



Elgin Math & Science Academy

Master Plan and Facilities Meeting

Date and Time

Thursday September 5, 2019 at 8:00 AM CDT

Location

EMSA

Agenda

	Purpose	Presenter	Time
I. Opening Items			08:00 AM
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		
Approve minutes for Master Plan Meeting Focused on Art Barn on July 25, 2019			
D. Approve additional minutes	Approve Minutes		5 m
Approve minutes for Master Plan Mtg & Interview of Architects on August 12, 2019			
E. Approve additional minutes	Approve Minutes		5 m
Approve minutes for Interview of Second Architecture Firm on August 13, 2019			
F. Approve additional minutes	Approve Minutes		5 m
Approve minutes for Meeting to Recommend Architect Firm on August 26, 2019			
II. Master Plan Committee			08:15 AM
A. Establishing Goals for Master Plan development	Discuss	Melanie Gibb	10 m
Our master planning goals as we enter into the next phase of development are to:			
1. honor EMSA's mission, vision and values			
2. to respect the rich history of our campus			
3. to be mindful of our impact on the environment and natural resources			
4. to support EL Education's innovative learning model			
5. to build a financially sustainable campus.			
B. Master Plan: Phase 2 Schedule	Discuss	Melanie Gibb	5 m

Discuss anticipated schedules and contingency plans for fall of 2020.

C. Master Plan: Phase 2 Expectations	Discuss	Melanie Gibb	20 m
D. Master Plan: Phase 2 Next Steps	Vote	Melanie Gibb	10 m

Laser scanning is the first step in the Phase 2 schedule. Originally, Laser scanning what priced at 7-12k, WKarch has sent out bids and recommends going with VIATECHNIK for both buildings at 4k. Laser scanning provides the most accurate and cost efficient way to document every dimension of the interior of the buildings. The cost is significantly lower that anticipated because WKarch will be converting the data into a revit model (at no additional cost) rather than having the scanning company provide that service.

To do this in the most cost effective and accurate manner:

1. Buildings need to be cleared out to the best of our ability. Once the vendor contract is signed, we will ask recommendation for items remaining in the buildings: i.e. should items be in the center of the space vs. against the walls.
2. WKarch recommends tearing out any accoustic or dropped ceilings for recording accuracy. (WKarch would like to come out look through the spaces to identify any issues prior to scanning.)

Discussion of Questions provided by WKarch

Letter of Agreement

Approach to Sitework

E. MASTER PLAN: Phase 2 Budget	Vote	Melanie Gibb	20 m
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III. Master Plan consultants 09:20 AM

A. Budget for Owners Rep	Vote	Kerin Kelly	10 m
Immediate needs: AIA Contract Negotiation GC RPF Bidding Process			

IV. Other Business 09:30 AM

A. Community Partners	Discuss	Kerin Kelly	5 m
September 19th Tour with Highland Park Historic Preservation / Van Bergen group.			
B. Art Barn	FYI	Kerin Kelly	5 m
C. Neil Building Modifications	FYI	Lezlie Fuhr	5 m
D. TREE SURVEY	FYI	Kerin Kelly	5 m

V. Closing Items 09:50 AM

A. Adjourn Meeting	Vote		
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VI. New section