



Meeting Memorandum

Three Post Oak Central
1990 Post Oak Boulevard, Suite 260
Houston, TX 77056
TEL 832 652 3640

To Dan Schaefer
Brazosport ISD
Date 8 April 2014
Prepared by John Haskew
Project 2014 Long Range Planning Committee
Meeting Date 27 March 2014
Regarding Meeting #1
Attendees See attached list

Items Discussed

- 1) Please refer to the attached PowerPoint printout for the outline of the meeting.
- 2) Committee members were welcomed and thanked for volunteering their time to this important process that will study the facility needs of the district and make recommendations to the Board of Trustees for a possible bond referendum.
- 3) Committee members introduced themselves and provided their reasons for wanting to serve on this committee which included:
 - Interested in where BISD is going in the future.
 - To help and to serve.
 - Want to be involved.
 - Want to see schools improved to give students a better chance for success.
 - See need to improve schools, citing competition from neighboring districts.
 - Want to be sure that all parts of the district are represented.
- 4) An overview of the committee was presented: "a group of community and school district members that come together to study the facility needs of a school district." Input is needed from all members of the committee to best reflect the community's values, needs and desires in terms of BISD facilities. A non-voting advisory team of BISD administrators, architects, facilitators and support members will assist as needed.
- 5) The objectives and responsibilities of the committee were noted:
 - To represent the entire community in the planning process.
 - To review and prioritize the current and future district needs.
 - Respect all views and input, and be objective in evaluations.
 - To develop and present a recommendation/proposal to the Board of Trustees that will include what projects and items should be included and how much money should be requested in a potential November 2014 bond election.
- 6) A committee chairperson and secretary will be chosen to begin service at the next meeting. Their duties were discussed, and volunteers were asked to contact Dan Schaefer.
- 7) Proper communication was stressed, noting that perception can be more powerful than facts. The committee should communicate effectively and with transparency.
- 8) District Background:
 - BISD's district improvement plan includes the following:
 - Mission Statement – The mission of BISD is to develop and empower the whole student with the capacity to excel in an ever-changing world.
 - Vision – Pursuing innovation to make a difference for tomorrow.
 - Value Statement – Every child deserves the highest quality education. Everyone is accountable for student success. Collaborative partnerships are valuable. The development of leadership throughout the organization is critical to our success.

Current student enrollment – 12,347 students (African-American 8.3%, White 37.6%, Hispanic 50.9%) (Economically disadvantaged 57.2%, At-Risk 44%) The district is currently losing

students; refer to the Demographic Profile graph in PowerPoint, noting student number losses every year since the 2005-2006 school year.

Academic and Student Achievement highlights were noted including the College Board AP District Honor Roll, College Readiness Award, along with athletic and fine arts achievements.

Enhanced academic programs were noted including AP offerings, and dual credit opportunities with Brazosport College.

District Accomplishments were noted including the successful implementation and monitoring of the 2012 Bond Program.

9) Steps to Success were outlined:

Step 1 – Finances: finances are in order.

Step 2 – Academics: academics are improving.

Step 3 – Build on Trust: Communication and trust within the community is growing.

Step 4 – Facilities: Current objective.

10) The charge to the committee from the Board of Trustees was noted:

The Brazosport Board of Trustees hereby charges the Long Range Planning Committee to utilize the following guiding principles as a basis and starting point to develop recommendations for the board's consideration in a potential November 2014 Bond Program. The board is open to other ideas the committee may wish to present, however these principles represent the board's priorities in no particular order. The recommendations of the committee will be reviewed by the board periodically, and may be acted upon by August 2014 for a November referendum. The committee should work closely with BISD staff and constituents to accomplish these recommendations.

The six guiding principles are below and are described in further detail on an attached sheet.

Efficiency

Safety/Security

Program/Curriculum Needs

Technology

21st Century Learning Environments

Renew, Attract and Retain

11) Individual committee member comments concerning facility needs included:

Site security – neighboring districts will have the Texas Rangers survey sites and conduct drills; maybe consider doing the same in BISD.

Address physical education spaces at the elementary schools.

Ensure adequate power for future technology needs.

Sports facilities should be appealing, be safe, and function properly.

Facilities should attract students and staff by promoting an attractive, healthy environment.

The possibility of consolidation of facilities was discussed, with BISD administration noting that if that should occur, staff would not be reduced, and any changes would reflect attrition and relocation.

12) An overview of the schedule was presented, noting time frames for visioning, facility assessments, demographic study, a financial analysis, and how the committee's efforts coordinate through August when a bond referendum may be called.

13) A preliminary meeting schedule was discussed, with the committee being polled as to the best day/time of the week works best.

End of Memorandum

The Brazosport Board of Trustees hereby charges the Long Range Planning Committee to utilize the following guiding principles as a basis and starting point to develop recommendations for the board's consideration in a potential November 2014 Bond Program. The board is open to other ideas the committee may wish to present, however these principles represent the board's priorities, in no particular order. The recommendations of the committee will be reviewed by the board periodically, and may be acted upon by August 2014 for a November referendum. The committee should work closely with BISD staff and constituents to accomplish these recommendations.

Efficiency

Seek ways to improve operating efficiencies across the district.

Attendance zones: study current zones and explore options that combine or realign zones to decrease travel time for transportation, reduce redundancy and maximize capacity usage at facilities. Explore grade level alignments with consideration towards potential revisions.

Energy use: explore ways to increase energy efficiency at current schools, and provide guidelines for potential new facilities.

Facility use: analyze current use and capacity models, and review in conjunction with attendance zone realignment. Study potential larger new elementary facilities to allow combination of multiple smaller under-capacity older campuses.

Pre-k education: look at advantages and disadvantages of centralized pre-k facility rather than current model of pre-k on every elementary campus.

Safety/Security

Analyze all current campuses and provide recommendations to implement district wide standards in the following areas:

Site security

Visitor control

Access control

Traffic patterns

Program/Curriculum Needs

Study current facilities and needs for specialized program areas at all campuses, particularly career and technical areas at high school level but also including physical education space at all levels. Make recommendations to not only address current needs, but to carry the district forward in this area.

Technology

Review district wide current technology infrastructure and needs. Develop a long term plan that will empower and equip for the other stated needs in the long term master plan, including 21st Century Learning Environments.

21st Century Learning Environments

Seek opportunities to provide flexible, collaborative learning environments at current campuses as well as potential new campuses, with particular emphasis on college and career readiness.

Renew, Attract and Retain

Review physical condition and assessments of all current facilities and make recommendations. Prioritize renovations and remodel work needed to maintain or obtain educational adequacy, code compliance, and safety. Identify ways to improve the image of the district through the "first impression drive-by look" while improving the environment for our students and faculty.

BRAZOSPORT INDEPENDENT SCHOOL DISTRICT

Long Range Facilities Planning Committee
2014 Bond Program
Meeting #1

March 27, 2014



INTRODUCTIONS

Welcome to the committee!

Lets get to know each other....

It is important we have current, up to date contact information for each committee member and visitor. We will record and publish attendance at each committee meeting/function.

AGENDA

- Welcome and Introductions
- Long Range Facilities Planning Committee Overview
 - LRFPC purpose, objectives and responsibilities
 - Designation of a Chairman, Secretary
- Current District Background Information
- Charge to the Committee from the Board of Trustees
- Guiding Principles; discussion
- Master Schedule/Meeting overview
- Meeting Schedule

LONG RANGE FACILITIES PLANNING COMMITTEE



LONG RANGE FACILITIES PLANNING COMMITTEE

- What is a Long Range Planning Committee (LRFPC)?
 - A group of community and school district members that come together to study the facility needs of a school district. Ultimately, to recommend a specific proposal to the Board of Trustees to call a bond election.
- Why are we forming a LRFPC?
 - We want you to have input! LRFPC participants reflect larger community values, needs and desires.

You are Brazosport ISD – past, present, and future!

LONG RANGE FACILITIES PLANNING COMMITTEE

- Membership represents a broad cross-section of the community, including parents and non-parents, business owners, community leaders, retirees, District staff, and community leaders.
- There will be an advisory team (non-voting) including some BISD administrators, architects, facilitators, and other support members.
- After tonight's first meeting, the Committee Chairman will facilitate the committee's efforts.

OBJECTIVES & RESPONSIBILITIES

- To represent the entire community in the planning process.
- To review and prioritize the current and future district needs.
- Respect all views and input, and be objective in your evaluations.
- To develop and present a recommendation or proposal(s) to the Brazosport ISD Board of Trustees that will include what projects and items should be included and how much money should be requested in a potential November 2014 bond election.

ELECTION OF OFFICERS

- Chairman
 - Lead each committee meeting according to the agenda
 - Facilitate large group discussion on all information provided
 - Make sure that committee stays focused and on track
 - Make sure that all ideas and/or positions are heard and given equal time
 - Present formal presentation to the Board of Trustees with LRFPC's final recommendations

ELECTION OF OFFICERS

- Secretary
 - Record and prepare accurate notes including actions of the committee at every meeting
 - Submit typed notes to BISD Superintendent after the meeting
 - Ensure all minutes, actions and agendas are posted on website
 - Secretary will be selected by the Chairman and introduced at a future meeting

COMMUNICATION

- Perception can be more powerful than FACTS.
- The best way to change perception is to COMMUNICATE facts effectively.
- TRANSPARENCY is the best way to avoid the rumor mill.
 - Post every meeting's agenda and schedule in advance
 - Post minutes from every meeting within 48 hours

COMMUNICATION

- District communication tools:
 - Website
 - Communication Network(s)
 - Superintendent visibility –Campus visits, attending various athletic events, musical and theater performances, etc.
 - Press releases and newspaper advertisements – School Messenger
 - Managing Social media – Twitter/Facebook
 - DEIC, CEIC, Leadership BISD, etc
 - Community meetings (ie. Chamber, Rotary, Churches, etc.)
 - Board meetings



CURRENT DISTRICT INFORMATION

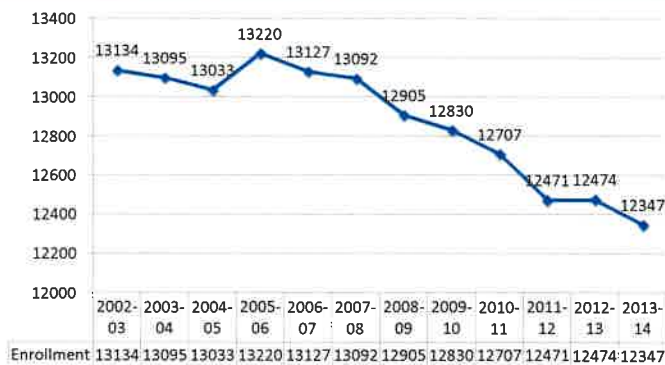
BRAZOSPORT ISD'S DISTRICT IMPROVEMENT PLAN

- **Mission Statement:**
 - The mission of Brazosport ISD is to develop and empower the whole student with the capacity to excel in an every-changing world.
- **Vision**
 - Pursuing innovation to make a difference for tomorrow.
- **Value Statement**
 - Every child deserves the highest quality education.
 - Everyone is accountable for student success.
 - Collaborative partnerships are valuable.
 - The development of leadership throughout the organization is critical to our success.

DEMOGRAPHIC PROFILE

- Current student enrollment – 12,347 students
 - African American – 8.3%
 - White – 37.6%
 - Hispanic* - 50.9%
 - *Fastest growing population
- Economically disadvantaged – 57.2%
- At-risk - 44%
- CURRENTLY LOSING STUDENTS

DEMOGRAPHIC PROFILE



ACADEMICS AND STUDENT ACHIEVEMENT

- College Board AP District Honor Roll
- College Readiness Award
- US News & World Report—One of America's Best High Schools
- State Championship Football, Baseball, Softball and Swimming
- 5A State Honor Band
- Award Winning Marching Band Programs
- Critically Acclaimed Choir, Orchestra Programs & Musical Productions
- Award Winning Drill & Dance Teams
- State of the Art Professional Performance Facility
- Elementary Music and Integrated Art Programs

ACADEMICS AND STUDENT ACHIEVEMENT (Cont.)
<ul style="list-style-type: none">• Outstanding Local, State & National Art Awards• Advanced Placement Art Curriculum• Award Winning FFA Trap Shooting• Texas Honor Circle Awards• Title I Distinguished Campuses

ENHANCED ACADEMIC PROGRAMS
<ul style="list-style-type: none">• Advanced Placement Offerings• Students also have the opportunity to earn:<ul style="list-style-type: none">– Technical Dual Credit at Brazosport College– OSHA (Occupational Safety & Health Administration)– ServSafe (Food Handler Certification)– Microsoft Office Specialist (MOS)– AWS (American Welding Society)– NCCER (National Center for Construction Ed & Research)– Certification/License in Cosmetology

DISTRICT ACCOMPLISHMENTS
<ul style="list-style-type: none">• 2012 Bond Program Success<ul style="list-style-type: none">– Oversight by 15 member Citizens' Bond Oversight Committee– Meet as needed but at a minimum Qtrly– 1.5 yrs into the program – Total P.O.'s issued – \$16,985,919 or 41.77% completed or in progress. Actually paid \$14,390,951.– Most projects have been under budget.– Reallocations approved by Oversight Committee and Board of Trustees.

SUMMATION - STEPS TO SUCCESS
<ul style="list-style-type: none">• Step 1: FINANCES - Finances are in order.• Step 2: ACADEMICS - Academics are improving.• Step 3: BUILD ON TRUST - Communication and trust within the community is growing.• Step 4: FACILITIES - Current Objective <p>We need to address the six guiding principles to make best use of our facilities to provide optimum opportunities for our students.</p>

CHARGE TO THE COMMITTEE FROM THE BOARD OF TRUSTEES

- The Brazosport Board of Trustees hereby charges the Long Range Planning Committee to utilize the following guiding principles as a basis and starting point to develop recommendations for the board's consideration in a potential November 2014 Bond Program. The board is open to other ideas the committee may wish to present, however these principles represent the board's priorities, in no particular order. The recommendations of the committee will be reviewed by the board periodically, and may be acted upon by August 2014 for a November referendum. The committee should work closely with BISD staff and constituents to accomplish these recommendations.

GUIDING PRINCIPLE #1

- **Efficiency**
 - *Seek ways to improve operating efficiencies across the district.*
 - Attendance zones: study current zones and explore options that combine or realign zones to decrease travel time for transportation, reduce redundancy and maximize capacity usage at facilities. Explore grade level alignments with consideration towards potential revisions.
 - Energy use: explore ways to increase energy efficiency at current schools, and provide guidelines for potential new facilities.
 - Facility use: analyze current use and capacity models, and review in conjunction with attendance zone realignment. Study potential larger new elementary facilities to allow combination of multiple smaller under-capacity older campuses.
 - Pre-k education: look at advantages and disadvantages of centralized pre-k facility rather than current model of pre-k on every elementary campus.

GUIDING PRINCIPLE #2

- **Safety/Security**
 - *Analyze all current campuses and provide recommendations to implement district wide standards in the following areas:*
 - Site security
 - Visitor control
 - Access control
 - Traffic patterns

GUIDING PRINCIPLE #3

- **Program/Curriculum Needs**
 - *Study current facilities and needs for specialized program areas at all campuses, particularly career and technical areas at high school level but also including physical education space at all levels.*
 - Make recommendations to not only address current needs, but to carry the district forward in this area.

GUIDING PRINCIPLE #4

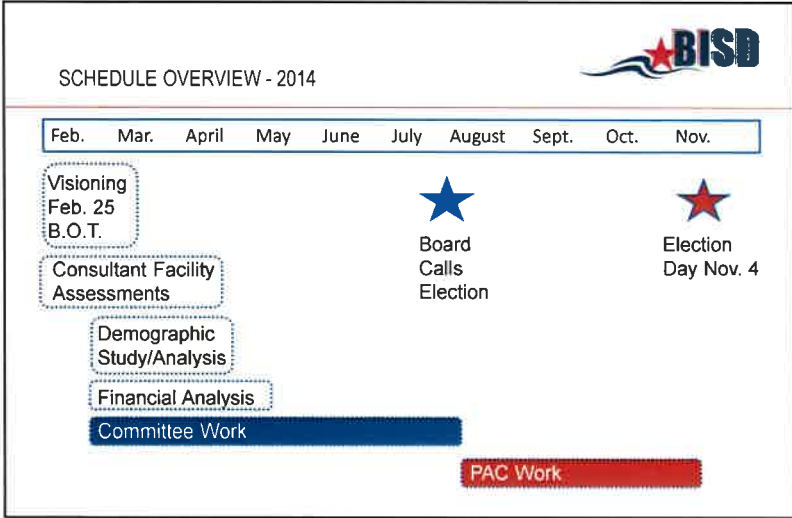
- **Technology**
- Review district wide current technology infrastructure and needs.
 - Develop a long term plan that will empower and equip for the other stated needs in the long term master plan, including 21st Century Learning Environments.

GUIDING PRINCIPLE #5

- **21st Century Learning Environments**
- Seek opportunities to provide flexible, collaborative learning environments at current campuses as well as potential new campuses, with particular emphasis on college and career readiness.

GUIDING PRINCIPLE #6

- **Renew, Attract and Retain**
- Review physical condition and assessments of all current facilities and make recommendations.
 - Prioritize renovations and remodel work needed to maintain or obtain educational adequacy, code compliance, and safety.
 - Identify ways to improve the image of the district through the "first impression drive-by look" while improving the environment for our students and faculty.



MEETING DATES

- **FIRST MEETING**

- Thursday, 3/27/14: 6:00-7:30pm, Buc Room

- **SECOND MEETING**

- Time, place?

- **THIRD MEETING**

- Thursday, 4/24/14: 6:00 – 7:30pm, Buc Room

- **FOURTH MEETING**

- **FIFTH MEETING**

- **SIXTH MEETING**

- Tours: Saturday bus tour of all facilities

Brazosport Independent School District
Long Range Facilities Planning Committee Meeting Attendance
On March 27, 2014

Committee Members Present:

Bass, Brooks
Cole, Marla
Cundieff, Casey
Guilherme, Mary
Handly, Adam
Lindsey, Drew
Martin, Jim
McCollough, Terry
Olvera, Al
Perez, Dawn
Rayburn, Duane
Redden, Johnnie
Stephenson, David
Strambler, June
Strawn, Melissa
Trahan, John
Tidwell, William
Vandaveer, Mike
Villanueva, Lynda

Committee Members Absent:

Campos, Rev. Hector
Karamian, Anna
Koch, Jim
McKay, Scott
Roznovsky, Gerald
Starr, Kimberly
Villanueva, Gabriel
Wiley, Savannah

BISD Staff Members Present:

Babb, Denise
Barnes, Ronald
Burger, Monty
Craig, John
Damian, Eddie
Galaviz, John
Garapetian, Irenna
Gardner, Nance
Holacka, Karin
Kelley, Rebecca
Kloss, Lorrie
Kocurek, Clint
Massey, Danny
McCoy-Jackson, Sandra
Morris, Laura
Nabors, Jennifer
Schaefer, Dan
Wright, Sarah



Long-Range Facilities Planning Committee
Meeting - March 27, 2014 at 6:00 PM

Name	Signature
MEMBER	
Bass, Brooks	
Campos, Rev. Hector	
Cole, Marla	Marla Cole - Fisher
Cundieff, Casey	Casey Cundieff
Guilherme, Mary	Mary Guilherme
Handly, Adam	Adam Handly
Karamian, Anna	
Koch, Jim	
Lindsey, Drew	
Martin, Jim	
McCollough, Terry	Terry McCollough
McKay, Scott	
Olvera, Al	Al Olvera
Perez, Dawn	Dawn Perez
Rayburn, Duane	Duane Rayburn
Redden, Johnnie	Johnnie Redden
Rinehart, Joe	
Roznovsky, Gerald	
Starr, Kimberly	
Stephenson, David	
Strambler, June	June Strambler
Strawn, Melissa	Melissa Strawn
Trahan, John	
Vandaveer, Mike	
Villanueva, Gabriel	
Villanueva, Lynda	Lynda Villanueva
Wiley, Savannah	
William, Marshall	
Willson, Kirk	
Tidwell, William	
Garapetian, Irenna	Irenna Garapetian

BISD
Staff

