

Special Meeting Minutes

Board Board of Education – Facilities Committee

Monday, June 25, 2018 at 7:00 PM and Wednesday, June 27, 2018 at 10:00 AM

The Board of Education met in special sessions Monday, June 25, 2018 and Wednesday, June 27, 2018 in the Auditorium in order to kick-off the Facilities Committee. Both meetings were basically the same, two times were offered to allow the community flexibility to attend.

I. CALL TO ORDER

- A. Monday, June 25 Time: 7:02 PM
- B. Wednesday, June 27 Time: 10:02 AM

II. ROLL CALL

A. Monday, June 25:

<input checked="" type="checkbox"/> Rick Gilbert, Professional Engineer	<input type="checkbox"/> Tammy Emrick, Bethel Interim Treasurer
<input type="checkbox"/> Jimmy Chapman, Bethel Maintenance	<input type="checkbox"/> Danny Elam, Bethel Board of Education
<input type="checkbox"/> Jared Ratliff, Bethel Network Admin	<input checked="" type="checkbox"/> Lori Sebastian, Bethel Board of Education
<input checked="" type="checkbox"/> Ginny Potter, Bethel Superintendent	<input checked="" type="checkbox"/> Julie Reese, Bethel BoE / Committee Chairperson

B. Wednesday, June 27:

<input type="checkbox"/> Rick Gilbert, Professional Engineer	<input checked="" type="checkbox"/> Tammy Emrick, Bethel Interim Treasurer
<input checked="" type="checkbox"/> Jimmy Chapman, Bethel Maintenance	<input type="checkbox"/> Danny Elam, Bethel Board of Education
<input checked="" type="checkbox"/> Jared Ratliff, Bethel Network Admin	<input checked="" type="checkbox"/> Lori Sebastian, Bethel Board of Education
<input type="checkbox"/> Ginny Potter, Bethel Superintendent	<input checked="" type="checkbox"/> Julie Reese, Bethel BoE / Committee Chairperson

Note: Mrs. Potter arrived a little late on 6/27, so was not present for roll call

III. ADDITIONS to the AGENDA (if needed)

None.

I. COMMUNICATIONS, MEETINGS, ANNOUNCEMENTS

There were no communications or announcements at the meetings.

II. ITEMS FOR DISCUSSION, SUB-COMMITTEE REPORTS

A hand-out was provided during the meeting and a read-through was performed.

A. Purpose / Mission

To propose a plan regarding facility matters related to growth, focusing on building renovations and new classroom space.

B. Acronyms and definitions

- a. BEA
Bethel Education Association

- b. BoE
Bethel Board of Education

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c. Stakeholders

Anyone with an interest in helping to solve facilities issues related to our rapid student growth. Stakeholders can be, but are not limited to, students, parents, teachers, school staff, school administration, BoE members, local business owners or employees, subject experts, taxpayers, or community members.

d. Sunshine Laws:

Regulations requiring openness in government or business. Sunshine laws make meetings, records, votes, deliberations and other official actions available for public observation, participation and/or inspection.

C. How the committee will function

1. The committee is a Board of Education appointed committee

- a. The committee will follow Sunshine Laws.
- b. The committee will regularly report to the Board of Education.

2. Meeting schedule

- a. Meetings will be held on various days of the week and differing times to ensure that as many stakeholders as possible may attend one or more meetings.
- b. Meeting frequency will be determined based on need.
- c. Meeting dates and times will be posted on the Bethel Local Schools website (www.bethelk12.org) at least 24 hours prior to the meeting occurring.
- d. We will also publish dates/times via other avenues. For example: newspaper, social media.

3. Meeting agendas

- a. Meeting agendas will be established and posted on the Bethel Local Schools website (www.bethelk12.org) at least 24 hours prior to the meeting occurring.

4. Meeting minutes

- a. A recording will be made or minutes will be published for every meeting.
- b. Recordings will be posted on the Bethel Local Schools website (www.bethelk12.org).
- c. Minutes will be posted on the Bethel Local Schools website (www.bethelk12.org) after approval by the Board of Education.

5. Meeting information and rules

- a. We will strive to limit meetings to one hour in duration.
- b. The agenda will be followed at the meeting.
- c. Any verbal public comment will be limited to two minutes.
- d. In general, meetings will be held on school property. To encourage stakeholder involvement or to accommodate stakeholder(s), we may hold meetings off-site at public locations or in stakeholder homes.

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6. Sub-committees
 - a. Sub-committees or task forces may be formed to tackle specific items.
7. Who can be involved, attend meetings, and/or provide input
 - a. Any person employed by Bethel Local Schools: Board of Education member, administrator, staff, or teacher
 - b. Any student attending Bethel Local Schools
 - c. Any other interested stakeholder: parent, community member, local business, taxpayer, etc.
8. Providing input
 - a. Input (the “Hearing of the Public”) will be written rather than verbal unless expressly requested by a committee member. Comment forms will be provided.
 - b. Input will be limited to comments regarding facilities renovations and new classroom space.
 - c. Comments containing non-facility topics will be discarded. Comments containing inappropriate language or character assassinations (name calling, defamations, etc.) will be discarded. Comments that do not have a name and contact info will be discarded.
 - d. ALL remaining comments will be posted on a public forum AS IS. They will not be edited. Please keep this in mind as you put down your thoughts – you are a reflection of our school and of our community.
9. Restrictions regarding bidding on any projects related to the committee
 - a. To avoid possible conflict of interest, no committee member, their company, a company s/he works for, or her/his relative(s) may bid on any project recommended by the committee.
 - b. Meeting attendees may bid on a project(s) recommended by the committee. They will not be given any special consideration for having attended, participated in, or contributed to a meeting.

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10. Updating the Board of Education (BoE)

- a. The BoE will be updated at each BoE meeting immediately following one or more Facilities Committee meeting(s).
- b. The Facilities Committee will provide a copy of the meeting minute(s) and/or a summary report of committee activities that have taken place since the last report to the BoE.

D. Goals, product, desired outcome

1. Develop options to meet short-term and long-term facilities needs due to growth.
2. One or more plans covering renovation and new building(s).
3. To best serve the needs of our growing student population and all stakeholders.
4. Transparency.

E. Scope of responsibility and level of authority of the committee

1. Conduct meetings as per the Sunshine Laws.
2. Analyze input and propose options.
3. Final decision and approval rests with the Bethel Board of Education.

F. Expectations of committee members and attendees

1. Invite and value stakeholder input (motto: your voice matters).
2. Provide opinions, concerns, and ideas pertaining to physical facilities only.
3. Proper decorum is expected at all times.

G. Timeline(s)

1. It is expected that we will follow a parallel path looking at short-term options to meet immediate student growth via renovations or other alternatives such as swing space (for example, trailers) while also beginning a long-term plan to meet expected future growth.
2. These two paths will not occur independently.
3. We would expect to begin with an **assessment phase** followed by an **options phase**, which will lead to the **decisions phase**.

H. Resources required

1. Committee membership - need volunteers to fill remaining positions. No one volunteered for any of the following positions during the meeting.
 - a. Secretary to take minutes and/or transcribe recordings
 - b. Community members – parents, seniors, experts, Bethel Township, Carriage Trails, Parktowne
 - c. Teachers and/or Bethel Education Association (BEA)
 - d. Students

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- e. Bethel staff
 - f. Safety & security – as needed
 - g. Fire – as needed
2. Committee participation – as needed
 - a. Huber building rep: to provide house building plan numbers
 - b. Township zoning/auditor: to provide house building plan numbers
 - c. Architect: to discuss proposed options
 - d. Construction company(ies): to potentially provide cost estimates for options
 3. Meeting venue options
 - a. Bethel auditorium, conference room, Bethel Hall
 - b. Restaurants, donut/coffee shops
 - c. Homes
 4. Social media options
 - a. Sub-page(s) within the Bethel Local Schools website
 - b. An independent website will not be used at this time
 - c. Facebook page is still an option to be discussed in the future
 5. Inviting input and diverse opinions (how to submit and then how/where will comments be shared/posted) – these are possible options
 - a. Submit via website, facebook, or other electronic means
 - b. Snail mail
 - c. Phone number to call
 - d. In person at meetings
 - e. Suggestion box
 - f. Solicit input via phone or door-to-door canvassing
 - g. Solicit input via a survey
 - h. Post on one or more social media locations

I. What is already underway

1. Renovation of multi-purpose room – will be remodeled into two classrooms, one likely to be used for Special Education and the other for MS
2. Renovation of one elementary classroom – will likely be used for Kindergarten or possibly first grade.
3. Structural analysis/evaluation of elementary school building – analysis to look at the cost of continuing to maintain and make necessary repairs to our 100 year old building

J. What are next / upcoming steps

These are ideas or items that may need to be looked at over the course of the committee. These items are discussion points only, they are not action items. It is not a complete list – ideas and comments are welcome.

1. Data gathering for new housing construction both in CT and the Township
2. Student growth trends - which grades are fastest growing
3. Middle school assessment
4. Assessment of Pre-K needs

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5. Cafeteria capacity analysis
6. Parking capacity analysis
7. Gym capacity analysis
8. Administration office space assessment
9. Financing possibilities, options, and alternatives
10. Athletic needs analysis
11. Renovation possibilities/options
 - a. elementary kitchen
 - b. elementary auditorium
 - c. elementary gym
 - d. choir room
 - e. high school locker bays
 - f. high school teacher work room
 - g. enclosing outdoor areas that are "walled" in
 - h. middle school locker rooms
 - i. elementary admin offices
12. Keeping elementary versus demolishing/new building analysis
13. Temporary trailers option
14. New building analysis
 - a. buy versus build
 - b. purchasing / leasing Huber Heights Parktowne School (if this is even possible) or a portion of another existing school that may be under-utilized

At the 6/25 meeting, Melissa Firstenberger volunteered to be part of the cafeteria and gym capacity analysis. There was also discussion about possibly combining some of the items regarding capacity analysis into a sub-committee – no decisions were made.

K. Hearing of the Public

1. Any and all thoughts that anyone had about any of the previously mentioned topics and/or discussion that occurred during this meeting were requested to be written on provided comment forms. These comments will be posted (unless otherwise noted) on the Bethel web site as soon as we get the Facilities Committee pages up and running
2. At the 6/25 meeting, we received one comment from Melissa Firstenberger to volunteer to be a part of the cafeteria and gym capacity analysis. This comment will not be posted on the website.
3. At the 6/27 meeting, a concern was raised regarding public comments being copied and pasted to other social media websites such as Facebook. Not everyone participates in all social media and any additional comments/concerns written may not be seen by the author of the original comment. Bethel Schools nor the Facility Committee members can prevent this, but we will request that comments are not copied elsewhere.
4. At the 6/27 meeting, we received comments on 2 topics – these will be posted on the Facilities Committee pages on the Bethel website.

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L. Next meeting date, time, agenda items

Will be based on feedback received on the comment cards. Look for announcements on the Bethel website and various Facebook pages. We also send notice to the local newspapers.

III. EXECUTIVE SESSION (if needed)

An Executive session was not needed.

IV. ADJOURNMENT

A. Monday, June 25:

Motion: Lori Sebastian

Second: Rick Gilbert

Roll Call:

Rick Gilbert, Professional Engineer
 Jimmy Chapman, Bethel Maintenance
 Jared Ratliff, Bethel Network Admin
 Ginny Potter, Bethel Superintendent

Tammy Emrick, Bethel Interim Treasurer
 Danny Elam, Bethel Board of Education
 Lori Sebastian, Bethel Board of Education
 Julie Reese, Bethel BoE / Committee Chairperson

Meeting adjourned at 7:30 PM

B. Wednesday, June 27:

Motion: Lori Sebastian

Second: Jared Ratliff

Roll Call:

Rick Gilbert, Professional Engineer
 Jimmy Chapman, Bethel Maintenance
 Jared Ratliff, Bethel Network Admin
 Ginny Potter, Bethel Superintendent

Tammy Emrick, Bethel Interim Treasurer
 Danny Elam, Bethel Board of Education
 Lori Sebastian, Bethel Board of Education
 Julie Reese, Bethel BoE / Committee Chairperson

Meeting adjourned at 10:25 AM

NOTE:

If an executive session is required, it may be placed anywhere in the order of the agenda but often comes at the beginning or at the end. It is often anticipated in advance that an executive session will be necessary, but the Board may call for such should the occasion arise even though it does not appear on the prepared agenda. Executive sessions are permitted for certain specified situations. Only discussion may take place on-site in executive sessions. Voting must be done in an open meeting.

Secretary
