



**To:** Task Force Members

**From:** Ben Beery | BB

**Date:** May 21, 2019

**Comm. No:** 9999

**Subject:** Independent School District #720  
Community Facilities Task Force Meeting #1  
May 15, 2019 Meeting Minutes

**Task Force Members:**

Kevin Bjerken, Building Administrator	kbjerken@shakopee.k12.mn.us
Ed Zeimet, Buildings and Ground Manager	ezeimet@shakopee.k12.mn.us
Tim Brophy, Community Member	tbrophy01@gmail.com
Aaron Kahnke, Community Member	kahnkea@gmail.com
Astrid KammueLLer, Community Member	akammueLLer@comcast.net
Katie Lee, Community Member	ck_1107@live.com
Richard Stevens, Community Member	richstevens35@gmail.com
Kay Strand, Community Member	kstrand@hotmail.com
Bryan Drozd, District Administrator	bdrozd@shakopee.k12.mn.us
Allison Gill, Early Childhood Teacher	allison.m.hirsch@gmail.com
Corinne Doherty, Elementary Teacher	cdoherty@shakopee.k12.mn.us
Natalie Weatherman, Middle Level Teacher	nweather@shakopee.k12.mn.us
TJ Hendrickson, Secondary Teacher	thendric@shakopee.k12.mn.us
Dan Lehman, Staff	dlehman@shakopee.k12.mn.us
Bradly McGarr, Staff	bmcgarr@shakopee.k12.mn.us
Matt McKeand, School Board	mmckeand@shakopee.k12.mn.us
Kristi Peterson, School Board	kpeterson@shakopee.k12.mn.us
Judi Tomczik, School Board	jtomczik@shakopee.k12.mn.us

**District Resources:**

Dave Orłowski, Assistant Superintendent	dorłowski@shakopee.k12.mn.us
Mike Redmond, Superintendent	mredmond@shakopee.k12.mn.us

**Facilitators:**

Scott McQueen, Wold Architects and Engineers	smcqueen@woldae.com
Ben Beery, Wold Architects and Engineers	bbeery@woldae.com

**Discussion Topics:**

- A. All participants introduced themselves and stated their interest in the task force.
- B. Superintendent Redmond thanked all participants for volunteering their time to be a part of this task force.
- C. An overview of the process was given:
  1. Seven more task force meetings from July 2019 to November 2019.
  2. November 20, 2019 presentation to the Facilities Sub-Committee of the Board.
  3. December 9, 2019 presentation to the School Board.
  4. January 2020 – final recommendation to the School Board.
- D. Meeting norms were discussed:
  1. Attendance at meetings is important as each meeting will be studying unique topics.
  2. It is encouraged that task force members reach out to peers, neighbors etc. to gain insight and feedback throughout the task force process.
  3. Superintendent Redmond, Assistant Superintendent Orlawsky will be attending meetings as a resource to the group.
  4. Role of a committee member was discussed:
    - a. Although all task force members represent a certain stakeholder group, it is important that together, we are studying the big picture and consider all stakeholder viewpoints.
- E. Task Force Scope was discussed:
  1. The task force will make a recommendation to the School Board on the following:
    - a. Long term strategy to house the projected student population.
    - b. Facility needs to fit current educational philosophy and facility capabilities.
    - c. Understanding of existing school facilities including:
      - 1) Leased facilities.
      - 2) Pearson.
      - 3) Central Family Center.
    - d. Land inventory for future facility needs.
    - e. The potential scope, content, and timeline of future facility expenditures.
  2. It was noted that while certain topics are not necessarily the purview of this committee (attendance boundaries, etc.), the group can still discuss them relevant to the scope of the task force.
- F. The group reviewed overall enrollment from 2013 to 2018.
- G. The group reviewed an overview of District Facilities.
- H. Based on the review of enrollment and District Facilities, the group developed the following information requests:
  1. General Data:
    - a. District map.
    - b. Remaining buildable area analysis.
    - c. City planner presentation? Future development list.
    - d. LTFM plan or list/ Capital plan or list.
    - e. Storage facilities/storage needs.
  2. Early Childhood:
    - a. Early Childhood enrollment data.



- b. CFC/pace waiting lists?
- c. CFC wish / needs lists.
- d. CFC utilization diagram.
- e. City rules/CFC usage.
- f. CFC/early childhood comparison to other Districts.
- g. CFC Staff Counts.
- h. Private pre-school options in Shakopee.
- 3. TLC:
  - a. Tokata Learning Center enrollment data.
  - b. Tokata waiting list?
  - c. Tokata Capacity / Programming.
- 4. Enrollment:
  - a. Enrollment projections.
  - b. Current enrollment comparison to previous projections?
  - c. Open enrollment stats in/out/history and trends.
  - d. SACS enrollment numbers/living hope enrollment numbers.
  - e. City planner presentation? Future development list.
- 5. Existing Facilitates:
  - a. Building SF/Pupil revised.
  - b. Capacity Report (including "pop up" or other potential classrooms).
  - c. Space utilization diagrams (undersized rooms, computer labs future potential capacity, etc.).
  - d. Building operating costs.
  - e. Building revenue generating spaces (rents, community ed., etc.).
  - f. Known space issues.
  - g. Principal wish / needs lists.
- I. Next Meeting: July 11, 2019 from 6:00 p.m. to 8:00 p.m. at the District Office.

cc: Sarah Koehn, ISD #720

skoehn@shakopee.k12.mn.us

MF/9999/ISD\_720/min/5.15.19 Task Force