



4000 Garden View Drive
Grand Forks, ND 58201
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Cavalier Public School Community Committee

Date: 01/02/19

Project: Cavalier Public School Potential Addition and/or Renovation

Project Number: 18-055

Location: Cavalier, ND

Attendees: Bill Crosby, Sarah Gunderson, David Hartz, Robby Kemp, Rick Letzring, Barb Ratchenski, Craig Steiger, Shane Werner, JoDee Dungan, Brady Laxdal, Matt Ford, Sandy Laxdal, Jeff Manley, Justin Kreig, Kyle Kvamme, Todd Blixt

Purpose: Community Committee Meeting #2 – identify initial needs and possible solutions

Reported By: Kyle Kvamme, Todd Blixt, Kasey Allen

Attachments: None

Comments & Discussion Items

1. If we recommend tearing down existing 1937 building, we need to address additional needs, not just to replace the space
2. Any project will continue to use the brand-new boilers
3. Pick up and drop off spaces need to be addressed
4. Parking must not be reduced; it should increase if possible
5. Keep the two iTV rooms but make one smaller
 - a. 10-15 students and 6-8 students
6. Traveling team basketball now starts as early as 3rd grade. Earlier than in the past.
7. Look at building over hardcourts
8. Community involvement
 - a. More public event needed
9. Make sure school entrance is easily defined
10. Golf team uses the Armory for practice. Track, baseball and softball teams share the school space in the spring.
 - a. No adequate space
11. Main gym or multi-purpose room gets used for recess on cold weather days or recess takes place in the elementary classroom
12. About 25 days a year gym space is programmed for other uses during the day
13. Would like to consider having the music room and library with the elementary school
14. The gym will be available for use by the public when not used by the school, same system as the school currently uses
15. Handicap accessibility with the 1937 building, Tech Ed room, and HS music room

Possible Options:

1. Full renovation of the 1937 building
2. Demo 1937, different locations
3. Additional practice space and ability to accommodate 4-6th grade tournaments
4. Renovate locker rooms
5. HVAC for gym and locker rooms
6. Sprinklers throughout the school

Coordination / Action Items

Items needed:

- Gym schedules
- City Armory schedule

- Multi-purpose room schedule

Milestone Dates

List all dates / deadlines.

- Our next meeting: January 23rd at 7pm



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Cavalier Public School Possible Addition and Renovation

Date: 1/31/19

Project: Cavalier Public School Possible Addition and Renovation

Project Number: 18-055

Location: Cavalier, ND

Attendees: Bill Crosby, Sarah Gunderson, David Hartz, Sara Hinkle, Robby Kemp, Rick Letzring, Barb Ratchenski, Shane Werner, JoDee Dungan, Brady Laxdal, Matt Ford, Jeff Manley, Chris Burgess, Justin Kreig, Craig Vaughn, Lee Menzies, Kelly Cluchie, Lacey Hinkle, Kevin Kernosky, Jim Perras, Kyle Kvamme, Kasey Allen, Tanner Naastad

Purpose: Community Committee Meeting #3

Reported By: Kasey Allen

Attachments: None

Discussion Items

1. Last meeting, we discussed:
 - a. Current conditions, current issues and solution for community
 - i. Everybody has a say in the process
 - b. We went on a tour and did a facility assessment
 - i. Code, accessibility, etc
 - c. programmatic limitations and things that need to be addressed
 - d. Are there are any elements of the school that for sure need to stay, go, etc.?
 - e. Discussed flex space throughout the school
 - f. Pinch point on the available space for the community
 - g. Lack of availability and a lot happening outside of the school's gym
 - h. How many classrooms? How big things need to be?
2. For this meeting, we prepared master plans using all of the input from last time and acted as if money is no object
3. None of these plans are the right plan going forward yet
 - a. Simply because of the cost
 - b. They all exceed the debt capacity
 - c. Just put it all there to see it and understand the costs associated with different options
4. Goal for today is to pick some pieces that are a priority or choose a maximum cost and figure out what fits within that cost
 - a. 7 options that layout what was asked for
 - i. Different plans help with different things, but they all address the same needs
5. A few landlords approached a committee member
 - a. More than happy to build new and tear down but any mention of a new gym would be an automatic no
6. First plan
 - a. Orange is renovation spaces
 - i. Propose to turn the weight room into new art space
 - ii. Renovate current 1982 locker rooms
 - iii. Renovate science rooms
 1. Storage space between
 - iv. Add weight room where music room is to provide more circulation space
 - v. Mixed use and commons space
 1. Main entrance and drop off for elementary
 2. Elementary library right at the entrance
 - vi. Bad drainage in courtyard
 1. Could turn courtyard into mixed use
 - vii. Concern about proposed lounge being next to a music room or mixed-use/gym

- b. Mixed use – collaborative, commons space, many different uses
 - c. Question: is this one moving the entrance?
 - i. Just provides better drop off and circulation for elementary school
 - d. Jim: with all options we would improve parking in some way it just depends what the group feels is the best way to do that
- 7. The numbers
 - i. Look at each piece separately instead of lumping all together
 - ii. Cost per square foot basis
 - iii. Accounts for contingencies
 - 1. Architecture and engineering fees
 - 2. Financial and legal dollars
 - iv. At early stages, we aren't trying to predict what the cost would be if its bid tomorrow, we want to estimate it at the cost it is at the open house when we celebrate
- 8. Second Plan
 - a. Open courtyard is the main difference
 - b. Mixed use and commons are allocated differently, and the shape is different so parking and drop off would look different
 - c. 4,000 less s.f. so cheaper
 - d. Capital Maintenance plan before the next meeting so we can have an idea of just pure renovation costs
- 9. Third Plan
 - a. Entrance for mixed use is horizontal instead of vertical so it doesn't stick out from main entrance
 - i. Different way to highlight the entrance
 - b. 1,500 s.f. more – so slightly more expensive
 - c. How would mixed use and common space be differentiated?
 - i. Haven't really looked into it much yet, but there are many different options to separate them or make them be able to open up and become one space
 - d. Mixed use by main entrance for late in the day/after school so admin can be close to keep an eye on the kids
- 10. Fourth Plan
 - a. Quite a bit different
 - b. No mixed used space
 - i. Smaller flex space
 - c. Elementary 1982 portion – pushed 2 classrooms out to create nice flex space and gain elementary music, faculty, and library space
 - d. The "L" Shape – multipurpose area and library at the end of the "L"
 - e. How will elementary teachers use that flex space?
 - i. Group projects and class collaborations
 - ii. Not just a hallway, its functional space
 - iii. Reading buddies
 - iv. Games, activities, etc
- 11. Fifth Plan
 - a. Elementary addition added on mixed-used space
 - b. Issues with cold weather and recess so nice space for potential indoor recess
- 12. Sixth Plan
 - a. No connection from elementary wing to admin area
 - b. Smaller commons space but still a nice space
 - c. Mixed used and elementary
 - d. No big "L" around parking spaces
 - i. Reconfigured that to nodes around science and title 1 space
 - e. New high school entrance and commons
 - f. Library
 - g. Admin
 - h. 1937 building minus elementary library and music and single story
- 13. Is the cost to relocate the generator included in all the plans' costs?
 - a. We have an idea and contingencies
 - b. We haven't really investigated those small details but have contingencies
 - c. Will keep in mind moving forward
- 14. Is there a reason 4 – 7 go to the east?
 - a. Can we move it back toward the commons and bring it all back in?

15. Seventh Plan
 - a. Two nodes remain identical
 - b. Main difference is entrance and connecting elementary with the rest of the school
 - c. Cover courtyard with commons area
16. All these plans could be reconfigured as you like, nothing is set in stone
17. ADA accessibility and other code issues are being discussed
18. Do you have to add bathrooms with the additional s.f.?
 - a. Yeah there are some in there
 - b. Will end up having more restroom space with all these options
19. Consider how teachers will feel about no longer being able to look outside and having windows replaced with solid walls
20. One thing all plans have in common is the flex space – is that still on the table?
 - a. 2 is pushing it
 - b. 1 could be justified, but 2 is pushing it

Jim's Comments

1. All plans assume that from a phasing standpoint, the new classrooms would be built first, then the 1937 building would be torn down, and then whatever is replacing that would be third, and renovations would happen in the summer
 - a. No temporary classrooms which is good
2. Yellow = roughly half the cost of new – renovating is generally more cost effective
3. Larger additions – economies of scale
 - a. Cost per s.f. for large additions is generally less expensive than cost per s.f. for small additions
4. Is it worth it to keep putting more money into the 1937 building or should we just start new?
 - a. ICON and CCC will provide more info to help with that
 - i. Capital Maintenance plan
5. Thoughts? Likes? Dislikes?
 - a. One bigger mixed-use space instead of two?
 - i. Depends on classes and programming
 - b. How far can you go out off of the current building before hitting something?
 - i. Could you piggy back up to the sidewalk or?
 - ii. Could assume we could work with what we have now
 - c. Main entrance with commons and light is nice
 - d. Commons space off the existing entrance? Yes – consensus
 - e. Code requirements?
 - i. Sprinklers, fire alarms, ADA?
 - ii. All asbestos is already gone – huge cost savings
6. Prioritize
 - a. Close off the courtyard?
 - b. Like classrooms from option 1
 - c. Option 1: like L shaped high school
 - d. Combine elementary and high school libraries
 - e. Angle shape of building to facilitate circulation and pickup and drop off
 - f. Indoor mixed-use space in courtyard with clear story for light coming from above
 - g. **Put all mixed used space in one large rectangular part?**

Coordination / Action Items

1. CCC will do capital maintenance plan
2. ICON will re-work plans
3. PDF options to board

Milestone Dates

List all dates / deadlines.



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Cavalier Public School Possible Addition and Renovation

Date: 2/20/19

Project: Cavalier Public School Potential Addition and Renovation

Project Number: 18-055

Location: Cavalier, ND

Attendees: Kasey Allen, Todd Blixt, Jim Perras, Jeff Manley, Mike Barsness, Sarah Gunderson, Kevin Kernosky, Brady Laxdal, Barb Ratchenski, Bill Crosby, David Hartz, Robby Kemp, Shane Werner, JoDee Dungan, Matt Ford, Sandy Laxdal, Chris Burgess, Justin Krieg

Purpose: Community Committee Meeting #4

Reported By: Kasey Allen

Attachments: None

Discussion Items

1. Jim – Capital Maintenance Discussion
 - a. 10-year capital maintenance plan
 - i. Everyone should have a summary
 - b. Designed to give you a high-level look of the projected costs to maintain the facility
 - c. CCC takes a first pass at the things they think should be a priority
 - d. 1937 building – a lot of systems in that building that are reaching the end of their life
2. Mike Barsness
 - a. The bulk of facilities are very well maintained
 - b. Big rock items
 - i. Roofing
 1. Because of weather, haven't been able to do an in depth look yet
 - ii. Regular finishes
 1. Flooring, ceiling, paint
 - iii. Finishing the fire sprinkler system
 1. Getting the rest of the school covered
 2. Upgraded fire alarm system
 - iv. 1955 building
 1. In need of a new air handling system
 2. Cooling systems
 3. Ventilation
 - a. Hallways too
 - v. Parking lots
 1. Bus drive area
 2. Pick up and drop off circulation
 - vi. LED light fixtures
 1. Next 10 years
 2. Quick payback in energy savings so it is worth considering, but not necessary right now
 - c. Other smaller items but not a whole lot
 - d. Summary of 1937 building
 - i. Everything seems to be at the end of its life
 1. Active leaking in roofing
 2. Window systems
 3. Walls
 4. Piping
 5. Electrical systems
 6. Accessibility/ADA accessibility
 - a. No ADA right now

- 7. Fire code issues
 - ii. This kind of work is typically phased
 - iii. Replace all except steel, concrete, and brick
 - e. Decide to renovate Scenario
 - i. Additional costs to renovation is that we would change functionality of building
 - 1. Take center stairway out and add two on north and side end
 - 2. Cap maintenance would just add an elevator and work through the rest
 - ii. How do we phase renovation to keep school in session without temporary classrooms?
 - 1. That work probably can't be all done in one summer
- 3. New Floor Plans – Todd Blixt
 - a. Took feedback from last time and made a few new plans
 - b. One of them is renovating the old building
 - c. Option #7
 - i. First thing was locker rooms
 - ii. Could move weight room to where women's locker room is
 - 1. Add ventilation
 - iii. Renovate two locker rooms and add another
 - iv. Could section them off for home and visitor
 - v. Currently the only way to get from music room to other side is to cut through the gym or stage
 - 1. With new locker rooms, could add corridor to make that easier
 - vi. Taking down 1937 building
 - 1. Put commons area where old building was – front entrance combined with current
 - a. Phased appropriately
 - vii. Need for separate elementary pick up and drop off
 - viii. Elementary lounge
 - ix. Room for expanding grade school classes
 - x. High school functions would go into new addition
 - 1. Either an L shape or straight
 - a. Pretty much the same, one just has a bit more flex space
 - xi. Handicap accessible ramp between music and shop
 - xii. Nice thing about this plan
 - 1. Wouldn't have to relocate _____
 - 2. Easier to construct because of current materials and infrastructure (unlike 8)
 - d. Option #8
 - i. Like 7 because of new locker rooms and weight room option
 - ii. Major difference is everything is connected
 - 1. Big commons to front entrance off elementary
 - iii. Like that it connects things and fills in the school
 - iv. Would have to relocate facilities
 - v. Would lose windows
 - vi. Difficult and costlier to construct
 - 1. Possible
 - vii. Navigation issues
 - viii. Like it but there are a few more drawbacks
 - ix. Question
 - 1. Library flex space: exterior walls become interior walls?
 - a. Sometimes do that but...
 - b. Not sure because not sure if like the look of exterior walls
 - c. There are a lot of different options
 - x. Maybe not as flexible for future expansion
 - e. Option #9
 - i. Same as far as weight rooms, locker rooms
 - ii. Maybe an addition off elementary?
 - iii. Renovating 1937
 - iv. Corridor out to east to make one full stairwell
 - v. Fire escape would have to go
 - 1. Put another stair where custodial storage is
 - vi. Get rid of center stair and add elevator
 - 1. Didn't have to mess with structure
 - a. More cost effective

- vii. Only thing is no main entrance from east side
 - viii. Tricky thing with this option
 - 1. Capital maintenance and renovation make it expensive
- f. Jim
 - i. \$2.5 million for capital maintenance
 - ii. Building code
 - 1. Fire sprinkler and fire alarm
 - iii. Assuming will have to do something no matter which option is chosen
Sometimes renovation is chosen because of sentimental meaning
 - 1. This group doesn't seem to have that issue
- g. Thoughts?
 - i. Make front of school look more appealing and more functional
 - ii. Roof of 1937 – Facilities Manager
 - 1. Only way to do it right is to rip whole thing off and open it up
 - iii. Don't think it is an option to save 1937 building
 - 1. Cost of renovation + capital maintenance doesn't make sense
 - 2. If replace, avoid capital maintenance
 - iv. Option 7 is popular
 - 1. Make commons space bigger?
 - v. Where would a potential new gym go in the future? – gets attached to the West off the new addition or East side
 - vi. What kind of flooring in commons space and how high would the ceilings be? - Depends on main use
 - 1. Probably VCT
 - 2. Indoor recess and other community functions
 - 3. Take pressure off gym
 - vii. Thoughts on relocating weight room?
 - 1. Like the idea
 - viii. Is it a problem having boys and girls locker rooms next to each other? - Not usually
 - ix. Short a computer room
 - x. Plan around generator
 - xi. More space for indoor recess/activity space
 - xii. Plan for new future gym now
 - xiii. Add more round/curve
- h. Consensus on option
 - i. #7 with larger commons
 - ii. Keep west side straight
- i. Tax Sheet
 - i. What if went to the \$10mm limit vs the high-end option?
 - 1. Seems doable
 - ii. Tax tolerance?
 - 1. No gym

Coordination / Action Items

- Show plans with flex space from other schools ICON has done
- Organize some tours?
 - Northwood?
 - Sacred Heart?
 - East Grand Forks?
 - Central Cass?
- ICON dial in on parking more

Milestone Dates

List all dates / deadlines.



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Cavalier Public School Possible Addition and Renovation

Date: 3/18/19

Project: Cavalier Public School Possible Addition and Renovation

Project Number: 18-055

Location: Cavalier, ND

Attendees: Tom Beard, Bill Crosby, Sarah Gunderson, David Hartz, Sara Hinkle, Robby Kemp, Craig Steiger, Shane Werner, JoDee Dungan, Brady Laxdal, Sandy Laxdal, Jeff Manley, Chris Burgess, Justin Kreig, Kyle Kvamme, Tanner Naastad

Purpose: Community Committee Meeting #5

Reported By: Kasey Allen

Attachments: None

Discussion Items

1. Revised Plan
 - a. Locker rooms
 - i. Add a room for referees
 - ii. Add showers in coaches' offices
 - iii. No more shared training room for visitors and boys
 - b. Handicap ramp west of stage because the existing is too steep
 - c. Breakout space in high school addition could lead to a potential corridor for a future gym
 - i. Agreed on leaving this space available as an option in case the future school board wants to add a gym, but there was never any intent to include a gym in this plan
 - d. Possibly regrade the football field
 - e. Comments?
 - i. Don't forget about the storage for the science rooms
 - ii. Concerned about the acoustics from Commons area interfering with admin space
 - iii. Think the plans address the school's need and don't include any unnecessary items
 - iv. Also concerned about the lighting from the commons space interfering with admin space
 1. Too bright or too hot-natural sunlight
 - v. Parking is great
 1. Circulation is great
 - vi. Elevations and 3-D models look great
 - vii. Want the bathroom doors for the high school addition be on the North wall so that there is access to corridor if gym were to be added on later
2. Budget
 - a. ICON work on revised, more detailed budget with CCC and send to group by April 3rd
3. Financial Impact
 - a. For \$100,000 home – about \$200/year
 - b. Last vote was about \$13mm and for a \$100,000 home the impact was about \$380/year
 - c. Community tolerance
 - i. Feel good about it
 - d. 2% loan will save over \$2mm in interest vs. last vote
4. Public Meeting
 - a. April 8th
 - b. We need more clarity on capital maintenance needs, particularly the roof
 - i. Jim will take care of this
 - c. Do a survey at the meeting
 - i. Yay, nay, undecided and why?

Coordination / Action Items

1. Jim and CCC provide more clarity on capital maintenance needs
2. ICON send revised budgets to group by April 3rd

Milestone Dates

List all dates / deadlines.

- April 8th: Public Meeting at 6pm and next committee meeting before public meeting at 5pm



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Cavalier Public School Possible Addition/Renovation

Date: 4/8/19

Project: Cavalier Public School Possible Addition and Renovation

Project Number: 18-055

Location: Cavalier, ND

Attendees: Tom Beard, Bill Crosby, Sarah Gunderson, David Hartz, Sara Hinkle, Robby Kemp, Rick Letzring, Barb Ratchenski, Craig Steiger, Shane Werner, JoDee Dungan, Brady Laxdal, Matt Ford, Sandy Laxdal, Jeff Manley, Chris Burgess, Justin Kreig, Kasey Allen, Kyle Kvamme, Todd Mitzel, Tanner Naastad, Jim Perras, Myron Knutson

Purpose: Community Committee #5 – preparation for public meeting

Reported By: Kasey Allen

Attachments:

Discussion Items

1. Budget recommendation - Jim
 - a. Based on historical costs for similar projects
 - b. Went to work with ICON and did an actual cost estimate
 - c. Some cost avoidance things are worked into the estimate
 - d. New construction areas broken down
 - e. Renovation areas broken down
 - f. Capital maintenance
 - i. \$1.4 million
 1. 1937 building demolished – save about \$3million
 2. Asbestos abatement
 3. Roofing replacement
 - a. When snow is gone, roofing contractor will come up to do an in-depth assessment
 4. ADA accessibility improvements – “surgical” improvements
 5. New fire protection
 6. Replace mechanical system – heating and ventilation in 1955 portion of building and corridor
 7. Improve power in 7 classrooms
 8. Upgrade fire alarm system to current code requirements
 9. Access control and secure camera surveillance system - \$110,000
 - g. Trying to predict costs to start project next spring
 - i. Things can happen between now and a couple of years for now
 1. Contingencies
 - h. Architecture and engineering fees
 - i. Other smaller things included
 - j. Total cost recommendation: \$10.9 million
 2. Kyle
 - a. Questions? Comments?
 - i. What is the tax impact number?
 1. \$198/ year per \$100,000 home
 - b. Go through PowerPoint
 - i. Don't talk about a gym AT ALL
 - ii. Talk about uses for the kids for the new spaces

Coordination / Action Items

Milestone Dates

List all dates / deadlines.



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CAVALIER PUBLIC SCHOOL POSSIBLE ADDITION AND RENOVATION

Date: 4/24/19

Project: Cavalier Public School Possible Addition and Renovation

Project Number: 18-055

Location: Cavalier, North Dakota

Attendees: Chris Burgess, JoDee Dungan, Jeff Manley, Rick Letzring, Barb Ratchenski, Sandy Laxdal, Craig Steiger, Kyle Kvamme, Kasey Allen, Jim Perras

Purpose: Community Committee Phase 2 Pre-Referendum Meeting #1

Reported By: Kasey Allen

Attachments:

Discussion Items

1. What we are here to do
 - a. Are we educating voters, telling them to vote yes, or telling them to go vote?
2. Sometimes gray areas with Districts "paying" for a yes committee so we need to be careful and think about how we want to structure this committee
3. We have structured this to be informational and educational
 - a. Not going to organize a "vote yes" committee
 - b. Everybody on board
4. As tax payers, as a teacher, etc. you can say you are going to vote yes and the reasons why but try to stay away from being too pushy and promotional
 - a. Only person who shouldn't be saying "vote yes" is Jeff
5. We want to inform the community about the project and answer questions
6. Less than two months, a lot of stuff to do
7. Realistically need at least 15 people
8. Roles
 - a. Leader/"boss" and co-chair – **David and Bill**
 1. Jeff will talk to them
 - b. Fundraising committee – **Everybody**
 - i. School can pay for anything if its fact based
 - ii. Or committee could fundraise for some materials like post cards, etc. and if committee pays for it there may be more flexibility
 - iii. Would be great to print postcards/mailers locally
 - iv. Do we want to try to raise money or see if school district will pay for stuff?
 - a. Will talk more next meeting
 - c. Material distribution committee – **Chris and Craig**
 - i. Put informational materials at businesses that will let us
 1. Flyers, post cards, boards, posters, etc.
 - d. Social media/writing – JoDee Dungan
 - i. Good for people who don't want to talk to people face to face
 - ii. Social media posts, letters to the editor, etc.
 - iii. Committee Facebook page
 1. ICON can provide graphics for posts
 - e. Speaking Engagements – **Everybody** – these are taken care of
 - i. Find groups that someone – whoever makes sense – can talk in front of
 1. Senior transportation center – 9am Jeff will go speak
 2. Chamber
 3. Retail Services
 4. City Council?
 5. Coffee groups
 6. Larger employers

7. Senior groups
 8. Supper clubs
 9. Legion
 10. Etc.
- f. Outreach - **TBD**
- i. Important that people know what's going on, what we are voting on, and how they can vote
 - ii. Schedule a couple of nights to call people
 1. Between the two public meetings
 2. Won't schedule until we have some more people here
- g. Pledge 10 – **everybody**
- i. Get pledges that they will go vote and they won't be bothered again until day before/day of vote
- h. School Coordinator – **JoDee and Barb**
- i. Already have some events
 1. Are there any more?
 - ii. Good to have at least one committee member at each event
 - iii. Can get "I voted early" stickers
- i. **Data Committee -**
- i. Look at database of all tax payers in the district and filter through it and mark if they have already voted or already pledged to vote

Coordination / Action Items

- ICON will prepare materials and email them out to committee
- ICON will create the Facebook page and make JoDee an admin
- ICON will call the Chronicle
 - Pricing for mailers and ask about putting a board in there
- ICON will get the calculator on the website
- Bill will talk to other pastors at his weekly meetings
- Jeff will send ICON what he wrote, and ICON will word smith it and send it back to committee for someone to make it their own – **Sarah Gunderson**
- Everyone let ICON know what and how many materials you need with as much notice as possible before our next meeting on Wednesday, May 1st.

Milestone Dates

List all dates / deadlines.

Possible School Events:

- May 2nd: Elementary concert
 - JoDee and Barb will be there
- May 9th: Varsity Baseball 4:30 pm
- May 10th and 11th: Missoula Children's Theatre Play Production
 - Friday 7 pm – better turnout
 - Saturday 2 pm
- May 14th: Middle School and High School Band/Choir Spring Concert 7 pm
- May 16th: Kindergarten Program 7 pm

Committee Events/Dates

- May 15th: Public information meeting/grill out – multipurpose room and parking lot (can open doors)
 - Grill out: 5:30 pm – **Justin will grill**
 - Presentation: 6 pm
 - Q & A: 6:45 pm
 - ICON and CCC can sponsor the food
 - ICON will make an invite
- June 6th: Public Meeting #2



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Cavalier Public School Possible School Addition and Renovation

Date: 5/8/19

Project: Cavalier Public School Possible Addition and Renovation

Project Number: 18-055

Location: Cavalier, ND

Attendees: Bill Crosby, Sarah Gunderson, David Hartz, Barb Ratchenski, Craig Steiger, Shane Werner, JoDee Dungan, Sandy Laxdal, Jeff Manley, Justin Kreig, Jim Perras, Kasey Allen

Purpose: Community Committee Phase 2 Pre-Referendum Meeting #3

Reported By: Jim Perras/Kasey Allen

Attachments:

Discussion Items

1. What are we hearing in the community?
 - a. Nothing negative
 - b. Today's health and wellness fair went well – all positive comments
 - c. Project "a needed thing"
 - d. Bill and David presented at Country Estates today
 - i. 95% in favor
2. Fundraising Committee
 - a. Nothing raised to date
3. Materials Distribution Committee
 - a. Poster boards and easels have been received and will be distributed to area businesses
 - b. Free issue of the Chronicle May 22nd
 - i. Info sheet drafted by ICON for submittal May 17th – review at next meeting
 - ii. Include committee member names and phone numbers
 - iii. Remove tables from multi-purpose pictures
 - c. FAQ Draft
 - i. State loan program was renewed by legislature
 1. Application to be submitted anytime, awarded in April 2020
 2. \$40 million available in 2020 award cycle
 3. It is a revolving loan program, current loan principal payments restore fund
 - ii. Include "what if 2% isn't received?" in FAQ
 1. Current bond rates are still favorable
 2. Only have authority to spend \$10.9 million
 - d. Not sure about the letter to the editor
4. Social Media/Writing
 - a. Facebook page is up – "Tornadoes Today and Tomorrow"
 - b. Committee should like and share posts
 - c. Let ICON know if you have post ideas
5. Speaking Engagements
 - a. Bill and David will present at Chamber of Commerce meeting on 5/9
 - b. Other events are on shared google sheets calendar
6. Outreach
 - a. **May 29th at 6pm – Remember to vote phone-a-thon**
 - i. Do we have enough people to cover this?
7. School Coordinator
 - a. JoDee and Barb are keeping up with events
8. Data Committee – Sarah Gunderson
 - a. Database is now "workable" and a hard copy was passed around at this meeting for sign-up ("fantasy football draft" style)

- b. Will be set up as a shared google doc so all can edit

Coordination / Action Items

- ICON and CCC will draft PowerPoint for next week's meeting
 - Include explanation of both ballot questions
 - Absentee ballots will be available
 - Show existing building dotted on plans
 - Need to explain the use of the multi-purpose
- ICON will draft newspaper image

Milestone Dates

List all dates / deadlines.

- **Week of May 13th**
 - May 14th: regular school board meeting
 - Approve FAQ
 - May 14th: Middle School and High School Band/Choir Spring Concert 7 pm
 - May 15th: Public Information Meeting/grill out – multi-purpose room and parking lot
 - Grill out 5:30 pm
 - Presentation 6 pm
 - Q & A: 6:45 pm
 - May 15th: Committee Meeting +/- 7:30 pm
 - Debrief and catch up
 - Outreach
 - Upcoming events
 - May 16th: Kindergarten program 7 pm
 - May 18th: Art Show 12 pm
 - Key stakeholders – how to reach them
 - School staff
 - Parents
 - Grandparents
 - Students
 - Personal contacts/pledge 10
 - Telephone
 - Voter database
 - Target #'s
 - Action
 - Other
 - Social Media/writing
 - Consistency
 - Posting
 - Newspaper
 - Review/approve chronicle submission – due May 17th
 - Article
 - Letter to the editor – who feels comfortable?
 - **Week of May 20th**
 - Wednesday, May 22nd Committee Meeting 6 pm
 - What are you hearing in the community?
 - Outreach
 - Upcoming events
 - Key stakeholders – action
 - School staff
 - Parents
 - Grandparents
 - Students

- Personal contacts/pledge 10
 - Telephone
 - Voter database
 - Goal: 50% of target
 - Action
 - Other
 - Social Media/Writing
 - Material distribution
 - Facebook
 - Newspaper
 - Articles
 - Letters to the editor – submit by:
 - **Week of May 27th**
 - Wednesday, May 29th phone calls 6 pm
 - Key stakeholders – action
 - School staff
 - Parents
 - Grandparents
 - Students
 - Personal contacts/pledge 10
 - Telephone
 - Voter database
 - Goal: 75% of target
 - Action
 - Other
 - Social Media/Writing
 - Materials distribution
 - Facebook
 - Newspaper
 - Articles
 - Letters to the editor – submit by:
 - Thursday, May 30th: Relay for Life
 - **Week of June 3rd**
 - Monday, June 3rd: City Council 7 pm – Jeff will be there
 - Project benefits to city
 - Wednesday, June 5th: Retail Services at 12 pm
 - Thursday, June 6th: Public Meeting 6 pm
 - Presentation
 - Q & A 6:45 pm
 - Messaging
 - Presenters: Superintendent, School Board, Committee Members, ICON, CCC
 - 7: 30 pm Committee Meeting
 - Debrief and catch up
 - What are you hearing in the Community?
 - Outreach
 - Upcoming Events
 - Key Stakeholders - action
 - School Staff
 - Parents
 - Grandparents
 - Students
 - Personal Contacts/Pledge 10
 - Telephone
 - Voter Database
 - On Target?
 - Other

- Social Media/Writing
 - Material Distribution
 - Reminders to Vote
 - Facebook
- **Week of June 10th**
 - June 10th: FINAL PUSH!
 - Tuesday, June 11th: Vote



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Cavalier Public School Possible Addition and Renovation

Date: 5/15/19

Project: Cavalier Public School Possible Addition and Renovation

Project Number: 18-055

Location: Cavalier, North Dakota

Attendees: Sarah Gunderson, David Hartz, Justin Krieg, Sandy Laxdal, Tom Beard, Shane Werner, JoDee Dungan, Barb Ratchenski, Matt Ford, Rick Letzring, Jeff Manley, Jim Perras, Kasey Allen, Kyle Kvamme, Todd Blixt

Purpose: Community Committee Phase 2 Pre-Referendum Meeting #4

Reported By: Kasey Allen/Jim Perras

Attachments: None

Discussion Items

1. Outreach Committee
 - a. Upcoming events
 - i. May 16th: Kindergarten program 7 pm (JoDee will be there)
 - ii. May 18th: Art Show 12 pm – 5 pm (JoDee will be there, others requested to contact her and attend!)
 - iii. May 20th: Firemen/ambulance meeting (Shane and Tom will be there)
 - b. Material Distribution
 - i. Justin will deliver postcards and/or boards to Northstar Co-op, C-store, John Deere dealer
 - ii. Tom will deliver postcards and/or boards to Hanson's Implement
 - iii. ICON will post board approved FAQ's to website, Facebook, and provide email file to the committee for local distribution
 - iv. ICON will post tax calculator to District website
 - c. Key Stakeholders – how to reach them
 - i. School Staff
 1. Mr. Manley had another meeting with school staff this morning and he feels they are well informed and supportive of the project
 2. "all call" voting reminder will be sent to all staff and parents the day before the vote
 - ii. Parents and Grandparents
 1. The district has all parents (+/-500) in a database, with telephone numbers
 - a. Mr. Manley will provide to CCC and CCC will contact Sarah to support building of the voter database
 - b. Ask parents to contact grandparents
 - c. Outreach efforts will also target grandparents
 - iii. Students/recent alumni who are eligible to vote
 1. Justin and Matt will reach out to recent alumni, leaders, schedule a meeting to discuss social media efforts
 - a. Suggest Instagram, twitter, etc. – as determined by recent alumni
 2. Note that absentee ballot application is electronic, ballot must be mailed
 - d. Personal contacts/pledge 10
 - i. Telephone
 1. Need to confirm May 29th call-a-thon at next meeting
 - ii. Voter database
 1. Target #'s – 60% needed to pass

2. Action
 - a. Sarah has the list, CCC will contact to support as/if needed
 - b. "draft" voters to contact at next meeting, based on best relationships
2. Social Media/Writing Committee
 - a. Videos from Melissa (Business Manager) about voting early
 - i. Posted on Facebook page on Friday, May 17th
 - b. Videos of kids in the school – bathrooms, classrooms, locker rooms, studying in the hallway, recess in hallway, and high school student testimonials (facts/experiences, not vote yes)
 - i. Posts next Tuesday, the 21st and Friday, the 24th and the following Tuesday, the 28th and Friday, the 30th
 - c. Mr. Laxdal coordinate with other committee members on their kids doing twitter – content should align with Facebook content
 - d. Video file of presentation to Jeff to put Tornado Vision
 - i. Any videos should be sent to Jeff
 - e. Committee needs to confirm Melissa's availability for the Kindergarten program for absentee ballots
 - f. FAQ in single page format on website and sent to committee
 - i. Some of these questions can become "did you know?" posts
 - g. Newspaper ad in free edition of Chronicle next week
 - i. Approval by committee Thursday, the 16th
 - ii. Will be submitted by ICON on Friday, the 17th

Coordination / Action Items

Milestone Dates

List all dates / deadlines.

- Monday, May 20th: Committee meeting at 5:30 pm
 - Voter database
 - Identify contact people for all key stakeholders
 - Confirm May 29th call-a-thon – who, where, when
- Week of May 27th
 - Wednesday, May 29th phone calls 6 pm
 - Key stakeholders – action
 - School staff
 - Parents
 - Grandparents
 - Students
 - Personal contacts/pledge 10
 - Telephone
 - Voter database
 - Goal: 75% of target
 - Action
 - Other
 - Social Media/Writing
 - Materials distribution
 - Facebook
 - Newspaper
 - Articles
 - Letters to the editor – submit by:
 - Thursday, May 30th: Relay for Life
- Week of June 3rd
 - Monday, June 3rd: City Council 7 pm – Jeff will be there
 - Project benefits to city
 - Wednesday, June 5th: Retail Services at 12 pm

- Thursday, June 6th: Public Meeting 6 pm
 - Presentation
 - Q & A 6:45 pm
 - Messaging
 - Presenters: Superintendent, School Board, Committee Members, ICON, CCC
 - 7: 30 pm Committee Meeting
 - Debrief and catch up
 - What are you hearing in the Community?
 - Outreach
 - Upcoming Events
 - Key Stakeholders - action
 - School Staff
 - Parents
 - Grandparents
 - Students
 - Personal Contacts/Pledge 10
 - Telephone
 - Voter Database
 - On Target?
 - Other
 - Social Media/Writing
 - Material Distribution
 - Reminders to Vote
 - Facebook
- Week of June 10th
 - June 10th: FINAL PUSH!
 - Tuesday, June 11th: Vote



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Cavalier Public School Possible Addition and Renovation

Date: 5/20/19

Project: Cavalier Public School Possible Addition and Renovation

Project Number: 18-055

Location: Cavalier, North Dakota

Attendees: JoDee Dungan, Jeff Manley, Kasey Allen, Kyle Kvamme, Jim Perras, Tom Beard, Brady Laxdal, David Hartz, Shane Werner, Sandy Laxdal

Purpose: Community Committee Phase 2 Pre-Referendum Meeting #5

Reported By: Kasey Allen

Attachments: None

Discussion Items

1. Social Media/Writing Committee
 - a. ICON spoke with Rocky about capturing some videos at the school
 - i. Will follow up with him on Tuesday to check in
 - b. ICON will make some more Facebook posts
 - c. ICON will work on making a frame for videos and photos
 - d. ICON will get FAQ sheet in single page digital format for the website and social media
 - e. Committee members will continue coordinating with their kids for social media outreach on Twitter, Snapchat, etc.
 - f. A video file of the PowerPoint presentation from the public meeting last week will go up on Tornado Vision – ICON will send to Jeff and Rocky
2. Outreach Committee
 - a. Upcoming Events
 - i. May 27th: Firemen meeting – Shane and Tom will be there
 - ii. Return to Country Estates next week
 1. Have a high school senior speak about his/her experiences
 - a. Student Council President?
 - b. Material Distribution
 - i. Newspaper ad this week
 - c. Key Stakeholders
 - i. School Staff
 1. Reminders to vote early
 2. Staff on committee feel as if the rest of the school staff are well informed
 3. "all call" voting reminders will be sent to all staff and parents the morning of the vote
 - ii. Parents and grandparents
 1. Mr. Manley provided CCC with database of parent contacts
 - a. CCC will merge this with the current database
 - iii. Students/recent alumni who are eligible to vote
 1. Sidney Laxdal
 2. Kasey's friends
 3. Promote the "cool" factor
 4. Suggest Instagram, Twitter, etc.
 - d. Personal Contacts/pledge 10
 - i. **May 29th at 6 pm will be call-a-thon – Confirmed**
 1. Very important and effective
 2. Often the difference between passing and not passing
 3. Strictly factual
 4. Can use personal connections and cherry pick who you want to talk to
 5. People who are not on the committee can participate too

- e. Public Meeting on June 6th
 - i. **Will be moved to the downtown event**
 - ii. Set up location TBD
 - iii. ICON will be sure to get this advertised in the paper and will create a post for social media as well

Coordination / Action Items

- Social media videos and photos – committee members and ICON
- Social media frame – ICON
- FAQ single page – ICON
- Database – CCC

Milestone Dates

List all dates / deadlines.

- Week of May 27th
 - **Wednesday, May 29th phone calls 6 pm**
 - Key stakeholders – action
 - School staff
 - Parents
 - Grandparents
 - Students
 - Personal contacts/pledge 10
 - Telephone
 - Voter database
 - Goal: 75% of target
 - Action
 - Other
 - Social Media/Writing
 - Materials distribution
 - Facebook
 - Newspaper
 - Articles
 - Letters to the editor – submit by:
 - Thursday, May 30th: Relay for Life
- Week of June 3rd
 - Monday, June 3rd: City Council 7 pm – Jeff will be there
 - Project benefits to city
 - Wednesday, June 5th: Retail Services at 12 pm
 - Thursday, June 6th: Public Meeting 6 pm
 - Presentation – **MOVED TO DOWNTOWN EVENT**
 - Q & A 6:45 pm
 - Messaging
 - Presenters: Superintendent, School Board, Committee Members, ICON, CCC
 - 7: 30 pm Committee Meeting?
 - Debrief and catch up
 - What are you hearing in the Community?
 - Outreach
 - Upcoming Events
 - Key Stakeholders - action
 - School Staff
 - Parents
 - Grandparents
 - Students
 - Personal Contacts/Pledge 10
 - Telephone
 - Voter Database

- On Target?
 - Other
 - Social Media/Writing
 - Material Distribution
 - Reminders to Vote
 - Facebook
- Week of June 10th
 - June 10th: FINAL PUSH!
 - Tuesday, June 11th: Vote



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Cavalier Public School Possible Addition and Renovation

Date: 6/25/19

Project: Cavalier Public School Possible Addition and Renovation

Project Number: 18-055

Location: Cavalier, North Dakota

Attendees: Sara Hinkle, JoDee Dungan, Tom Beard, Rick Letzring, Justin Kreig, David Hartz, Bill Crosby, Chris Burgess, Sandy Laxdal, Craig Steiger, Kyle Kvamme, Kasey Allen, Todd Blixt, Jeff Manley, Mike Barsness

Purpose: Reconvene community facility committee after failed vote – plan going forward

Reported By: Kasey Allen

Attachments:

Discussion Items

1. Jeff made a breakdown of facts about who voted/didn't vote, etc.
2. A lot of people who voted did not go to any of the public meetings
3. Need to do more to inform the younger families and parents
 - a. **120** families with kids in school didn't vote
4. Some people thought there was too much info on the postcard
 - a. Take enrollment off postcard
 - b. Make it simpler and more broad
5. Confusion on the two ballot questions
 - a. Next vote will only have to have one question
6. Need to push that this plan is needs vs. wants
7. Need to spell out the different uses of the commons space and make a graphic and make it in your face
8. Explain how education has changed and why the commons space is necessary
9. New marketing and communication efforts
 - a. How to market to the younger parent generation
 - i. Dumb it down
 - b. Commons space and cafeteria on plan
 - c. List of activities that interrupt gym class
 - d. List of dates it was too cold to go outside for recess
 - e. Reach lower socio-economic status families
 - i. Get lower economic status people on the committee who support the project and get their friends and those in a similar situation as them to vote
 - f. Get an active vote yes committee?
 - i. Can't be on school grounds or when staff is on the clock
 - g. Communicate the estimated costs of each piece more openly
 - h. Come up with detailed reasons for why each part of the project is necessary
 - i. Showcase and highlight the facility issues
 - j. Graphic that shows capital maintenance
 - k. More than one board member speaks – unified board message
 - l. Add younger folks to the committee
 - m. Be strategic about when the vote is
 - i. School event
 - ii. Parent/teacher conferences – end of October
 - n. New postcard

Coordination / Action Items

- ICON craft messaging and communications
- Post to tornadoes today and tomorrow – we are revamping, who wants to join?
- CCC to get cost breakdown of capital maintenance needs

Milestone Dates

List all dates / deadlines.

- Our next meeting: Tuesday, July 9th at 6 pm



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Cavalier Public School Possible Addition and Renovation

Date: 7/9/19

Project: Cavalier Public School Possible Addition and Renovation

Project Number: 18-055

Location: Cavalier, North Dakota

Attendees: JoDee Dungan, Sarah Gunderson, Sara Hinkle, Robby Kemp, Jeff Manley, Tom Beard, Justin Krieg, Casey Krieg, Craig Steiger, Barb Ratchenski, Kelli Vivatson, Andrew Cull, Ryan Fitzsimonds, Lizzie Crowston, Kent Schluchter, Drew Olafson, Faye Kihne, Mark Kihne, Julie Kemnitz, Andrew Gilbertson, Carla Gilbertson, Kasey Allen, Todd Blixt

Purpose: Pre-referendum meeting with community committee

Reported By: Kasey Allen and Jeff Manley

Attachments: None

Discussion Items

1. What have people been hearing?
 - a. People don't like/don't understand the commons space
 - i. Don't think it's necessary
 - ii. Confused by its uses
 - iii. Too big/costs too much
 - b. A lot of misinformation or not enough information about the specifics of the project
 - i. People didn't know that entire school would be brought up to ADA and fire code compliance
 - ii. Don't understand capital maintenance costs
 - c. Tax impact is too much in a poor farm economy right now
2. A lot of younger parents didn't vote
 - a. How do we get them to understand how important it is that they vote
 - i. Need them to understand all the challenges with the 1937 building
3. Options moving forward
 - a. Tweak the plan
 - i. Don't want to do this – current plan is the right plan
 - b. Move forward with another vote in September/October
 - i. Aggressive marketing and communication
 - ii. Vote yes committee
 - iii. Maintain community committee
 - c. Do some sort of survey to understand why it didn't pass the first time
 - i. Don't think this is necessary because the vote was so close
 - ii. Feel it is just about getting everyone to actually go vote
4. Option Decided On: move forward with another vote in late September/Early October
 - a. Align with parent/teacher conferences
 - b. Form a vote yes committee
 - c. Maintain community committee
 - d. Change marketing materials – more obvious, and explain things in more detail
 - i. Ideas
 1. More videos and pictures of the challenges the current facility is facing
 - a. Explain why some of the things haven't been fixed up until this point
 - i. New sinks would require all new plumbing – money
 - ii. If you touch the bathroom stalls, you must make the entire space ADA compliant which costs money anyways
 - iii. Etc.

2. Sell the improved educational benefits that the improved building will bring
 - a. We want to have the best education in the area because of the improved facility – not just sell a new structure
3. Explain uses of the commons
4. Explain how education has changed
5. Explain the capital maintenance costs
 - a. “easy-to-follow”
6. Stress the importance of bringing the entire school up to ADA and code compliance
 - a. Explain clearly
7. Show a better comparison of spending the \$3.5 - \$4 million to just make the 1937 building usable vs. the cost of the new high school wing
8. When writing social media posts or newspaper inserts, focus on one issue at a time

Coordination / Action Items

- Organize a vote yes committee
 - Can raise money if you want
- ICON will work on creating and editing some marketing and communication materials

Milestone Dates

List all dates / deadlines.

- School board meeting on Monday, July 15th
 - Will discuss calling for a vote and moving parent-teacher conferences up to late September/Early October to align with the vote
- Back to school night
 - August 20th



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Cavalier Public School Possible Addition and Renovation

Date: 7/24/19

Project: Cavalier Public School Possible Addition and Renovation

Project Number: 18-055

Location: Cavalier, ND

Attendees: Sarah Gunderson, Jeff Manley, David Hartz, Tom Beard, Sandy Laxdal, Matt Ford, Chris Burgess, Kasey Allen, Kyle Kvamme

Purpose:

Reported By: Kasey Allen

Attachments: None

Discussion Items

1. Back to School Night is August 20th from 4 – 6:30 pm
 - a. Need members of the committee there making sure people know they can vote
 - b. Have a coloring station for kids with paper that says “my parents voted”
2. Vote is September 30th
 - a. Same day as parent/teacher conferences
 - b. Need members of the committee there making sure people know they can vote
3. Maybe have one public meeting that addresses all of the “Why’s” of the project
4. We need to find ways to get the younger parents into the building and get them to care
 - a. Tour-a-thon?
 - i. Get local businesses or people to sponsor and donate some among for each person who does a school tour
 - ii. Money goes to PTO
5. Contact daycares and determine the best way to reach those parents
 - a. Events at the school with the high school students, maybe find a way to encourage parents to come inside the school?
 - b. Other ideas?
6. Will continue informational outreach
 - a. Facebook
 - b. Flyers

Coordination / Action Items

Milestone Dates

List all dates / deadlines.

- August 20th: Back to School Night
- September 30th: Vote