

Le Roy-Ostrander Public Schools Facilities Task Force Recommendation Report

Presented to the school board:
Tuesday, May 16, 2017

Le Roy-Ostrander Public Schools Facilities Task Force Recommendation Report

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Facilities Task Force

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Overview

Problem Statement: Lack of effective and efficient educational space, compounded by the lack of a plan for current and future needs.

Goal Statement: To create a comprehensive facility plan, supported by community stakeholders, which provides an effective learning environment for current and future needs.

What was needed to gain community support?

- to understand the community's perspective, to plan for growth and the related tax impact
- to have collaboration and on-going communication with community leaders and others

Why was the Facilities Task Force started?

As a result of the failed referendum in November 2016, concerned community members felt there should be a re-evaluation of the needs for the school and addressed it with the school board. At the November 22, 2016 school board meeting, the school board moved forward with the idea of creating a Facilities Task Force. The school board then publicly posted a request for volunteers to form said group. Volunteers were selected at the December 2016 board meeting, and the first meeting dates were set to include an open community forum.

Facilities Task Force Overview:

An open community forum was held on January 4, 2017 to kick start the process. Additional Facilities Task Force members were added at the open community forum. From there, the Facilities Task Force moved forward with suggestions from the community forum. It was determined that recommendations would be based on a 15 to 20 year viability plan. The Facilities Task Force met an additional 15 times over a 5 month period. Meetings were facilitated by Gary Kuphal, a former Le Roy-Ostrander Schools Superintendent, who was selected by the school board.

The Facilities Task Force met/spoke with the following companies/people:

- Braun Intertec - Greg Olson, indoor air quality testing
 - Art Johnston, structural engineer – provided feedback on their report
- Custom Alarm - Loren Week, security
- Dunham Associates - Rob Gelle, mechanical engineering firm
- Eagle Ridge Tactical Consulting, L.L.C. - security
- G. A. Ernst & Associates, Inc. – Greg Ernst, energy audit
- Le Roy Lumber Yard - estimate materials for front entrance wall/doors
- MEP Associates - Luke Johnson, feedback regarding UNESCO report
 - Recommended by Aaron Benike, Benike Construction

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- Predictive Technologies, Inc. - Gregg Swartz, system and equipment analysis
- Rochester Public Utilities - Dru Larson, mechanical engineer
- Southern Minnesota Initiative Foundation (SMIF) - Teri Steckelberg, daycare
- UNESCO - further discussion in January 2017 regarding questions on proposal
- Winona Heating and Ventilating - Paul Krukow, HVAC system
- Tim Bly – school lead custodian
- Aaron Hungerholt, school principal - space concerns and tour of the building
- Deb Reburn, school readiness coordinator and teacher – preschool programs

The Facilities Task Force is made up of one facilitator and 25 school district residents.

- Facilitator:
 - Gary Kuphal
- School Board Members:
 - Steve Kasel
 - Justin Kennedy
 - Britt Wehrenberg
- School Faculty:
 - Angie Kennedy
 - Jill Soltau
- City Council Members:
 - Gene Miller, Le Roy
 - DJ Start, Ostrander
- Other Community Members:
 - Teresa Frazer
 - Jennifer Gumbel
 - Kevin Janssen
 - Brad Johnson
 - Dave Kasel
 - Lynda Koch
 - Damon Lazzara
 - Tim Lewison
 - Dan Lohuis
 - Dan Lowe
 - Dave Lunning
 - Richard Nagele
 - Carolyn Nagele
 - Kate Rohrer
 - Leonard Soltau
 - Tom Soltau
 - Wendy Vikre
 - Mike Welsh

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HVAC System

Indoor Air Quality

An indoor air quality test was done by Braun Intertec. Items tested as part of the indoor air quality test were carbon dioxide (CO²), carbon monoxide (CO), relative humidity, and temperature. Over a five day period, 19 classrooms and the big gym were tested for a 24 hour period each. The big gym was tested during a girls' basketball game when the gym was being utilized. There were no glaring issues found; however, some of the classroom CO² levels did exceed guidelines during peak capacity, but these levels never reached a potentially harmful level per OSHA guidelines during an 8 hour period. The average level of CO measured safely in all of the test locations. The relative humidity was found to be of normal levels relative to the ambient weather conditions at the time of testing. The room temperatures were found to be within recommended comfort ranges in all test locations. Details can be found in the attached report from Braun Intertec.

Mechanical Equipment Assessment

A mechanical reliability study analysis, a mechanical integrity - steam piping thickness test, and a building envelope infrared study were done by Predictive Technologies, Inc.

Mechanical Reliability Study: Overall evaluation of the school's mechanical equipment revealed it is operational or if recommissioned can be made to be operational. The inspection noted a lack of scheduled preventative, predictive, and proactive maintenance. Implementation of scheduled reliability and/or condition-based maintenance could provide a solution to most of the problems discovered. Although the age of certain sections of the school may be of concern, the report noted that this equipment still has a useful life. A plan may be put in place for the older equipment to be updated and/or have replacement parts on hand. It should be noted that not all units were opened up for thorough evaluation and assumptions were made when looking at similar units. This applies to unit ventilators and unit heaters. All roof top units, exhaust fans, and makeup air units (except shop) were tested and at least visually inspected. Details can be found in the attached report from Predictive Technologies, Inc.

Mechanical Integrity - Steam Piping Thickness Testing: Approximately 5% of the piping was tested. A limited number of samples were taken due to accessibility, time, and cost. Problem areas were found to be in the small lines and the threaded areas of those small lines. It was suggested that areas be tested over a number of years until all pipes are tested and assessed. Testing of this kind is done for safety and preventative maintenance purposes. Details can be found in the attached report from Predictive Technologies, Inc.

Building Envelope Infrared Study: Scanning of the exterior of the building showed signs of heating inefficiencies at some windows, sidewalls, and areas of the roof. This was a brief overview and additional scanning is recommended. Details can be found in the attached report from Predictive Technologies, Inc.

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Energy Efficiency Evaluation

An energy efficiency evaluation was done by G. A. Ernst & Associates, Inc. Their recommendations regarding the HVAC system included the following:

- Recommission/Calibrate
 - Steam boilers and steam distribution system
 - Unit ventilators, unit heaters, radiant furnaces, and air handlers
 - Energy management, sensors actuators and thermostats
- Balance stale air exhaust with fresh air ventilation
- Steam trap recommissioning, eliminate abandoned and/or duplicative steam equipment and optimize steam boiler operation
- Replace rooftop and forced air furnace equipment abandoned and/or duplicative steam equipment, and optimize steam boiler operation
- Replace air handlers with rooftop to reduce steam heating and provide AC
- Install duct-less heat pumps to eliminate steam boiler operation spring/fall and AC
- Install electric heat as applicable to provide supplemental heat in spring/fall
- Boiler1 (1990) replacement and eliminate dual-fuel oil back-up

Details can be found in the attached report from G. A. Ernst & Associates, Inc.

Facilities Task Force Recommendations:

1. *Contract with a company like Predictive Technologies, Inc., Winona Heating and Ventilating, etc. to:*
 - a. *Develop and create a maintenance and documentation plan*
 - b. *Assist and train our custodial/maintenance staff with a daily/weekly/monthly maintenance schedule and proper documentation*
 - c. *Monitor and help maintain the mechanical system*
 - d. *Train our staff on the Building Automated Control System (BAS)*
2. *Recommission/calibrate the current system*
3. *Improve ventilation in the temporary elementary classrooms by adding exhaust vents/fans, fresh air intake, and dual zone temperature control and correct any mold issues that may exist*
4. *Reclaim/recommission vents and exhaust fans that have been covered up with the steel roof to bring the building back to "design" to balance stale air exhaust with fresh air ventilation, starting with elementary, high school, common areas, and then other remaining areas*
5. *Get all areas of the building connected to the BAS for energy efficiency and ease of control*
 - a. *Currently approximately 75% of the building is connected to the BAS*
 - b. *Connect the remaining 25% to the BAS wirelessly or whatever is most cost effective for the area*
6. *Future consideration: As rooftop units fail, consider replacing them with units that would include air conditioning.*

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Safety and Security

A security assessment was done by Custom Alarm. Their recommendations included:

- Provide door status switches on all perimeter doors with the exceptions of doors 19, 20, and 21. These doors are located in the pool area and do not provide any direct access to the school. The remaining doors would be monitored by Custom Alarm 24-hour response center, and there will be local enunciation in the district office. If a door is held open or ajar, notices will go to the offices.
- A new entry reader would be installed on the interior door at the district office entrance.
- The existing five reader locations would be rewired due to improper wire being used in the original installation.
- System lock down buttons would be installed in both the high school and district offices. When the button is pushed, the key fobs become deactivated to prevent anyone from entering the building.
- Replace the existing fire control panel, as it is no longer supported by the manufacturer. There are also some smoke and heat detectors and manual pull stations that are not needed and can be removed. Interface the access control system to the fire alarm system in order for door holder devices to release upon activation. The current fire doors already shut in case of fire.

Details can be found in the attached report from Custom Alarm.

A security assessment was done by Eagle Ridge Tactical Consulting, L.L.C. Their recommendations include:

- Secure front main entry with two cameras and an electric strike operated from the district office or elementary office with a specialized glass.
- Install a security system to alert office personnel when a door is propped open. Install a camera to see all doors so the person propping the door open can be identified.
- Install fence with a gate from the west wall face building wall by the steps over to the west side of the gas meter.
- Install a concrete pad to anchor the bike rack securely to the ground.
- Remove overgrown bushes so that someone can't hide in or behind them.
- Install outside lights that work.
- Install some type of cone safety device on the gas line for the pool so that it will limit someone to use the gas line as a way onto the entire building roof.

Details can be found in the attached report from Eagle Ridge Tactical Consulting, L.L.C.

Facilities Task Force Recommendations:

Security

1. *Secure and remodel front entrance*
 - a. *3rd set of secure doors placed past the trophy cases with buzzer system in administrative offices*

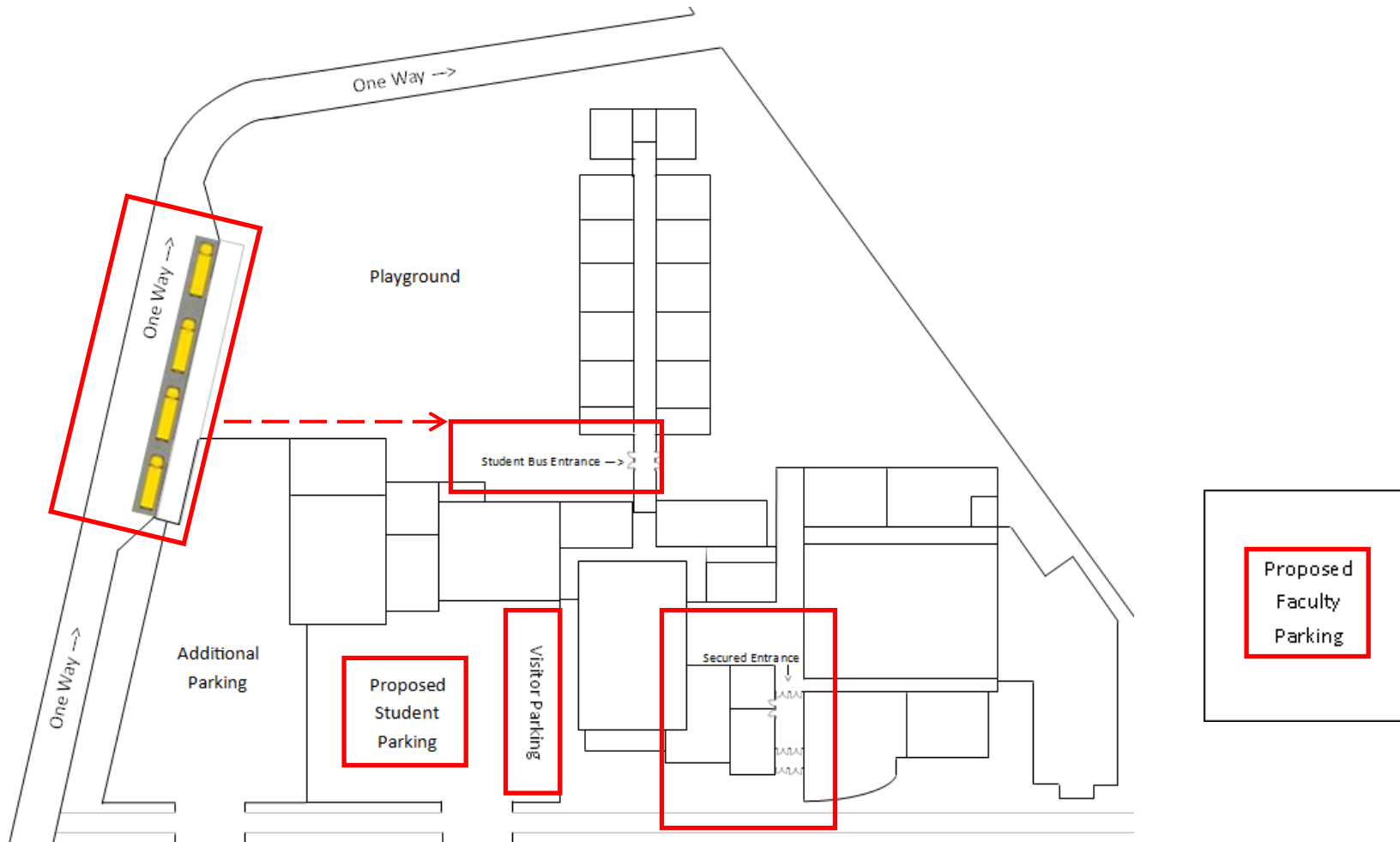
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- b. *Waiting area created in secured area between 2nd and 3rd set of doors*
 - i. *All parents/visitors to remain in waiting area after checking in at the office until child or staff member is able to meet them there*
2. *Secure all remaining entrances with alarms and cameras*
3. *Consider consulting companies like Custom Alarm, Ban-Koe, Eagle Ridge Tactical Consulting, L.L.C., or other similar companies*

Safety

1. Consider switching faculty and student parking lots for additional student safety by not crossing County Road 14
2. Remove the housing structure on the West property
3. Add driveway around back of school for safe bus drop-off and additional parking
 - a. Create an additional parking lot on the West property
 - b. Driveway should be a one-way with buses entering from Highway 56 and exiting on County Road 14

EXAMPLE: New bus drop off/pickup location, one way driveway, secured front entrance



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School Readiness Programs and Educational Classrooms/Space

School Readiness Programs

Deb Reburn, school readiness coordinator and teacher, spoke with the Facilities Task Force regarding the school readiness programs for children who are age four by September 1 and early learners for children who are age three by September 1. This year there are two sections for each class. The programs have grown with a push from the state, but funding has not always followed. Deb stated the state is encouraging schools to add more and more time. Some schools offer a four day a week preschool program and some have even gone to five days a week for the four year old program. It was also stated that the school does not have the space to offer more since the school readiness programs only have one classroom. Deb has been in the temporary classroom for a while now, but as the years have gone on, there have been a number of concerns that have come up with the location including mold as rain came in under the siding. She also addressed concerns regarding poor ventilation and air circulation as she usually is opening the window, even in the winter. There is also only one thermostat, which is located in the other classroom, to control both rooms.

Educational Classrooms/Space

Aaron Hungerholt, school principal, spoke with the Facilities Task Force regarding space needs and provided a school tour to the Facilities Task Force. During the tour, the Facilities Task Force looked at the building usage and came to the conclusion there is very little, if any, extra space. Aaron was asked to look at curriculum and what areas are not sufficient. He was also asked to look at future needs which the Facilities Task Force should be aware of as they move forward with their recommendations. Aaron then attended a Facilities Task Force meeting as a follow-up to provide information regarding current and future needs. The Certified Nursing Assistant (CNA) program room is filling up with students from other schools and may be used for second semester as well. The school also received the Minnesota math core grant for grades 4-8 and currently has the reading core grant for grades K-3. The core programs are for students who do not qualify for special education but are below grade level. These two grant programs are year by year. The school will have to find another classroom in order to work with the students. The school also currently shares their social studies teacher with Southland, and Aaron believes the school would need her back full time. That room is currently shared and would need to be relocated as well. Right now, the school is full, and they will need to be creative with spacing. Aaron is always looking for programs for the school. The programs are all paid for by grants, we just have to get them the space. Another space concern Aaron has is regarding the current 3rd grade class of 35/36 students. When they reach the high school, the class will still need to be split, as some of the rooms cannot hold that many students.

Facilities Task Force Recommendations:

- 1. Develop a plan to replace existing temporary two classroom structure on the North end of the elementary with a permanent structure of three to four classrooms within five years*

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Additional Considerations

Energy Efficiency Evaluation

An energy efficiency evaluation was done by G. A. Ernst & Associates, Inc.

Their recommendations regarding other energy efficiencies and cost savings included the following:

- Confirm T8 ballast LED compatibility
- Install 12-watt T8 LED lamps OR install 12-watt LED lamps and LED drivers
- Replace interior LED fixtures
- Replace exterior LED fixtures
- Sales tax exemption from Minnesota Energy Resources and Alliant Energy
 - Retroactive three years

Details can be found in the attached report from G. A. Ernst & Associates, Inc.

School Operated Daycare

Southern Minnesota Initiative Foundation (SMIF) was invited to a Facilities Task Force meeting to present on the programs they offer. SMIF supports local efforts to create and grow strong early childhood development programs that provide a quality learning environment, achieve results, and have a positive impact on the children and families served. It was determined that SMIF has many opportunities for our community to support local daycares and early childhood development. Jennifer Gumbel volunteered to lead a separate group in discussions on creating an Early Childhood Initiative (ECI) program for the community. Daycare within the school was considered to no longer be a part of the Facilities Task Force's tasks.

Pool

The Facilities Task Force discussed the future and current state of the pool. It was determined that the Facilities Task Force would not be pursuing this topic and would leave it up to the school board, pool board, and city council for discussion.

Tour Observations

Continuous improvements of the building and grounds through annual deep cleaning, maintenance, repair, and updating efforts. Encourage staff and students to take pride and ownership in the building.

Facilities Task Force Recommendations:

1. *Energy/cost savings:*
 - a. *Lighting – LED bulb replacement plan as bulbs burn out*
 - b. *Submit for tax exemption status through Minnesota Energy Resources*
 - c. *Submit for refund of sales tax up to 3 years retroactive from MN Dept of Revenue*

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- d. Submit for additional rebates per G. A. Ernst & Associates, Inc. report through Minnesota Energy Resources and Freeborn Mower Cooperative Services, if applicable*
- 2. Continuous improvement of building and grounds appearance:*
 - a. Tuck pointing of exterior*
 - b. Create an appearance improvement plan*
 - i. Create a rotating appearance improvement plan*
 - 1. Tile/paint/flooring/fixtures*
 - ii. Exterior - annually*
 - 1. Mold removal off brick – pressure washing*
 - 2. Landscaping – manicured and trimmed*
 - iii. Interior - annually*
 - 1. Deep cleaning of all areas*
 - c. Restrooms*
 - i. Visitor restrooms on main level off commons – remodel/update*
 - ii. Continued maintenance/replace fixtures on all restrooms as needed*

Items not supported by the Facilities Task Force:

- School operated daycare facility (ages 0-3)
- No additional square footage added for new administrative offices
- Full replacement of the HVAC system

Summary

The process began with a community forum identifying the school district's Strengths, Weaknesses, Opportunities and Threats (SWOT) along with a 15-20 year viability plan. The Facilities Task Force utilized the information from the SWOT analysis, along with the additional information gathered during the process, to help develop their recommendations relating to facilities and suggests that the school board utilize this information to develop a long range strategic plan.

While the Facilities Task Force does not have actual costs, we have reason to believe that these recommendations would cost considerably less than that of the proposed levy and bond referendum voted on in November 2016.

While some of the Facilities Task Force recommendations may require a bond referendum, the timing and scope of the referendum will be left up to the school board.

The Facilities Task Force would like to thank the school board for the opportunity to have community involvement and allowing us the time, space, and funds to complete a thorough due diligence on behalf of the community for the future of the school.