

Oxford Academy and Central School District

Mission: To develop self-directed learners who are able to make intelligent choices and contribute positively to society.

Vision: To be a leader in achievement, one student at a time.



Oxford Academy and Central School District *OXAC Blackhawks Soar Facilities Task Force*

Planning Meeting
January 31, 2024
2:00pm District Office

MEETING MINUTES

Attendees: J. Gates, E. Gramstad, B. Collier, G. Lehr, M. Hodge, G. Holmes – OACSD
D. Emerson, G. Stevens – Community Members
T. Weber – C & S Construction Managers
S. Duell, J. Nelson – BCA Architects & Engineers

Other Distribution: Dr. T. Dougherty, W. Gorham

1. Introductions were made. E. Gramstad discussed the agenda for the meeting and turned it over to S. Duell to start discussions.
2. For the sake of bringing D. Emerson and G. Stevens up to speed with previous meeting discussions, S. Duell summarized the process of the Building Condition Survey, how items were identified, and the major focus of discussion thus far regarding items that could be part of a future capital project.
3. S. Duell also discussed the timeline that is before us and the steps necessary in order to have a referendum in May 2024. One of the steps necessary is to clearly identify the scope items under consideration, confirm and understand each particular issue, and then estimate the cost of each item. It is BCA & C&S responsibility to provide pricing for each item, so that if the project is approved by the public, it will have sufficient funding to be implemented. BCA has provided the initial cost estimate for items identified through the 2023 BCS; C & S will now also review and estimate the items to confirm and solidify the costs. Some item still require pricing though.
4. Discussions then turned to several items under consideration that have not been fully defined yet. The first item being the work at the **Primary/High School parking lot**. S. Duell explained that to design a solution to the district's issues, we first must understand what the problems are with the traffic flow and parking that is currently being experienced. Much discussion ensued, and in no particular order these concerns were identified:

- a. No one can see the directional arrows and graphics that are painted on the pavement. Therefore, there is a lack of clarity of where folks are expected to go.
 - b. For morning drop-off, buses park along the sidewalk in front of the PS/HS. Parents go wherever they want, there is no clear direction – some park and walk their children in, some try to use the bus loop causing interference with the buses, some just temporarily park in the driving lanes between the parking spots, causing congestion and confusion. The current area for ADA parking doesn't work well.
 - i. The morning drop-off time is the busiest between 7:30 – 8:10 am.
 - c. For afternoon pick-up, the buses park in the designated bus lanes, which are located diagonally on the western side of the parking lot. Again, parents park in various areas, including some in the drive lanes, which leads to confusion and congestion. There is not a clear separation between buses and parents, and this needs to be designed in.
 - i. The afternoon pick-up time is the busiest between 2:00 – 2:30 pm.
 - d. J. Nelson from BCA owns a drone, and it was discussed that it would be beneficial to record the morning and afternoon sessions for study by our landscape architects. It will really help identify trends and issues and assist with determining solutions to improve the situation. BCA will arrange to do this as soon as possible.
 - e. Once a solution or solutions can be identified and agreed upon, it would be beneficial to use the revised plan in the marketing materials when explaining the project to the public.
 - f. As part of the parking lot re-design, all paving will be replaced, down to the sub-base. It was explained that it is required by SED to go to the sub-base in order to qualify for state building aid. We will also replace the curbs and sidewalks.
 - g. It was also discussed that we will need to provide new bio-retention areas to deal with stormwater run-off to meet the environmental regulations. The current lot doesn't really have any of that, so that will have to be factored into the new design.
5. The next area of discussion was the **PS playground**. The current playground was installed during the last capital project, but it is a little smaller than what it replaced. Discussions focused on adding back in some of the play equipment that was not affordable during the last project. In the last project the playground design firm was Parkitects, they worked with BCA, and we will reach out to them again and discuss what might be possible to extend or add on to the current layout.
6. The next item for discussion was the **preservation of the Middle School**. BCA and C & S wanted to identify the extent of what was envisioned for the work at the MS main entry. The items identified were as follows:
- a. Main entry column bases – it was discussed that the bases were the concern. BCA/C&S to investigate the entire column, but the bases of the columns were the immediate concern.

- b. The concrete steps and landing under the portico needs to be redone and we are to look at possibly re-spacing the steps to eliminate the top smaller step if feasible.
 - c. Repair/repainting of the wood trim around the pediment, fascias and freezeboard are to be included in the work. S. Duell notes there was water damage/rot to the freezeboard where the pediment meets the perpendicular face of the building.
 - d. We discussed the sidewalks in front of the building, and the consensus was that these were in generally good condition and did not rise to the level of priority 1 concerns. They will not be addressed as part of this project.
7. The next item for clarification and discussion was the **High School Agri/STEAM** location. It was discussed and decided by the group that the best location for this work to occur would be in the area of the HS wood shop and adjacent CAD lab. It has been confirmed that the band room will stay in its current location.
- a. It was also discussed that to make the most beneficial use of the tech shop area we should be looking at consolidating/modernizing some of the existing equipment, while also working with Siemens/TIES on determining what new equipment will be needed. The pricing for any new equipment needs to also be discussed with Ben at Fiscal Advisors to make sure we account for it in the budgeting process.
8. **Door security** was discussed next, and E. Gramstad will be obtaining quotes from SL Security Pros in the next week on the new keyless systems. This will need to be reviewed by all once received so we can ensure we have adequate funding allotted for it in the estimate of probable costs.
9. G. Lehr spent some time at the meeting, and he requested that we look into adding some **playground equipment at the MS**. This was discussed and various locations were looked at, with all agreeing it cannot go in the field area because of the flood plain. One possible spot might be just west and south of the MS STEAM lab, on that paved section. We all agreed that this might be a good alternate to put in the budget, but more discussion is needed.
10. G. Lehr also brought up concerns over the need to **update electrical circuitry in the MS classrooms**. He indicated that most of the outlets were installed years before and were not really located where they were needed now. For example, the promethean boards are far away from outlets so there are many long cords stretching around the room to get to the available outlets. He just asked if this could be looked at.
11. G. Lehr also asked about the possibility of **painting the corridors in the MS**. S. Duell and T. Weber informed him that painting was not an aidable expense (it is only aidable when it is done in conjunction with the creation of new space). The state looks at painting as maintenance work. But we all agreed that we could review this further and if the budget allows consider it.

End of Meeting. Next meeting to be held on Wednesday, Feb. 7 at 2:45 pm in the MS BOE room.