



TO: BOARD OF DIRECTORS  
FROM: STEVE LIDGARD, EXECUTIVE DIRECTOR – BUSINESS SERVICES  
SUBJECT: FACILITIES MASTER PLAN  
DATE: APRIL 20, 2021  
TYPE: INFORMATIONAL

A facilities master plan shall be developed to efficiently manage the district's present and future facility's needs. We recommend that Liz Jamieson, Director of Capital Projects, coordinate and lead this process. Attached is a plan and proposed timeline developed by the capital projects team to accomplish this goal.

Apr-21

## **Capital Facilities Evaluation and Planning**

The Stanwood-Camano School District will be working on a 10-year Capital Facilities Plan over the next year. The goal of this plan is to evaluate the condition of our existing buildings, assess program needs, define future goals, and compile a final report to present to the SCSD Board of Directors and the community.

This report will be compiled in-house. The tentative approach for completing the project will be as follows:

1. Provide an overview of district owned properties. General information to be included:
  - Year built; property acreage; building condition; number of students housed; special populations/programs housed.
  - Safety and security evaluation: perimeter security; building access control; seismic condition (high level evaluation).
  - Site condition.
2. Interview Leadership team about program needs:
  - Anticipated program growth or decline.
  - Areas where current buildings do not meet needs.
3. Complete enrollment projections.
4. Community input:
  - Work with focus group to evaluate current conditions and future needs (consider utilizing the already formed Levy Committee).
  - Define projects and project scope.
  - Prioritize projects.
5. Funding options:
  - Assign rough estimates to projects.
  - Evaluate ways to fund projects.
  - Analyze impact funding will have on the tax base.
  - Re-prioritize projects as needed.
6. Present draft report to board:
  - Receive board input.
  - Modify report as requested.
7. Finalize report and present to board.

Apr-21

The goal is to have this report finalized by February, 2022 with milestones as follows:

- Evaluate existing facilities: June '21 – August '21
- Funding Options: July '21
- Leadership team interviews: September '21 – October '21
- Enrollment projections: September '21
- Community Input: October '21-December '21
- Draft Report: January '22
- Final Report: February '22