

# Facilities Task Force

Spencerport Central School District

May 4, 2022



# Agenda

Approx. Time	Agenda Item
5:30 p.m.	Greetings and Introductions
5:45 p.m.	Goals & Charge to Committee
5:50 p.m.	Norms, Working Agreements, & Recommendation Process
5:55 p.m.	Meeting Target
6:00 p.m.	Capital Project Financing
6:25 p.m.	Building Condition Survey
7:00 p.m.	Meeting Reflection

# Introducing Our Partners

ASHLEY MCGRAW ARCHITECTS



ASHLEY MCGRAW

<https://www.ashleymcgraw.com/>

CAMPUS CONSTRUCTION MANAGEMENT



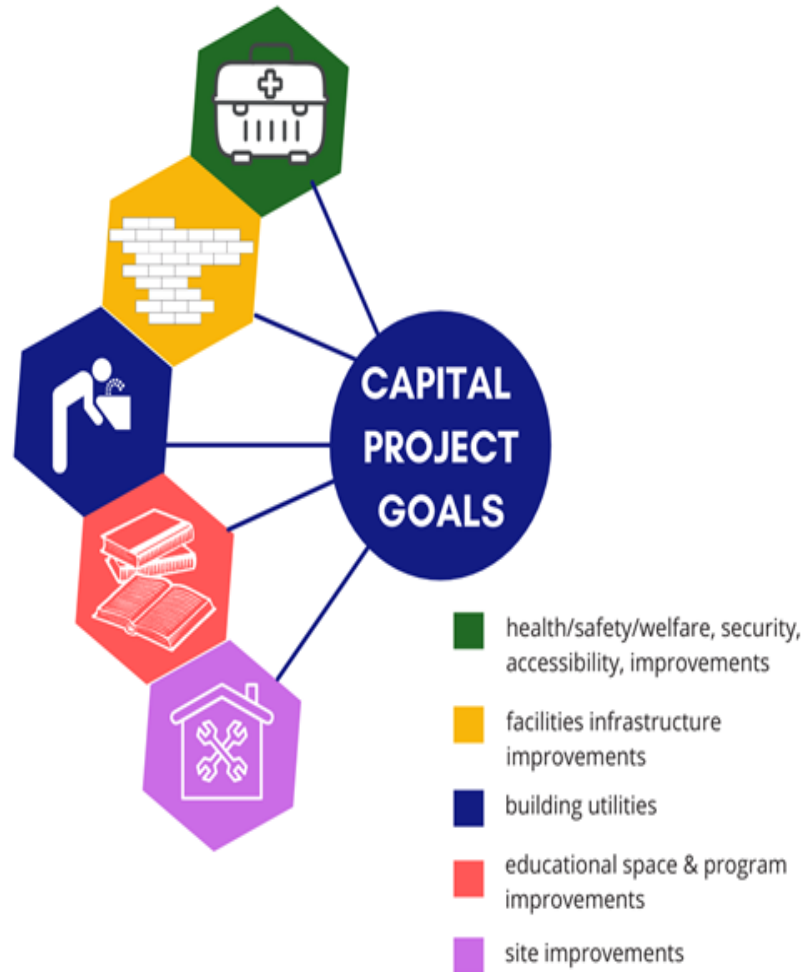
<http://www.campuscmg.com/>



MUNICIPAL FINANCE

BERNARD P. DONEGAN, INC.

# Capital Project Goals



Our goal as a district is to create an educational environment that will help all our students grow through enhancing our facilities.

We recognize over the years the needs for the use of our facilities and for education have changed greatly, and we seek to meet these needs through our proposed capital improvement project.

# Committee Charge

The Board of Education wishes to establish a task force to study facility and grounds needs to support instructional, athletic and extracurricular programs and respond to the following:

1. What are the findings and priorities identified in the 2020 Building Condition Survey?
2. What are the existing and future programmatic space requirements of the district?
3. In what way(s) does the committee recommend a resolution to the above questions?

# Task Force Timeline

April 2022	Membership Recruitment
May 4, 2022	Organizational meeting, review charge, meeting calendar and preliminary information
May 4 – June 1, 2022	Task force meetings
June 7, 2022	Preliminary recommendation presented to the Board of Education

# Getting to the Vote

July 2022

Set up and Execute SEQRA (State Environmental Quality Review Act) process

September 2022

BPD to present Tax Rate Impact Report (TRIR) at Board meeting

October 2022

Board of Education to:

- Adopt SEQRA Resolution
- Call for Special Election
- Adopt the Working of the propositions

November 2022

Public Hearing

December 2022

Voter Referendum

# Meetings

Location: District Office Rooms 15/17

Time: 5:30 – 7:30 pm

Dates on Wednesdays:

- May 4
- May 11
- May 18
- May 25
- June 1



# Norms, Working Agreements & Recommendation Process

## Norms

- Honor the agenda by starting and ending meetings on time
- Post agenda ahead of time and summarize meeting outcomes
- Use facilitation protocols when applicable
- Announce when invited guests will be joining us
- Make sure everybody's voice is heard
- Set aside time to reflect at the end of each meeting and seek feedback from the group

# Norms, Working Agreements & Recommendation Process

## Working Agreements

- Review agenda items ahead of time and prepare any questions or input
- If needed, seek clarification on task expectations in order to complete all necessary tasks between meetings
- Encourage one another by listing to members' ideas and being open to ideas
- Inform the meeting facilitator if you encounter a challenge, so we can address it together

# Norms, Working Agreements & Recommendation Process

## Recommendations

- Attempt to reach consensus on all decision items. The norm will be a show of hands for full support, support, or “I can live with it.”
- If consensus cannot be reached, a majority vote of members present will be taken by show of hands.



# Meeting Targets

What do we want people to know?

- I have an understanding of why we are doing a CIP.
- I have an understanding of the financial scope of our CIP.
- I have an understanding of the Building Condition Survey and what my building needs are.

What do we want people to be able to do?

- I can conduct a walkthrough of my building and identify/prioritize need areas based on the BCS.

# Meeting Target 1: Why we're doing a CIP



1. Buildings and Infrastructure repairs
2. Budget Opportunity



# Budget Based

- The budget includes debt service payments on the bonds we borrowed to finance the project.
- Districts receive State building aid to help offset the capital project costs.
- The difference between debt service payments (expense) and State building aid (revenue) is called the local share.
- The local share impacts exclusions related to tax cap calculations.
- In 2024-25 there is a large variance in the local share, creating the opportunity to borrow for the next capital project to maintain and enhance our facilities.

# Debt Service, Building Aid & Local Share

## SUMMARY OF EXISTING and FUTURE BUILDING DEBT SERVICE

A	B	C (A+B)	D	E	F (C-D-E)	G	H	I (G-H)	J (F+I)		
Building Debt Excluding Emergency Projects						Capital Outlay Projects/Emergency Projects			TOTAL NET LOCAL SHARE FOR BUILDINGS	Budgeted Tax Levy per DSB Estimates	\$ Change (F)
Fiscal Year Ending June 30:	Total Principal	Total Interest	Total Debt Service	Estimated Building Aid	Debt Service Offsets	Estimated Net Local Share	A9950.9 (H522)	Estimated Building Aid	Estimated Capital Outlay Local Share		
2018	\$ 5,585,000 <sup>2</sup>	\$ 1,202,373	\$ 6,787,373	\$ 6,716,009 <sup>1</sup>	\$ 39,360 <sup>2</sup>	\$ 32,004	\$ -	\$ -	\$ -	\$ 32,004	
2019	5,330,000 <sup>2</sup>	1,503,327	6,833,327	6,863,757 <sup>1</sup>	-	(30,430)	-	-	-	(30,430)	\$ (62,434)
2020	5,625,000	1,164,805	6,789,805	6,940,521	-	(150,716)	-	-	-	(150,716)	(120,286)
2021	5,810,000	1,048,605	6,858,605	6,964,024	-	(105,419)	-	-	-	(105,419)	45,297
2022	6,825,000	925,447	7,750,447	7,804,210	-	(53,763)	-	-	-	(53,763)	51,655
2023	3,820,000	729,493	4,549,493	4,651,559 <sup>3</sup>	-	(102,066)	-	-	-	(102,066)	(48,303)
2024	2,870,000	590,293	3,460,293	3,661,834	45,000 <sup>4</sup>	(246,541)	-	-	-	(246,541)	(144,475)
2025	1,675,000	487,893	2,162,893	2,674,293	-	(511,401)	-	-	-	(511,401)	(264,860)
2026	1,725,000	439,440	2,164,440	2,674,293	-	(509,853)	-	-	-	(509,853)	1,548
2027	1,745,000	387,810	2,132,810	2,638,942	-	(506,132)	-	-	-	(506,132)	3,722
2028	1,640,000	333,450	1,973,450	2,473,645	-	(500,195)	-	-	-	(500,195)	5,936
2029	1,685,000	279,300	1,964,300	2,469,686	-	(505,386)	-	-	-	(505,386)	(5,191)
2030	1,615,000	223,350	1,838,350	2,340,681	-	(502,331)	-	-	-	(502,331)	3,055
2031	1,135,000	168,950	1,303,950	1,805,478	-	(501,528)	-	-	-	(501,528)	803
2032	1,170,000	128,300	1,298,300	1,805,478	-	(507,178)	-	-	-	(507,178)	(5,650)
2033	1,210,000	86,050	1,296,050	1,805,478	-	(509,428)	-	-	-	(509,428)	(2,250)
2034	610,000	42,100	652,100	885,795	-	(233,695)	-	-	-	(233,695)	275,733
2035	620,000	28,900	648,900	885,795	-	(236,895)	-	-	-	(236,895)	(3,200)
2036	635,000	15,400	650,400	885,795	-	(235,395)	-	-	-	(235,395)	1,500
2037	30,000	1,600	31,600	43,228	-	(11,628)	-	-	-	(11,628)	223,767
2038	10,000	400	10,400	21,614	-	(11,214)	-	-	-	(11,214)	414
Totals	\$ 51,370,000	\$ 9,787,284	\$ 61,157,284	\$ 67,012,115	\$ 84,360	\$ (5,939,191)	\$ -	\$ -	\$ -	\$ (5,939,191)	

### Includes:

\$5,070,000 Refunding Serial Bond dated August 21, 2012  
 Various Cash Projects  
 \$14,980,669 Authorization - Vote 5/16/2006  
 \$12,442,000 Authorization - Vote 3/27/2007  
 \$2,411,580 Authorization - Vote 5/18/2010  
 \$9,800,000 Authorization - Vote 5/15/2012  
 \$12,436,200 Authorization - Vote 5/19/2015  
 \$16,520,000 Refunding Serial Bond dated March 23, 2016  
 \$12,385,000 Authorization - Vote 5/15/2018

### Note:

- Does not include BOCES payments or aid.
- BAN Premium
- District has received preliminary waiver approval on the Interest Rate Recalibration of project numbers 0002-010, 0005-015, 0006-012, 0007-010, 0008-012, and 0015-004. This could potentially change if SED requests additional documentation and the District is not able to provide sufficient information to support the data on the application form.
- Estimated use of Debt Service Fund

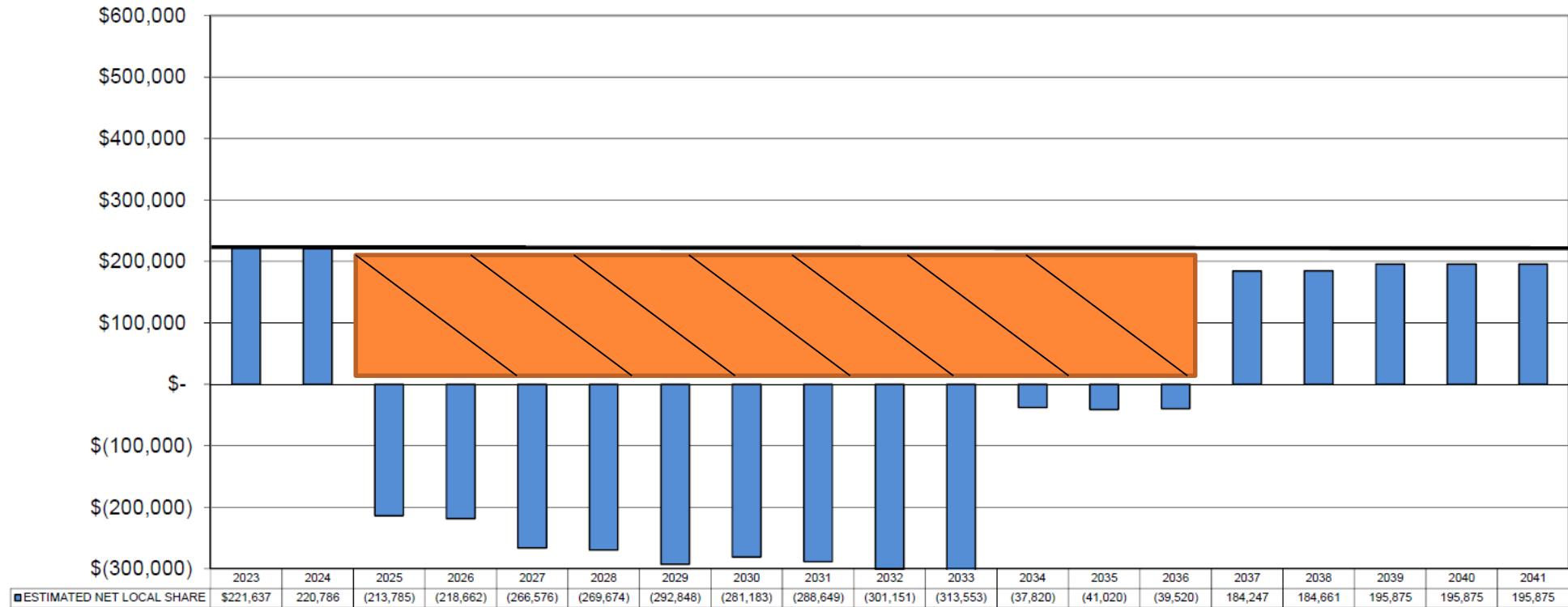
### CAUTION:

State aid may be reduced. Pursuant to Education Law 3602 (6)(e)(5)(c), at least at the end of each ten year segment of an assumed amortization established for a retro or prospective project, the remaining scheduled assumed semi-annual payments will be revised based on the interest rate applicable for the current year, if the difference between the current year interest rate and the interest rate upon which the original assumed amortization is based exceeds one quarter of one-one hundredth.



# Debt Service, Building Aid & Local Share

Spencerport Central School District  
ESTIMATED NET LOCAL SHARE OF EXISTING DEBT SERVICE FOR BUILDING AND BUSES



Fiscal Year Ending June 30



# Tax Cap - Exclusions

Step	Description	22-23 Amount
1.0	REAL PROPERTY TAX LEVY FYE 2022	\$ 40,233,431
2.0	* TAX BASE GROWTH FACTOR, IF ANY	1.0119
3.0	+ PAYMENT IN LIEU OF TAXES (PILOT) FYE 2022	\$1,212,386
4.0	- TAX LEVY EXEMPTIONS FYE 2022	\$299,768
	= ADJUSTED PRIOR YEAR TAX LEVY	\$ 41,624,827
5.0	* ALLOWABLE LEVY GROWTH FACTOR	1.0200
6.0	- PAYMENT IN LIEU OF TAXES (PILOT) FYE 2023	\$1,250,263
7.0	+ AVAILABLE CARRYOVER, IF ANY	\$ -
	= TAX LEVY LIMIT BEFORE EXCLUSIONS	\$ 41,207,061
8.0	+ TAX LEVY EXEMPTIONS FYE 2023	\$298,456
	MAXIMUM ALLOWABLE LEVY LIMIT	\$ 41,505,517
	Percent Change	3.16%

Category	FYE 2023
Debt Service Expense	\$4,549,493
Bus Purchase Expense	\$1,044,047
BOCES Capital Expense	\$341,414
Subtotal: Expense	\$5,934,954
Building Aid	\$4,651,558
Transportation Capital Aid	\$720,344
Transfer - Debt Service Fund	\$0
Transfer - Capital Fund	\$0
BOCES Capital Aid	\$264,596
Subtotal: Revenue	\$5,636,498
Total	\$298,456
Tax Cap Total	\$298,456

# Tax Cap - Exclusions

Step	Description	22-23 Amount	23-24 Amount	24-25 Amount	25-26 Amount	26-27 Amount
1.0	REAL PROPERTY TAX LEVY FYE 2022	\$ 40,233,431	\$ 41,505,517	\$ 42,484,647	\$ 44,002,418	\$ 45,416,935
2.0	* TAX BASE GROWTH FACTOR, IF ANY	1.0119	1.0119	1.0119	1.0119	1.0119
3.0	+ PAYMENT IN LIEU OF TAXES (PILOT) FYE 2022	\$1,212,386	\$1,250,263	\$1,623,222	\$1,199,731	\$1,223,359
4.0	- TAX LEVY EXEMPTIONS FYE 2022	\$299,768	\$298,456	\$297,604	\$0	\$0
	= ADJUSTED PRIOR YEAR TAX LEVY	\$ 41,624,827	\$ 42,951,240	\$ 44,315,832	\$ 45,725,778	\$ 47,180,756
5.0	* ALLOWABLE LEVY GROWTH FACTOR	1.0200	1.0200	1.0200	1.0200	1.0200
6.0	- PAYMENT IN LIEU OF TAXES (PILOT) FYE 2023	\$1,250,263	\$1,623,222	\$1,199,731	\$1,223,359	\$1,148,709
7.0	+ AVAILABLE CARRYOVER, IF ANY	\$ -	\$ -	\$ -	\$ -	\$ -
	= TAX LEVY LIMIT BEFORE EXCLUSIONS	\$ 41,207,061	\$ 42,187,043	\$ 44,002,418	\$ 45,416,935	\$ 46,975,662
8.0	+ TAX LEVY EXEMPTIONS FYE 2023	\$298,456	\$297,604	\$0	\$0	\$0
	MAXIMUM ALLOWABLE LEVY LIMIT	\$ 41,505,517	\$ 42,484,647	\$ 44,002,418	\$ 45,416,935	\$ 46,975,662
	Percent Change	3.16%	2.36%	3.57%	3.21%	3.43%

Step	Description	22-23 Amount	23-24 Amount	24-25 Amount	25-26 Amount	26-27 Amount
1.0	REAL PROPERTY TAX LEVY FYE 2022	\$ 40,233,431	\$ 41,505,517	\$ 42,484,647	\$ 44,304,452	\$ 45,721,490
2.0	* TAX BASE GROWTH FACTOR, IF ANY	1.0119	1.0119	1.0119	1.0119	1.0119
3.0	+ PAYMENT IN LIEU OF TAXES (PILOT) FYE 2022	\$1,212,386	\$1,250,263	\$1,623,222	\$1,199,731	\$1,223,359
4.0	- TAX LEVY EXEMPTIONS FYE 2022	\$299,768	\$298,456	\$297,604	\$302,034	\$300,890
	= ADJUSTED PRIOR YEAR TAX LEVY	\$ 41,624,827	\$ 42,951,240	\$ 44,315,832	\$ 45,729,372	\$ 47,188,045
5.0	* ALLOWABLE LEVY GROWTH FACTOR	1.0200	1.0200	1.0200	1.0200	1.0200
6.0	- PAYMENT IN LIEU OF TAXES (PILOT) FYE 2023	\$1,250,263	\$1,623,222	\$1,199,731	\$1,223,359	\$1,148,709
7.0	+ AVAILABLE CARRYOVER, IF ANY	\$ -	\$ -	\$ -	\$ -	\$ -
	= TAX LEVY LIMIT BEFORE EXCLUSIONS	\$ 41,207,061	\$ 42,187,043	\$ 44,002,418	\$ 45,420,600	\$ 46,983,097
8.0	+ TAX LEVY EXEMPTIONS FYE 2023	\$298,456	\$297,604	\$302,034	\$300,890	\$296,966
	MAXIMUM ALLOWABLE LEVY LIMIT	\$ 41,505,517	\$ 42,484,647	\$ 44,304,452	\$ 45,721,490	\$ 47,280,063
	Percent Change	3.16%	2.36%	4.28%	3.20%	3.41%

# Meeting Target 2: Funding a Capital Project

## Objectives

1. Provide a basic overview on how capital projects are funded including:
  - a. State aid
  - b. Local Resources
  - c. Reserve Funds
2. Typical timelines for the initiation of a capital project



# Funding a Capital Project

- School districts in NYS receive a category of State Aid called Building Aid
- Building Aid is provided to school districts in order to assist them with the building and renovating of facilities to support the instruction of students.
- Building Aid helps to offset district debt for capital projects

# Funding a Capital Project

- Due to the time it takes to bring a project to completion we plan the project and get voter approval well in advance of the borrowing.
- Since the building aid for the project is amortized over 15, 20, or 30 years, school districts typically borrow money over the same term to fund their capital project.
- Normally we would allocate an amount from our Capital Reserve to offset the amount to be borrowed.
  - The capital reserve is an amount of money the board has set aside for future capital projects.
- But, because of the retiring bond this project can be financed without allocating any funds from the capital reserve

# Funding a Capital Project

Three of the primary considerations when determining Building Aid are:

1. Maximum Cost Allowance 5 Year Rolling Aid Ceiling Analysis
2. Percentage of project that is aidable
  - Typically, most work at a school is aidable.
  - The district uses professional architects, construction managers, and financial advisors to prepare our projects for favorable review by the State Education Department.
3. Current Building Aid ratio:
  - 2021-2022 = 86.8%

# Maximum Cost Allowances

## ANALYSIS OF ESTIMATED PROJECT COST AND MAXIMUM COST ALLOWANCE BY BUILDING

Assumes  
SED Approval in  
January 2024

### CONSTRUCTION:

Maximum Cost Allowance
Less: \$12,385,000 Capital Project Phase I & II (FCR)
Less: \$12,385,000 Capital Project Phase I & II (5014-008) (FP-F)
Less: \$12,385,000 Capital Project Phase III (0005-019) (FP-F)

SED Approval

Reset Date

5/31/2019	5/31/2024
5/31/2019	5/31/2024
12/1/2021	12/1/2026

### Maximum Cost Allowance Available

### INCIDENTALS:

Maximum Cost Allowance
Less: \$12,385,000 Capital Project Phase I & II (FCR)
Less: \$12,385,000 Capital Project Phase I & II (5014-008) (FP-F)
Less: \$12,385,000 Capital Project Phase III (0005-019) (FP-F)

5/31/2019	5/31/2024
5/31/2019	5/31/2024
12/1/2021	12/1/2026

### Maximum Cost Allowance Available

A	B	C	D	E	F	G	H
Leo Bernabi Elementary 0002-0xx	Cosgrove Middle School 0005-0xx	WM Munn Elementary 0006-0xx	Terry A. Taylor Elementary 0007-0xx	Spencerport High School 0008-0xx	Canal View Elementary 0015-0xx	Administration Building 0001-0xx	Bus Garage 5014-0xx
Alteration/ Reconstruction	Alteration/ Reconstruction	Alteration/ Reconstruction	Alteration/ Reconstruction	Alteration/ Reconstruction	Alteration/ Reconstruction	Alteration/ Reconstruction	Alteration/ Reconstruction
<b>\$ 10,701,273</b>	<b>\$ 30,743,824</b>	<b>\$ 10,565,838</b>	<b>\$ 17,880,660</b>	<b>\$ 45,334,616</b>	<b>\$ 14,223,249</b>	<b>\$ 1,535,236</b>	<b>\$ 300,654</b>
(491,804)	(226,825)	(963,541)	(1,751,915)	(292,009)	(158,616)	(140,155)	-
-	-	-	-	-	-	-	(300,654)
-	(549,575)	-	-	-	-	-	-
<b>\$ 10,209,469</b>	<b>\$ 29,967,424</b>	<b>\$ 9,602,297</b>	<b>\$ 16,128,745</b>	<b>\$ 45,042,607</b>	<b>\$ 14,064,633</b>	<b>\$ 1,395,081</b>	<b>\$ -</b>
<b>\$ 2,167,347</b>	<b>\$ 7,335,268</b>	<b>\$ 2,194,445</b>	<b>\$ 3,738,686</b>	<b>\$ 11,333,654</b>	<b>\$ 2,966,566</b>	<b>\$ 383,809</b>	<b>\$ 1,142,653</b>
(926,654)	(1,399,230)	(732,579)	(298,642)	(2,158,091)	(661,825)	(23,737)	-
-	-	-	-	-	-	-	(1,142,653)
-	(200,425)	-	-	-	-	-	-
<b>\$ 1,240,693</b>	<b>\$ 5,735,613</b>	<b>\$ 1,461,866</b>	<b>\$ 3,440,044</b>	<b>\$ 9,175,563</b>	<b>\$ 2,304,741</b>	<b>\$ 360,072</b>	<b>\$ -</b>

RED  
GREEN

Exceeds aid ceiling. All dollars expended in excess of aid ceiling are 100% local share.

Positive margin to work with.

Maximum Cost Allowance based on:

- (a) 2021-22 Regional Cost Factor of 1.0000.
- (b) Construction Cost Index for December 2021.
- (c) Building Aid Units from SA-4 dated 12/17/21, 12/28/21 and 1/03/22.



# Project Aidability

## Aidable Work:

- Roofs
- Boiler replacements
- Windows
- Classroom renovations
- Reconstruction work

## Typically Non-Aidable Work:

- Work above MCA's
- Minor repairs and maintenance items
- Items that have not reached end of useful life
- Equipment (lawnmowers, vacuum cleaners, etc)
- Furniture



# Project Aidability-Example 1

Assume:

- The district engaged in a \$10,000,000 capital project
- 100% of the project was aidable

Total project	\$10,000,000
<u>Aidability</u>	<u>100%</u>
Aidable portion of project	\$10,000,000
<u>Building Aid Ratio</u>	<u>86.8%</u>
Building aid	\$8,680,000
Local Share	\$1,320,000

# Project Aidability-Example 2

Assume:

- The district engaged in a \$10,000,000 capital project
- 80% of the project was aidable

Total project	\$10,000,000
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<u>Aidability</u>	<u>80%</u>
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Aidable portion of project	\$8,000,000
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<u>Building Aid Ratio</u>	<u>86.8%</u>
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Building aid	\$6,944,000
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Local Share	\$3,056,000
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# So how much can we afford without impacting the budget?

- Assuming the project was 95% aidable, and had an 86.8% building aid ratio, we could afford a capital project of approximately \$18,850,000.
  - Less Financial Planning Contingency: \$1,560,000
  - Less Incidental Costs (~18%): \$2,637,458
  - Less Construction Contingency (~7%): \$ 958,578
- Estimated Construction Costs \$13,693,964

# Meeting Target 3: 2020 Building Condition Survey

- A Building Condition Survey (BCS) assesses the current conditions of all occupied spaces plus major building and site systems and components
- An inspection is required every five years by the New York State Education Department
- Provides school districts with detailed information to prioritize capital improvements

# Survey Process

- Spencerport used the services of Labella Associates for the 2020 BCS
- A team of Architects and Engineers surveyed each facility
- Each Engineer and Architect:
  - Surveyed the entire building interior and exterior identifying potential issues, this includes mechanical spaces and ceiling spaces
  - Walk the roofs to evaluate the roof system and exterior façade
  - Survey the facility site features, identifying pavement, drainage, utility and playground issues
  - Conduct interviews with staff and administrators to identify additional items

# Five Year Plan

- Intent of the plan is to be an aid in preserving the capital assets of a school a district and to be a useful tool for district residents
- Goal of the plan is to collect, coordinate, analyze, and prioritize facility infrastructure and building program needs on a district wide basis.
- Majority of the work identified in the Five Year plan will have been identified in the Building Condition Survey
- Organizes and prioritizes existing building needs and new facility needs, on a district-wide basis

## BCS reports are broken down into subcategories

- Site Utilities / Features
- Substructure / Building Envelope
- Interior Spaces
- Plumbing Systems
- HVAC Systems
- Fire Safety Systems
- Accessibility
- Indoor Air Quality
- Five Year Plan

# Building Condition Survey Examples

Site Utilities / Features				Unit	Unit Qty.	Unit Cost	Initial Cost	Year 1 Escalation	Year 2 Escalation	Year 3 Escalation	Year 4 Escalation	Year 5 Escalation	Contingency	Incidental Cost	Total Cost
BCS#	Rating	Priority	Item Description					5%	10%	15%	20%	25%	10%	25%	
52			Pavement (Roadways and Parking Lots)												
	S	1	A. Crackfill and seal all pavements not scheduled for near-term main	S.F.	42,727	\$0.25	\$10,682	\$11,216					\$1,122	\$2,804	\$15,141
	U	1	B. Full depth reconstruction E. parking lot spot areas	S.F.	3,000	\$8.00	\$24,000	\$25,200					\$2,520	\$6,300	\$34,020
	S	3	C. Mill & repave E. parking lot	S.F.	9,500	\$4.00	\$38,000			\$43,700			\$4,370	\$10,925	\$58,995
	S	1	D. Mill & repave S. parking addiiton by bus dropoff	S.F.	3,000	\$4.00	\$12,000	\$12,600					\$1,260	\$3,150	\$17,010
53			Sidewalks												



# BCS Rating System

Rating	
S	Satisfactory
U	Unsatisfactory
NF	Non-Functioning
CF	Critical Failure

Priority Key 1-5	
1	Items of a code non-compliance nature or items that impact life safety. This includes items of Part 155 of the Regulations of the Commissioner of Education which is applicable to both new school construction as well as existing educational facilities.
2	Items that must be corrected, if not corrected, there is a significant risk of increasing building damage and/or deterioration. Generally items in this priority class will cost less to correct when scheduled than by waiting to correct further in the future.
3	Items that if completed, provide significant savings to the District through reduced energy consumption or more efficient costs of operation. A five year simple payback is deemed, for the purpose of the plan, is deemed "significant potential."
4	Items similar to those of Priority Two and Three, but to a lesser extent and not as critical. Generally items in this priority can be effectively "patched and repaired" for additional lifespan at reasonable maintenance cost.
5	Items of an aesthetic nature that when completed will provide a more attractive environment in which to learn and work. Also included are items similar to those in Priority Four but of even a lesser extent.

# Group Work

- Review BCS and discuss contents
- Report out on initial takeaways.

# Homework

- Review the BCS for the building
- Walk through your building with an eye towards condition
- Make a list of potential projects that weren't included in the BCS
- Email any questions you may have prior to next meeting to:  
[Jsaltzberg@spencerportschools.org](mailto:Jsaltzberg@spencerportschools.org)

# Next Meeting

Next Meeting May 11, 2022

- Will focus on prioritizing and preparing to share our findings

Questions: Email us in advance and we can get answers for our next session.





# Meeting Reflection

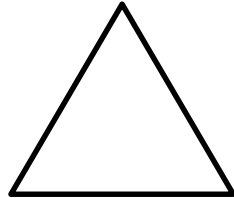
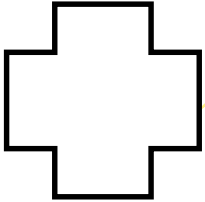
What do we want people to know?

- I have an understanding of why we are doing a CIP.
- I have an understanding of the financial scope of our CIP.
- I have an understanding of the Building Condition Survey and what my building needs are.

What do we want people to be able to do?

- I can conduct a walkthrough of my building and identify/prioritize need areas based on the BCS.

## Meeting Reflection



**Please fill out a post it and share what helped you to meet the meeting target and what improvements might we need to consider.**

**Purpose:** This protocol provides a simple method for individuals or teams to engage in reflection as an approach to continuous improvement.

The +/- evaluation can help inform the changes needed to help the group be effective.

### Using post-it's please identify:

**Pluses** - things that are working and that you want us to maintain and build upon.

**Deltas** (opportunities for improvement) - Identify the opportunities for improvement. These are the things that can be changed so that the individual or team may be more effective.

Deltas should be action oriented, specific and should be within the realm of possibility.

We will do our best to act upon the Deltas provided to us.