



Crabtree, Rohrbaugh & Associates - Architects

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Maryland • Pennsylvania • Virginia • West Virginia

STUDY PROGRESS MEETING REPORT

February 27, 2019 | 9:00AM

Wilson School District | District-Wide Feasibility Study
CRA Project No. 3180

In Attendance: E-mail

Wilson School District	
Dr. Richard Faidley	fairic@wilsonsd.org
Dr. Matthew Flannery	flamat@wilsonsd.org
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On February 27, 2019, at 9:00AM a meeting was held at the Wilson School District Administrative Office for the purpose of reviewing the study progress. The below represents the writer’s understanding of the issues and items of discussion at the above Study Progress Meeting.

Work In Progress / Status

- Identified High School M/E/P building system survey complete, as well as the interior architectural survey of the high school buildings.
- Submitted draft M/E/P costs for the high school.
- Facility condition index / cost estimating ongoing.
- It was identified that as part of the district’s facilities plan, the roof of the lower high school building, as well as those of the middle schools, are in need of repair/replacement. Further discussion centered on the benefits of a Tremco restoration system, which is less expensive and can come with a 30-year warranty.
- District reiterated proper coordination will need to occur in conjunction with the study and the district’s facilities plan regarding what items should be removed in anticipation of work being performed under a larger project as a result of the study.

Educational Programming

- Confirmed visioning exercises to occur on March 14th from 2:00 p.m. – 4:00 p.m. for the elementary level, and March 19th from 2:00 p.m. – 4:00 p.m. for the secondary level. Exercises to be held in the board room.
- District confirmed twenty-one people have been invited for each exercise. Projection will be made available, with the configuration of the tables in a “U” shape facing the wall, which will have various images posted underneath the projection area.

- It was agreed upon that as part of the visioning exercise, additional cafeteria and flex space photographs are to be included.

Enrollment

- CRA confirmed enrollment projections have been obtained for K-5 and 6-8 grade groupings.
- Projections for all grade levels are shown in comparison to actual data where applicable.
- It was agreed upon that CRA would show an additional five years as part of the projections. In addition, as part of the presentation to the board, a ½ page summary should be provided in addition to the back-up data.
- CRA indicated the current use of spaces for this high school have been received, and requested the same be provided for the remaining district buildings.
- As part of the study, the enrollment (both current and projected) will be compared to each building's current capacity. CRA indicated that at the elementary level, the utilization target number should not exceed 85%. At the secondary level, that target number should not exceed 90%.

Guiding Principles

- CRA provided an example of preliminary guiding principles for the district to use as a guide. Guidelines were broken out into three categories: general, primary/elementary school, and middle/high school.

March 4th Board Meeting*

- Confirmed pre-board meeting time of 6:00 p.m.
- The power point presentation was reviewed, with some select modifications made.

Upcoming Tasks

- Architectural surveys for the remaining district buildings.
- Site surveys for all the district buildings.
- Exterior architectural survey for the high school.
- CRA and district will coordinate next meeting, to be held sometime in April.
- District indicated they would like to move forward with the construction of the baseball field on campus, as well as field lighting. CRA to contact civil engineer ASAP, with the understanding the desire is to have the work proceed this summer.

Any authorized persons who take exception to any statement in this report shall notify the writer, within five (5) days from the date of receipt of this report, stating in detail the correction or omission. Otherwise, this report shall be considered correct and final.

*Note: board presentation was moved to March 18th; pre-board meeting at 6:00 p.m. and public meeting at 7:00 p.m.