

**Averill Park Central School District
Long Range Planning Committee
Meeting No. 4 – March 28, 2018
High School Library Mezzanine
Meeting Minutes**

The agenda items for the meeting were as follows:

1. Questions from Meeting #3
2. Review of Administrative Needs, Issues & Concerns
3. Review of LRP Committee – Perceptions, Issues & Concerns
4. Prioritization Ranking Template – Initial Discussion
5. Next Steps
6. Finalize Chairperson/s Volunteer
7. Set Future Meeting Dates
8. Building Tour Logistics
9. Question & Answer

Note: All PowerPoints and supplemental information is available on the APCSD website on the front page under the Quick Link - Long Range Planning on the district's main web page.

School Security Discussion:

- Additional information relative to the security discussion from LRP Meeting #3 was brought to the table by an LRP member to share with the committee. Below are the points of conversation:
 - Hardened vestibules double buzz doors, teller window, cameras and metal scanner (Garrett PD6500i) set for guns and knives, many other settings.
 - Radios given to janitorial staff and any staff who roam school and school grounds.
 - Designate a staff member to make multiple exterior perimeter checks of school building - checking all doors and surrounding areas.
 - Train all staff with access procedures. Make it impossible for anyone to have access from one buzz. Main office personnel trained for access rules.
 - License scanned security checked. eClipse network solutions, Mike Sipperly owner 518-218-0130
 - At the very least have cctv recording at main entrance. With live monitor for staff member working at that area. (Police can identify person if no access was granted for possible offender). Cameras inside and outside doors. Students then can be identified as opening the door and be reprimanded to deter others.
 - Require a Valid Driver License to be left with access staff for all visitors entering school - visitor's tag (hard badges only not stickers that can be discarded and picked up) issued after ID verification, license to be returned up on exit and return of visitor's tag.
 - Have restricted areas for non-parent/guardian visitors. (Construction vendors need to be approved and badged and accompanied by resident maintenance worker, this would include speakers)
 - Electronically tag (alerts to that door specifically) all exterior doors along with restricted interior doors. Main Office (door should be lock with buzzer or card access) (loud speaker system - phone

system) should be locked and considered a restricted area! (Simplex company for fire and access security) Drop phone- direct link for emergency with no dial.

- Teachers will have emergency distress button.
- Well trained staff and modern technology will provide an enormous improvement - the biggest obstacle is usually complacency. Human nature will always get in the way.... I see it every day.
- The Raptor Security System is going through a soft roll out now, the roll out to all buildings will be the start of school September 2018.

Questions from Meeting #3:

- There were no questions from LRP Meeting #3

Review of Administrative Needs, Issue and Concerns:

- As part of the planning efforts, District Administrators were asked to present Needs, Issue and Concerns as it pertained to their individual building. Two meetings were held on August 22, 2017 and February 14, 2018 which enabled administrators to discuss their items.
- The list of items (72 each) was distributed to the committee and each item was reviewed with committee.
- High School – An initial discussion started regarding the use of turf field vs. grass field for the football field. It was suggested that a consultant familiar with pros/cons regarding this topic be invited to a future LRP to provide the most up to date information.
- Algonquin Middle School – Discussed the potential need for additional parking and or better traffic flow. The need for additional parking during daily operations and most events seems adequate. There is the special event that happens periodically that stretches the parking capacity, but seems difficult to justify additional parking for a few events per year. Traffic flow – some adjustments have been made and it will continue to be monitored, most difficult time is drop-off/pick-up where the backups occur.
- During the April 21st Building Tour Building Administrators will be available, at their respective building, to review the list with the LRP Committee and answer any questions regarding the item.

Review of LRP Perceptions, Issue and Concerns:

- The LRP Committee was given an opportunity to comment on the list of items that had been presented during the prior meetings and current meeting (Building Conditions Survey and Administrative Needs/Concerns/Issues) or to discuss additional items of concern for the district.
- No additional items were brought up by the committee, but there will be additional time in future meetings should something arise.

Prioritization Template – DRAFT

- A **DRAFT** Template was distributed to the committee that outlines four (4) levels of prioritization. The template was distributed for the committee to review and provide any edits, comments, re-wording etc. for the levels of ranking. Additional levels of ranking could also be established if desired.
- The prioritization ranking will be used to give each line item of need/concern/issue/BCS item a priority level. After discussion of each item, the committee will vote/rank each item by group vote, majority vote selects the ranking. Once the ranking is complete, a summarization table will be compiled to establish where the most critical items arise.
- Question was asked whether each individual line item will have a cost associated with it (as there are costs associated with the BCS items). Items that are not BCS (Building Condition Survey) items will not have cost associated with them. The reason that BCS items have costs associated with them is that it is a requirement from NYSED (NY State Education Department) to have costs allocated to each item in the Building Condition Survey.
- The premise of the ranking system is to prioritize each line item in relevant importance to the district (as if money was not a factor). The separation of cost from prioritization is sometimes difficult, but achievable. The committee's goal is not to create a "solution" for the line items, but to act as an advisory committee which has reviewed the current conditions, projected future needs and develops a priority for implementation which is culminated in a summary report(with assistance from district administration and consultants) that is presented to the Board of Education. It would then be the Board of Education's charge (along with District Administration) to potentially implement a plan that takes into consideration the recommendations of the LRP Committee along with other factors in developing a potential referendum for a Capital Project.
- The committee was asked to review the prioritization template and bring suggestion to the next meeting.

Next Steps:

- LRP Meeting #5 – April 21st, 2018 @ 8:00 AM – High School Main Entrance
 - Building Tours – Each building will be visited.
 - Building Administrators will be available at each individual building to answer any questions.
- LRP Goals & Vision
- Prioritization Ranking
- The committee was asked to comment on which order was preferred to discuss Goals & Vision or do Prioritization Ranking? Currently no order was preferred, but the opportunity was given to discuss further at the next meeting during the building tour.

Chairperson/s Volunteer

- During Meeting #3 Doug Kelley volunteered to be one of the co-chairs to help guide, develop, form and present the final LRP Recommendations to the Board of Education
- Jackie Geraci volunteered to assist Doug.
- Thank You to both Doug and Jackie for their efforts to act as co-chairs for the committee.

Set Future Meeting Dates:

- The next LRP Meeting date is April 21, 2018 @ 8:00 AM @ the High School Main Entrance.

Set Building Tour Date and Time:

- April 21, 2018 starting at 8:00 AM @ the High School Main Entrance the LRPC will take a tour of each of the district's building to see firsthand the items identified in the Building Conditions Survey, Administrative Items and LRPC Items.
- The district will provide a school bus to transport the LRPC between buildings as a group.
- District Administrators will also be on the tour to identify particular items in each of their respective buildings.

Question & Answer:

- Question was asked regarding the availability of enrollment projections by building. APCSD enrollment projections are post on the district website. If there are any questions that the projections do not answer or if additional data is desired, please contact the district office.
- No additional questions at this time.
- Meeting concluded.