

**KICK-OFF MEETING
WILSON SCHOOL DISTRICT– PHASE 1**

December 7, 2020

In Attendance:

Dr. Richard Faidley
Dr. Stacey Stoudt
Dr. Chris Trickett
Christine Schlosman
Jeff Simcox
Karen Troutman
John Lewis
Leah Shiley
John A. Beddia
Dr. Fred Withum
Chris Barnett

Representing:

Superintendent, Wilson S.D.
Assistant Superintendent of Elementary, Wilson S.D.
Assistant Superintendent of Secondary, Wilson S.D.
Chief Financial Officer, Wilson S.D.
Dir. of Operations, Wilson S.D.
Dir. of Public Relations, Wilson S.D.
Vice President, Barry Isett & Associates
Dir. of Client Relations, Crabtree, Rohrbaugh & Associates
Dir. of Operations, Crabtree, Rohrbaugh & Associates
Dir. of Educational Planning, Crabtree, Rohrbaugh & Assoc.
Senior Project Manager, Crabtree, Rohrbaugh & Associates

On December 3rd, 2020, a kick-off meeting was held virtually. The following is the understanding of the issues/facts discussed:

Team Communication:

1. Reviewed key roles/responsibilities & lines of communication:
 - Contractual items/board approvals – Dr. Faidley & John Beddia
 - Budget – Christine Schlosman, Dr. Faidley & Chris Barnett
 - Educational Programming – Dr. Trickett, Dr. Stoudt, Dr. Withum & Chris Barnett
 - MEP/Structural/Civil components – Jeff Simcox, John Lewis, Jeff Shyk & Chris Barnett
 - Public Relations – Karen Troutman & Leah Shiley
2. CRA noted the AIA B101 agreement has been finalized per the solicitor's requests and have forwarded 3 originals to Dr. Fairley's attention for execution. Upon execution, CRA will engage the necessary consultants.
3. Meeting Schedule: It was agreed upon that the design/administration team will meet bi-weekly on Tuesdays from 10:00 am to noon throughout the duration of the design phase. Initial start date to be determined.

Phase 1 Work:

1. District Goals & Priorities:
 - Dr. Faidley noted transparency with the school board and community is essential.
 - The district requested CRA provide adequate notice regarding key decisions impacting the scope or cost of the project(s). CRA noted each phase of the design process will provide an update to the scope of work and budget.

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- It is the districts desire to implement any potential cost savings and/ or scope reductions during the schematic design phase.
 - Faculty/staff involvement is essential, specifically with regards to technology, food service and performing arts. CRA agreed and noted other specialized consultants may also be utilized; i.e. stage lighting, acoustics etc.
 - It is preferred that both the High school and New Elementary school projects proceed design together.
2. Building Tours / Virtual: The district requested CRA provide a list of potential projects to tour either in person or virtually. CRA noted this is beneficial for the design team early in the programming process. Upon district review and input, CRA will share plans and photos of completed projects and/or arrange on site tours.
3. Project Schedules:
- CRA presented a sample schedule of the high school project from schematic design thru bidding. The same tasks can be applied to the new elementary school.
 - Key responsibilities were identified for each phase of design (over a 9-month period) and included anticipated board-approval and faculty/staff meeting dates. District reiterated the desire to have community involvement included in the schedule at the appropriate time.
 - CRA noted other internal coordination meetings (MEP & Civil) will take place at the appropriate time.
 - The schedule identifies milestone dates for sharing updated cost estimates at each phase.
 - CRA will provide an updated schedule for both building projects, including more detail on all the various meetings as needed.
4. High School/DAO & New Elementary School:
- The district requested consideration of bidding both projects together, separate and combined bids, to obtain the most cost-effective bid results.
 - A staffing analysis will be necessary to determine cost impact for the new elementary schedule.
 - CRA to provide a preliminary educational program (current schematic design concepts) for further discussion on both projects.
 - District confirmed CRA is to hold on proceeding with the Lincoln Park site analysis until they can obtain further information regarding an alternate site location.
 - District confirmed that the maximum desired capacity of the proposed new elementary school remains at a maximum of 700 students.
 - CRA noted direction regarding the location of the DAO and or relocation, will be necessary to finalize the scope and cost of the High School project.

cc: All Attendees