meeting and Approval of DLR Group to conduct EMFP
Part Two: School Board Involvement

Background

The Enrollment Balancing Project (EBP) Phase I took place in the 2016-2017 school year to address the enrollment imbalance at the elementary school level. The first phase of this project resulted in overcrowding relief at Crow Island School by temporarily placing Kindergarten students at both Hubbard Woods and Greeley Schools. Based on what was learned during EBP Phase I, a long-term planning process was launched by the School Board in spring of 2017. At that time, School Board expanded the initiative to include facility assessments. Therefore, a Request for Proposals was issued and the firm of DLR Group was selected to conduct the Educational Master Facility Plan at the June 14, 2017, special School Board meeting.

Part One: Update on Progress Since June 14, 2017, Board meeting and Approval of DLR Group to conduct EMFP

- Conducted meeting with administrative representatives, WEA Leadership, and Jason Lembke (DLR Group) to select dates, times, and locations for Phase I and II (June 28)
- Developed a communication framework for the EMFP (July 6)
- Branded the initiative as “Future Ready D36: Honoring Our Past. Planning Our Future.”
- Launched District webpage for the project to keep community regularly informed - www.winnetka36.org/master-facility-plan-overview. (July)
- Provided a mid-summer update to Staff authored by Superintendent Trisha Kocanda, Board President Kristen Hertel, and WEA President Stacey Wellman. (July 20)
- Completed DLR Group Facility Assessments at all five buildings to inform Phase I. (week of July 24)

Part 2: School Board Involvement

The DLR Group process includes three different types of opportunities for Board involvement beyond the regular monthly meeting updates:

- Core Team member - The core team will be a committee facilitated by DLR Group and the Superintendent. It is recommended that one Board member serve on the Core Team.
- Facility Sub-Committee - This School Board committee will engage as needed to review specific updates and recommendations that deal directly with facility needs. This committee has three board members - Scott Conine, Dawn Livingston, and Nat Roberts.
- General Meeting Attendance - As needed, community engagements and updates will occur. It is important that all board members rotate through attending these meetings (1-2 Board members/meeting).

The chart below was created to illustrate the various opportunities for Board involvement for Phase I and II, so the School Board can determine who will participate.

	Dates	Times/Location
Core Team Member (1 Board Member)	October 5, 2017-Kickoff Meeting	4:00 p.m.-6:00 p.m.
	Core Team Meeting 2-TBD	TBD/TBD
	Core Team Meetings-Phase 4 TBD (2 in February - Anticipated weekly meetings beginning April)	TBD (2 hour time blocks)/TBD
	Core Team Meetings-Phase 5-TBD (Anticipate 2 meetings-May-June)	TBD/TBD
Facilities Sub-committee (3 Board Members)	Facility Assessment Review with DLR Group TBD	TBD
General Ad Hoc (Various Board Members)	August 28, 2017 - All District Welcome	8:30 a.m.-10:00 a.m./CW
	September 25, 2017-Community Presentation	7:00 p.m.-9:00 p.m./Skokie School
	September 26, 2017-Community Presentation	7:00 p.m.-9:00 p.m/ Crow Island
	September 27, 2017-Community Presentation	7:00 p.m.-9:00 p.m/ Carleton Washburne School
	October 2, 2017-Community Presentation	7:00 p.m.-9:00 p.m/ Hubbard Woods School
	October 3, 2017-Community Presentation	7:00 p.m.-9:00 p.m/ Greeley School
	October 5, 2017-VALUES (Sustainability)	8:30 a.m.-11:30 a.m./TBD
	TBD-Off-site visits and tour of facilities	TBD/TBD

NEXT STEPS PRIOR TO SEPTEMBER 19th BOARD MEETING

- Launch Communication Campaign with Community
 - [See comprehensive Phase I communication plan](#)
- Solicit community members and staff members to apply to serve on the Core Team
- Host Staff Listening Tours
- Conduct “A Day in the Life” Observation
- Utilize Student volunteers to facilitate environmental testing
- Host Facilities Sub-Committee to share Preliminary Physical Assessment information

Discussion

The Board and administration remain committed to community engagement, clear and transparent communication, a focus on teaching and learning, and fiscal responsibility. The Board will discuss these key commitments when learning more about the DLR Group process to ensure the standards of expectation are being met.

Attachments

- DLR Group Presentation
- DLR Group Educational Master Facility Plan Process/Proposal