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MEETING MINUTES

PROJECT:	FGCS Master Plan	**PROJECT NO:**	2023913.00
DATE:	08 May 2024	**FILE NAME:**	MMFPC004.doc
SUBJECT:	**Facility Planning Committee 4: Final Plan Options**		
MEETING DATE:	25 April 2024	**TIME:**	6:30 – 8:30 PM
LOCATION:	Forest Grove Community School		
ATTENDEES:	Courtney Bennett Ragan Borzcik Mackenzie Carey Virginia Boone-Heneghan Savannah King Shelby King Aaron Sackett Laura Tripp Hilary Whitehead Karen Torry, Director of School Operations LeRoy Landers and Jennifer Lubin, Mahlum		
CC:	Vanessa Gray, Principal & Director of School Programs Eddie Arellano Rebecca Moore		

The following represents the architect's understanding of discussions held and decisions reached in the meeting. Anyone with amendments to these minutes should notify the author within five (5) days of the minutes date in order to amend as appropriate.

INTRODUCTION

Please see the presentation slides (included at the end of this document) for additional information.

Goals for This Evening:

> Review information for the three improvement approaches

> Present additional information on modular buildings

> Committee discussion and input

LeRoy reviewed the three levels of plan approaches: small projects, phased modernization of the existing building, and replacement of portable classrooms.

SMALL PROJECTS

Small projects are potential line-item projects that could be undertaken and potentially achieved in the next five to 10 years. These projects represent the smallest amount of capital investment, and the focus is on items that won't have to be undone and are minimally impacted when phased modernization and/or portable classroom replacement occurs. Implementing small projects should be balanced against saving for a bigger project in the future.

Potential projects:

> Hardscape Around Main Building: Replace asphalt that was poorly done and improve storm drainage (replace damaged grates, etc.).

> Play Yard Drainage: Remove soil, install perforated drain lines, and backfill with gravel and bark. Recommend review with jurisdiction prior to undertaking work (stormwater management requirements).

> Chain Link Fence: Replace fencing around play yard that was installed by volunteers in 2007 and not holding up well.

> Improve Restroom Access from Portables: Install key card access on west side doors of main building so students in portables can more easily access main floor restrooms.

> Kitchen Improvements within Existing Space: Reconfigure the kitchen within its existing space for a more efficient layout and potentially add new casework for additional storage. This would not address all kitchen needs but could provide some improvements until phased modernization and a full kitchen expansion occurs.

Additional potential projects that were suggested by the Committee:

> Reinstate the original lobby as the main entrance and add access through the existing storage closet (without full reconfiguration of the administration area).

> Provide a sink to use for science in one modular of each building.

PHASED MODERNIZATION

LeRoy reviewed the preferred modernization option and associated phasing and costs. A rendering of what a new front entry and main office could potentially look like was presented.

> Modernization projects are phased to allow taking "smaller bites at the apple."

> Single-user restrooms were changed to be the first phase in response to Committee input at the last meeting.

> Cost number shown are on the conservative side.

REPLACE PORTABLE CLASSROOMS

LeRoy reviewed the identified options for replacing portable classrooms, including two options that replace classrooms with modular buildings and two options that replace with a two-story building addition.

> Modular options shown take away parking. This is a concern, as all existing spaces are used. The minimum number of spaces needed should be determined, to maximize site availability for other functions.

> Building additions will have a connection through to the main building for accessibility.

> Constructing the covered play first is less costly, but limits options for location of replacement modulars or a future building addition.

MODULAR CLASSROOM EXAMPLES

In response to previous Committee questions, additional modular classroom information was presented, including two specific case studies of recently constructed modulars in the region.

> DES modular classrooms (Seattle area) –premanufactured panels using CLT

> PPS modular classrooms (Lincoln High School in Portland) – completed building pieces brought to site

QUESTIONS & DISCUSSION

> Karen noted that small projects already happen all the time and some of the smaller projects listed could come out of operating dollars that are budgeted annually, depending on the cost. More accurate cost numbers should be provided by contractors prior to deciding to do the work.

> What is our budget and where does the money come from?
  - Karen responded that school funding comes primarily from the state school fund on a per pupil basis: FGCS gets 88% of the allocated amount, or about $10,000 per student.
  - Federal start up funds were provided in the first two years, which were used to begin building savings and a contingency fund, which are built on year by year. There are no other significant streams of revenue.

> What about fundraising, financing, and/or grant writing?
  - LeRoy noted that St. Mary's, an independent school in The Dalles, received grants to fund their construction project under several programs, including disaster management.
  - There should be a call to our community and alums. Families have skills and could take care of some small project work or may have other connections. It helps with fundraising to have a specific need.

> Do we have an idea of where our priorities are?
  - Karen responded that the next steps will include a debrief of the process, a report, and conversations with the Board. This process has been very important to have time to think about all of these issues.
  - Don't anticipate a push for anything to happen in the next year but understand what we need to do to keep the process going so the Plan doesn't sit on the shelf.
  - This process provides a baseline and a commitment to making something happen. There will be a conversation with the Board because it will involve spending money.
  - LeRoy noted that the Master Plan document will be a roadmap that will provide information to make decisions along the process. It defines the agreed-upon goals and objectives and a few options on how to do it and maintain operations. It is a tool to know roughly how much things will cost and guide the conversations to narrow down the options.

NEXT STEPS

> This was the last Facility Planning Committee meeting. Mahlum will be developing a report that documents the planning process, existing conditions, goals, and planning approaches in the next few weeks, which will be finalized with input from Karen and Vanessa, followed by conversations with the Board.

> The report can be used as a tool to guide next steps and as a tool when getting more refined cost information from contractors and vendors.

> Karen noted that the summer to-do list includes getting quotes from contractors, site visits to look at modulars, and conversations with the city planning department.

> A committee member noted that Karen could delegate some tasks and establish working committees to help, particularly to figure out the early planning, information gathering, and researching funding opportunities.

> Karen and LeRoy thanked everyone on the committee for generously giving their time and noted how important everyone's input has been to the process.

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Forest Grove Community School Master Plan

Facility Planning Committee Meeting 4

25 April 2024

Forest Grove Community School

Forest Grove Community School Master Plan

Facility Planning Committee Meeting 4

25 April 2024

Welcome back!

> Please sign in
> Grab a drink and snack
> Turn off your cell phones or place on "stun"
> Workshop will start promptly at 6:30 PM

Agenda

Intro/Summary	**6:30 – 6:40**	***10 minutes***
Small Projects	**6:40 – 7:00**	***20 minutes***
Phased Modernization Review of Plan Option Entry View	**7:00 – 7:20**	***20 minutes***
Replace Classrooms Review of Site Options Modular Classroom Examples	**7:20 – 7:40**	***20 minutes***
5-Minute Break		
Discussion & Prioritization	**7:45 – 8:25**	***40 minutes***
Next Steps	**8:25 – 8:30**	***5 minutes***

Goals for This Evening

Review information for three improvement approaches

Discussion and input

Summary of Approaches

Prioritized Planning Goals

FPC	LEADERSHIP	FPC "ALIGNMENT"
MS bathroom access	Maint. programs / improve facilities	Portable classrooms
Outdoor covered area	Indoor activity space	Place to gather
Improve the kitchen	Unify the school	Covered Play
Connect classrooms	Long-term stability	
Daylight in the basement	Improve PE	
Natural play options outside	Place to gather	
Staff lounge	Better / larger kitchen	
ADA accessibility	Single-user bathrooms	
Use the upstairs	Outdoor covered play	
Access to technology	Experiential learning	

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Plan Approaches

$	$$	$$$
Small Projects	Phased Modernization	Replace Classrooms

Small Projects

Small Projects

- > Prioritized small projects that can be achieved in the next 5-10 years
- > Focus on items that won't have to be undone or are minimally impacted when phased modernization and/or replacing classrooms occurs
- > Or, if have to be undone, it is a small investment or happens far in the future

Small Projects

1. Hardscape Around Main Building

- > Replace asphalt that was poorly done
- > Repair two sink holes (under sidewalk and in sunflower area)
- > Improve storm drainage (replace damaged grates, etc.)

2. Play Yard Drainage

- > Remove soil, install perforated drain lines, and backfill with gravel and bark
- > Work done by excavator to provide a more permanent fix
- > Recommend review with jurisdiction prior to undertaking work (stormwater management requirements)

Small Projects

3. Chain Link Fence

- > Installed by volunteers in 2007 and not holding up well

4. Improve Restroom Access from Portables

- > Install key card access on west side doors of main building
- > Students in portables can more easily access main floor restrooms

5. Kitchen Improvements within Existing Space

Small Projects: What Else?

1. Hardscape Around Main Building

2. Play Yard Drainage

3. Chain Link Fence

4. Improve Restroom Access from Portables

5. Kitchen Improvements within Existing Space

6. ?

7. ?

Phased Modernization

Modernization Option 1 (Combined previous Options 1B and 1C)

Lower Floor

Main Floor

Upper Floor
(Larger art classroom, no shared learning)

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Modernization Option 2 (Different Upper Level only)

Lower Floor

Main Floor

Upper Floor
(Smaller art classroom, two shared learning)

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Phase 1 (Single-User Restrooms on Lower and Main)

PHASE 1 WORK (1,100 SF)

1. Renovate lower level restrooms to single-user toilets (~400 SF)
2. Add sink/casework to art classroom and repair corridor (~300 SF)
3. Renovate main level restrooms to single-user toilets (~400 SF)

* Required toilet count to be determined with jurisdiction at time of project.

* This phase could occur in any order (not dependent on another phase) or be combined with another phase.

- > Single-user restrooms on lower and main levels (same number of stalls as existing)
- > Expanded sink/cabinet area for Art classroom

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Phase 2 (Administration, Kitchen + Partial Lower Level)

PHASE 2 WORK (2,100 SF)

1. Open Lower Level corridor, add stair, and relocate workroom (~600 SF)
2. Relocate shared learning to former computer room and art classroom to former shared learning (0 SF)
3. Renovate existing art classroom and & workroom into new administration area (~1,000 SF)
4. Expand kitchen into former administration area (~500 SF)
5. Optional additional windows at Lower Level (lump sum)

> Expanded kitchen with direct access
> Expanded and more welcoming admin. and entry
> Better access and natural light at Lower Level
> Reinstate front main entry
> Art moves to lower level until Phase 3
> Lower Level shared learning in smaller area until Phase 3

Phase 3 (Upper Level & Completion of Lower Level)

(or other Upper Level option)

PHASE 3 WORK (4,100 SF)

1. Renovate Upper Level, including art classroom, special education, shared learning, offices, storage, and single-user toilets (~3,600 SF)
2. New elevator (lump sum)
3. Relocate shared learning to former art classroom (0 SF)
4. Add staff lounge and curriculum storage in former shared learning space (~500 SF)

> Uses the upstairs for a new art classroom in addition to current functions
> Improves accessibility (elevator)
> Adds staff lounge and curriculum storage on Lower Level
> Lower Level shared learning moves to larger (former) location

Potential Future Phase 4 (Exterior Connection to East)

PHASE 4 WORK (1,000 SF)

1. Relocate exterior door/stair and move custodial closet to corridor (~100 SF)
2. Shift/expand 1-2 classroom (~700 SF)
3. Add corridor connection and exterior door to potential future addition (~200 SF)

* This phase could occur in any order (not dependent on another phase) or be combined with another phase.

** It's possible to expand classroom (and move custodial and entry) without adding corridor (CL increases to ~780 SF).*

> Connection to portable/modular classrooms
> Improves restroom access from existing portables
> Increases size of 1-2 classroom (60 SF/~10%)
> Opportunity to improve exterior access on south side of building

Modernization ROM Cost

PHASE	AREA	CONSTR. COST	PROJECT COST
1: Restrooms	**1,100 SF**	**$315,000**	**$425,000**
2: Admin./Kitchen	**2,100 SF**	**$600,000**[1] not incl. optional windows	**$810,000**
3: Upper Level	**4,100 SF**	**$1,670,000**[2] including $500K for elevator	**$2,255,000**
Total	**7,300 SF**	**$2.6M**	**$3.5M**
4: East Entry	**1,000 SF**	**$285,000**	**$385,000**
Total	**8,300 SF**	**$2.9M**	**$3.9M**

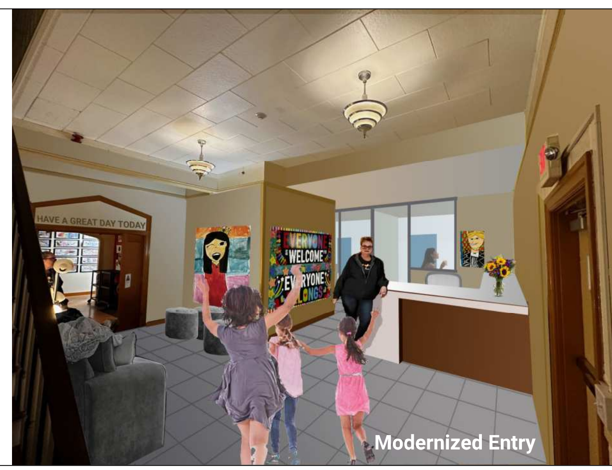
Construction costs assume $285/SF for modernization (50% of ROM cost for new construction). This could potentially be reduced with non-union labor, reuse of materials, etc.

Project costs include 35% soft costs (permit fees, testing and inspections, design fees, project management, utility connections, construction contingency, etc.).

Costs reflect 2024 dollars and will need to be escalated to midpoint of construction.

[1] Costs may vary due to kitchen equipment.
[2] Costs do not include possible structural impact of Upper Level construction.

Existing Entry



Modernized Entry

Replace Classrooms

Modular Classrooms

Option A

ROM PROJECT COSTS (2024$)

Demolish House
$40,000 - $50,000

Modular Addition
$1M - $1.25M

Demolish House
$40,000 - $50,000

Modular Addition
$1M - $1.25M

Covered Play
$300,000 - $400,000

TOTAL: $2.4M - $3.0M

(Not including existing building modernization or site improvements)

Modular Classrooms

Option B

ROM PROJECT COSTS (2024$)

Modular Addition
$1M - $1.25M

Demolish House
$40,000 - $50,000

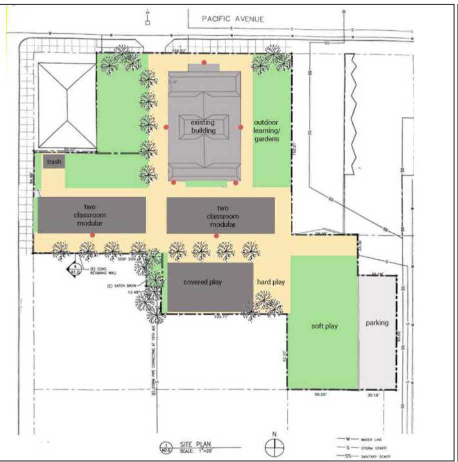
Modular Addition
$1M - $1.25M

Demolish House
$40,000 - $50,000

Covered Play
$300,000 - $400,000

TOTAL: $2.4M - $3.0M

(Not including existing building modernization or site improvements)



Classroom Building

Option A

ROM PROJECT COSTS (2024$)

Demolish House
$40,000 - $50,000

Classroom Building Addition (8,000 GSF)
$4.5M - $5.7M

Demolish House
$40,000 - $50,000

Covered Play
$300,000 - $400,000

TOTAL: $4.9M - $6.2M

(Not including existing building modernization or site improvements)

Classroom Building

Option B

ROM PROJECT COSTS (2024$)

Classroom Building Addition (8,000 GSF)
$4.5M - $5.7M

Demolish Houses
$80,000 - $100,000

Covered Play
$300,000 - $400,000

TOTAL: $4.9M – $6.2M

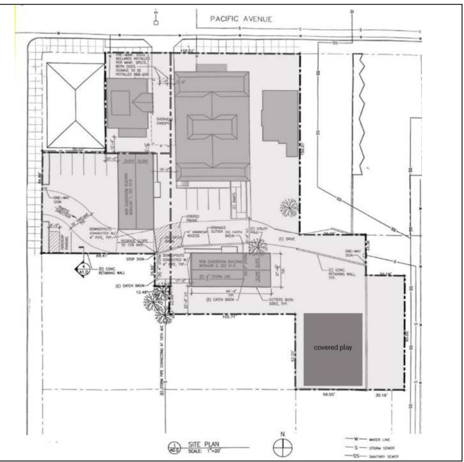
(Not including existing building modernization or site improvements)

Covered Play First

ROM PROJECT COSTS (2024$)

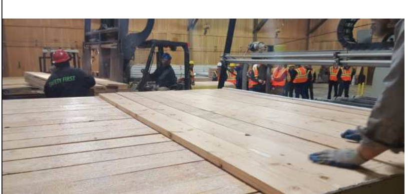
Covered Play
$300,000 - $400,000

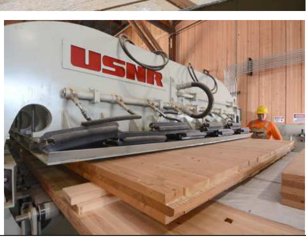
(Not including existing building modernization or site improvements)

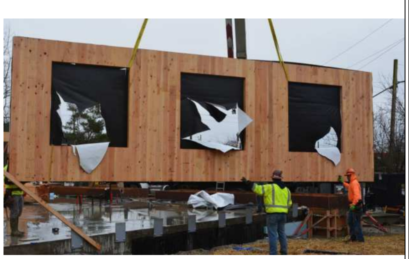


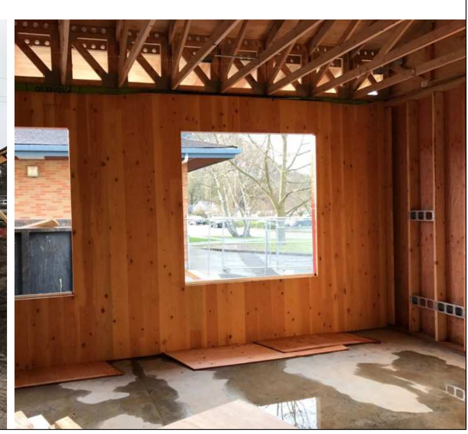
Modular Classroom Example: DES (Seattle)

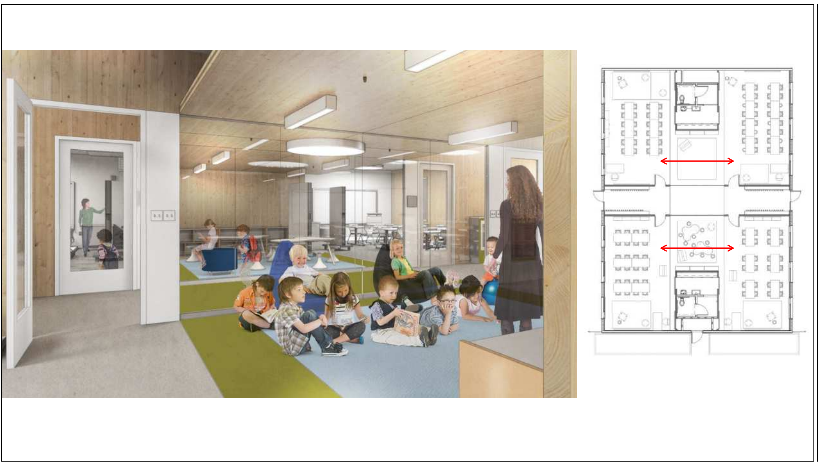
- (3) small classroom buildings, each with four classrooms, that utilize CLT
- Building size: 3,960 GSF
- Reduced classroom size appropriate for reduced class size per McLeary Act
- Project completion: June 2017
- Total construction cost (building and estimated site): $1,227,000 or ~$309/SF (2017 dollars)
- Based on Mortenson Cost Index this equates to a total construction cost (building and estimated site) of ~$1,940,000 (2024 dollars)
- Total project cost assuming 20% soft costs: ~$2,300,000 (2024 dollars)

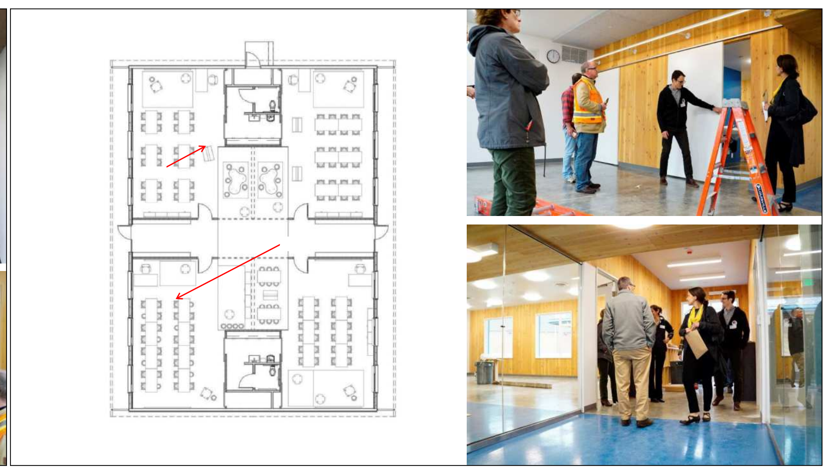












Modular Classroom Example: Lincoln High School (PPS)

> (2) SAGE classrooms with steel floor installed on concrete corners and ramp

> (2) 12x28 modular restroom units

> Building size: 1,770 GSF each
Restrooms: 328 GSF each

> Project completion: 2015

> Total construction cost (building and site): $1,125,000 or ~$190/SF (2015 dollars)

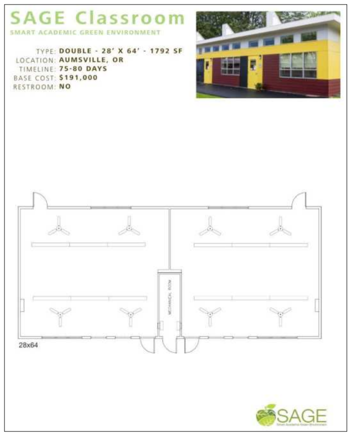
> Based on Mortenson Cost Index this equates to a total construction cost (building and site) of ~ $1,900,000 (2024 dollars)

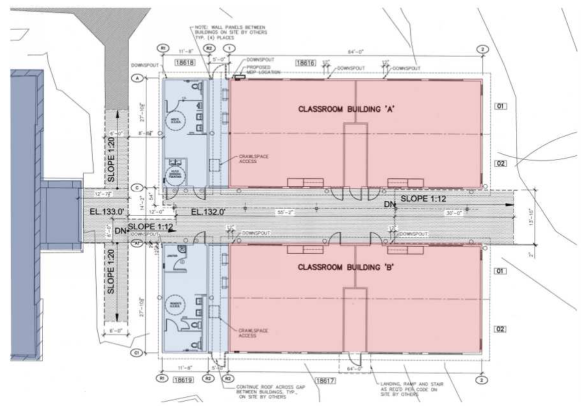
> Total project cost assuming 20% soft costs: $2,280,000 (2024 dollars)

> Classroom building with toilets were approximately $379,000 each, and the welcome ramp was approximately $100,000 (2015 dollars)

The cost did not include the following:

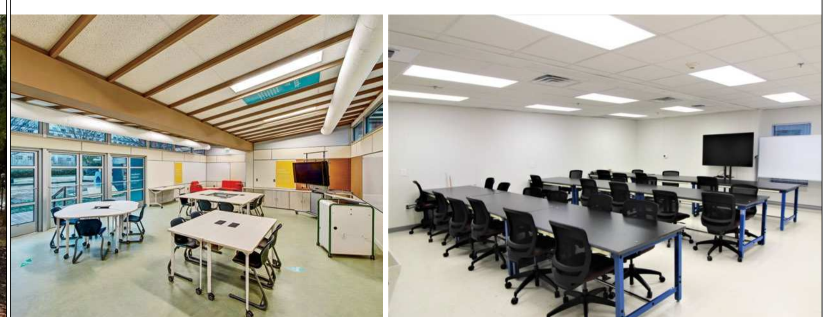
- Excavation / foundations
- All utility and plumbing connections up to panel on modular
- Permits to the local jurisdiction
- All low voltage including fire alarm, bell and strobe





Modular Classroom Examples: Other

Modular Classroom Examples: Other



Modular Classroom Examples: Other

Plan Approaches

$ — Small Projects
1. Hardscape Around Main Building
2. Play Yard Drainage
3. Cyclone Fence
4. Improve Restroom Access from Portables
5. Kitchen Improvement

$$ — Phased Modernization
1. Single-User Restrooms
2. Admin./Kitchen
3. Upper/Lower Levels
4. East Connection

$$$ — Replace Classrooms
1. Modular Buildings A (East/West Side)
2. Modular Buildings B (South Side)
3. Building Addition A (East Side)
4. Building Addition B (South Side)