



Respectful, Responsible, Safe & Prepared

**JOINT BUILDING AND GROUNDS COMMITTEE
AND COMMUNITY SAFETY COMMITTEE MEETING MINUTES
January 3, 2023 – 5:30 p.m.
Waupaca High School Community Room and [Live Stream](#)**

Welcome and Call to Order:

The meeting was called to order by Building and Grounds Committee Chairperson Steve Klismett at 5:29 p.m.

Roll Call:

Present in the WHS Community Room: All members of the Building and Grounds Committee were present (Steve Klismet, Dale Feldt, and Patrick Phair). Additionally, Board members Stephen Johnson, Betty Manion, Ron Brooks, and Molly McDonald were present.

Also Present:

Present in the WHS Community Room: Ron Saari, Sandy Lucas, Carl Hayek, and Mistie Rodberg and Steven Kieckhafer of PRA Architects. Additionally, Community Safety Committee members John DeVos, Jenifer Erb, John Meyer, Mary Harger, John Erspamer, Carrie Naparalla, and Matt Vassar were present.

Approval of Agenda:

A motion was made by Dale Feldt and seconded by Patrick Phair to approve the agenda as presented. The motion carried unanimously on a voice vote.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

Point of Entry Safety Construction Review of Concepts and Scope of Work:

Director of Business Services Carl Hayek expressed his many thanks to the community for their support of the \$3.875 million referendum. He then provided an update on the progress of the point of entry safety construction plans that has occurred since the passage of the referendum, such as PRA verifying all building specifications with 3D measurements and staff user group construction meetings were held for each building which provided valuable input to the Core Team. Mr. Hayek advised that the plan going forward is to have Construction Core Team meetings with PRA every other week through April, and bid documents are tentatively set to be sent out March 31st. Additionally, monthly progress updates will be made to the Board, we will be bidding this out as two projects so they can be completed by the beginning of next school year, and approval for the financing and sale of the \$3,875,000 General Obligatory Promissory Notes will take place at the March and April Board meetings respectively.

Mr. Hayek emphasized the importance of adhering to the timelines in order to begin and complete the project this summer, and that we need to listen to the experts who have been involved in the process from the very beginning. He also reminded everyone of all the areas in our building infrastructure where safety upgrades will be accomplished this year, some of which have been vetted by City of Waupaca and County law enforcement.

Mr. Hayek advised that the designs being presented tonight for approval are the overall structural concept schematic designs that will go out for bids. He then introduced Ms. Rodberg and Mr. Kieckhafer from PRA.

Ms. Rodberg advised that the renovations outlined tonight are very similar to the original plans, with the exception of the main entrance design at the WLC which is moving to the other side of the building for better traffic flow among other reasons. She then explained in detail the planned point of entry designs for each of the four school buildings, with each having multiple security checkpoints at the building entrances. She noted that all doors will have egress out because of fire code, etc.

Several of the Board members expressed their concerns for the safety of the staff in the reception areas and feel that they are at a higher risk. Ms. Rodberg reiterated that there are two checkpoints before an individual reaches the reception area. In addition, because it is important to foster healthy relationships with students, staff, and parents, as well as maintain a collegial atmosphere, it is recommended to have personal interaction with an individual rather than a window in-between. Mr. Hayek added that the school user groups didn't want a window but instead wanted the personal interaction. He also noted that if things change, we can always build that up if it becomes necessary. In addition, more security cameras are coming and our Technology Department looks for blind spots when installing them.

WLC Design

Ms. Rodberg advised that there will be laminated security glass so that the reception area can see into the vestibule as well as the lobby, along with installation of additional outside security cameras. In addition, because of where the principal's office will be located, they will be closing off one door that is currently being used for the gym because it is not needed. Mr. Saari advised that the reception area will be similar in size to the WHS reception area. Mr. Erspamer advised that the current office will be used as a student services area.

WHS Design

Ms. Rodberg advised that the doorway to the reception area will be changed and they will be adding laminated security glass, but this design has not changed since the original plan was presented.

WMS Design

Ms. Rodberg advised they are relocating the nurse's area in order to have the reception area closer to the front and are revising the existing entry, both of which are smaller than some of the other schools but are of adequate size. They will be adding laminated security glass and cameras for visual to the outside of the building. Using this entrance is more cost-effective than using the other entrance as the point of entry.

CEC Design

Ms. Rodberg advised that they are creating an entry addition in order to have a secure vestibule. The design has changed a bit because of existing walls. Mr. Vassar advised that there are no asbestos concerns with the CEC.

Mr. Hayek advised they may renovate the nurse's office at the CEC to bring it up to code and will send that project out for bids as well. The cost for this renovation, however, will not be taken out of the referendum dollars. We may come back to the Board with this cost when it is known or we may possibly be able to budget it in District funds, but we wanted to take a look at it now. They are not changing the space, just making cosmetic/finishing changes.

Mr. Hayek further advised that he doesn't know the costs of any of these projects tonight, but that we are only asking for approval of the schematic designs.

Committee Chairperson Klismet confirmed that no changes will be made to the designs between now and the January 10th regular Board meeting.

A motion was made by Dale Feldt and seconded by Patrick Phair to make a recommendation to the full Board at the next regular Board meeting to approve the schematic architectural designs as presented by PRA Architects for the point of entry safety renovations and remodeling at our four school buildings. The motion carried unanimously on a voice vote.

A motion was made by Dale Feldt and seconded by Patrick Phair to make a recommendation to the full Board at the next regular Board meeting to authorize Administration to complete with PRA Architects all detailed design decision-making, and approval of the Core Team schematic design for sign off. The motion carried unanimously on a voice vote.

A motion was made by Patrick Phair and seconded by Dale Feldt to make a recommendation to the full Board at the next regular Board meeting to authorize Administration and PRA Architects to implement, direct, and approve all awards of all bids following legal construction bidding process government accounting practices. The motion carried unanimously on a voice vote.

Adjournment:

A motion was made by Dale Feldt and seconded by Steve Klismet to adjourn the meeting at 6:21 p.m. The motion carried unanimously on a voice vote.