

JONESBOROUGH K-8 SCHOOL DESIGN COMMITTEE

April 29, 2020

ZOOM Meeting Minutes

The Jonesborough K-8 School Design Committee met Wednesday, April 29, 2020, at 4:00pm using Zoom technology due to the current health crisis.

Present: Chuck Vest – Town of Jonesborough Mayor, Joe Grandy Washington County Mayor, Jodi Jones – Washington County TN Commissioner, Bryan Barnett, Town of Jonesborough Representative, Todd Ganger – Washington County TN School Board, Marybeth Dellinger, Washington County TN School Board, Philip McLain – Washington County TN School Board, Laura Cusick – Town of Jonesborough Representative, Jan Allen - Washington County, TN School Board Representative, Dr. Flanary – Director, Washington County, TN Schools, Ken Ross - Ken Ross Architects, Jay McCusker – Ken Ross Architects, Philip Patrick – Maintenance Supervisor, Washington County, TN School, Wayne Woods, Burleson Construction, Jim Wheeler – Town of Jonesborough Attorney, Bob Browning – Town of Jonesborough Staff

Mayor Vest welcomed Design Committee members and consultants. He clarified Bob Browning's role as being on the planning team after May 1st. He will not be a member of the committee so he is available to answer questions or if members want to make any comments to him outside of a public meeting they can do so without violating sunshine laws which will be more productive. Mayor Vest said Glenn Rosenoff will be the Town Administrator for the Town of Jonesborough beginning May 1, 2020 and will be a member of the Design Committee. Jim Wheeler said that as long as the Governor's order is in place that electronic meetings are determined the safest way to meet, a vote would need to be taken to establish the meeting as an essential function of government. Philip Patrick made a motion to establish the Jonesborough K-8 New School Design Committee meeting as an essential function of government, seconded by Philip McLain, and passed unanimously.

The Design Committee agreed to continue to meet the last Wednesdays of the month at 4:00pm. They will meet monthly, unless at a later time they determine they need to meet more frequently.

Current Status – Design Team/Project Funding - Status of Rural Development Funding Application – Bob Browning said he and Jim Wheeler have spent a lot of time working with Rural Development since they have not worked on a project like this one before, so RD is going over all the steps carefully. The Rural Development (RD) interest rates have been falling and the rate is currently 2.38% which will save the County a lot of money since initially the project was based on the rate being 3%. The fixed cost of the project is \$32,750,000. There are couple of more steps in the application process. The Preliminary Architectural Report (PAR) is in and there are a couple of minor revisions that are being worked on. The Environmental Review is done and the Financial

Feasibility Report was done by Blackburn, Childers, and Steagall. RD was please with the report. This process with RD should be complete by mid-May. The 2.38% interest rate is good through June as far as RD is concerned. Once the application is approved the fixed from RD it will remain for the entire project. Even if it takes five years the interest rate will remain the same.

Architects Contract – Structure of Design Team – We have been working with Ken Ross Architects at this time without a contractual relationship because the design team is more complicated than what is typical. We have a commitment in our agreement with the County and School Board to have a construction advisor. Wayne Woods has joined the meeting to represent Burleson Construction. Mr. Browning said he looks forward to working with Tommy Burleson as the Construction Advisor, and he will help the Town select, at a point 50% through the design of construction drawings, a Management/Constructor which is basically the contractor. Mr. Browning said the fact that we have a Construction Advisor and a Construction Manager (Contractor) that are involved in early in value engineering and cost control before the construction drawings are finished, complicates the process. By having additional people in the design team requires us to feel comfortable about value to the project since they are funding the project. We had to provide them with additional information since things are being handled differently and most of all of the concerns have been addressed. Jim Wheeler agreed with Bob Browning that we are 98% through with this process to have Ken Ross under contract.

Site Factors - Mayor Vest and Bob Browning mentioned improvements have already been made on access from 11E to the school site. Connector at North Cherokee and Smith Lane is complete. There is a traffic signal already funded at Smith Lane and 11E which is another tedious project with TDOT which will be complete before the school opens. Bob Browning said he feels comfortable about the new route coming up North Cherokee going up the ridge. A couple of feet have been cut off the top of the ridge which is all that could be taken off safely to improve the site distance coming over the top. Todd Wood, of DT Wood Engineers, has been working with the town to study a roundabout on the school property. Mr. Browning said it is a critical issue that he is open to input from the Committee if there is an alternative. There is a second ridge coming from Tavern Hill Road by Skyline Drive that doesn't have a lot of traffic, but even with a little bit of traffic there are some safety concerns especially with the speed of traffic that is coming down the ridge from Tavern Hill. Mr. Browning said they are looking at a traffic circle off Tavern Hill and Skyline Drive to enhance safety coming towards the school. Phil McLain said he thinks the plans look good. Todd Ganger asked Mr. Browning if he felt there is enough room for school buses coming up N. Cherokee Street to maneuver around the new connector at Smith Lane. Mr. Browning said they would probably go back and retro fit the radius of the curve that is in the island just constructed. He said the other option the Town is looking at is to make sure there is a wider section of connector that allows buses to turn left and still be in the thru lane up the hill. Mr. Browning said the issue will be corrected.

The next important concern in the school design is the student drop off/pick-up design. Mr. Browning said he and Todd Wood were looking at ways to have the most kids get out at the same time in a safe manner. Mr. Browning said when he spoke to Brendon

McKee at the Jonesborough Middle School, he said currently they'll have four rows of cars coming in and someone has to stand in front of them to keep them from driving when they have their child and kids are getting in other cars. He said people will try to go around each other. Mr. Browning said what they tried to put together is a peninsula layout so that cars split on either side of that covered concrete area then they can turn and access the school in a covered area along the school. It was determined they could get seventeen vehicles on each side which is 34 vehicles that would come in at the same time with single lanes. On the side where the driver gets along the curb, you'll have a couple of students who need to go around the car to get to the passenger side to get in. With a single lane they don't have to worry about someone driving around that way. Mr. Browning said this is something that will have to be worked out with the Administration of the school. He said there is a little outpost for someone to stand in and radio back the school covered area. He also said they are looking for input from other principals. Principal McKee thought that design would work well. Currently some parents get to Jonesborough schools two hours before dismissal which is not a good thing. Anything that can be done to expedite picking up students at dismissal would be attractive to parents. Currently there are about 7 buses going to the Jonesborough schools bus lane are also a consideration. When looking at stacking lanes they went all along the ballfields with the ability to stack double lanes and loop back to the parking lot. Philip Patrick said the drop off and pick up look great and the stacking area is excellent. He said it's great if you can have ten cars drop off or pick up quickly then shoot away. Mr. Patrick asked Ken Ross how many cars can be stacked around the road by the ballfields. Mr. Ross said he hadn't added them up but it's quite a few. Mr. McCusker said there is more room at this site any other schools for stacking. Mr. Browning said there is another lane that has been labeled for future use that can be used for parallel parking or stacking even from the beginning if needed. Mayor Vest said he really likes the concrete island to have dual lanes which makes a lot of sense. Mayor Vest asked Jay McCusker about the drop off area by the gymnasium. Jan Allen also addressed this area and suggested traffic flow differently during certain hours. Jay McCusker said that once there is a school design, this can be worked on. Ms. Allen shared her experience at dismissal when sometimes there is a car that needs to pull over to a designated area to get out of the way of the flow of traffic and she asked Mr. McCusker if that lane by the gymnasium can be used for that purpose. Mr. McCusker said that the way it is designed now that would need to be worked on since these lanes don't connect, but they can design a couple of spots for this purpose. Ms. Allen said that cars that can't pull over and get out of the way can hold up lines for about five minutes. Mayor Grandy said he is looking at the original and three different layouts stacking and travel arrangements and they look very different. Jay McCusker said they very different. They were designed in reaction to the problematic concerns in talking with school faculty and administration that they might want to do something differently having just recently opened a school that could function better. They spent a lot of time talking to school staff and these layouts start to address some of those concerns and questions that were raised. He said these are organizational schemes and not floor plans. Mayor Grandy said he agrees it's not the time work on these fine details of the car loading until they determine what the footprint looks like. Bob Browning said that the important thing is from a process standpoint that they are going through this kind of detail to focus on the fact that the access, the drop off/pick-up and parking design do impact the footprint

design and they want the Committee to know that they are putting that kind of detail in the thought process and are seeking the input to make sure it functions very well. Bryan Barnett agreed with Jan Allen that many times children do not hear their names called out for pick up and need a place to pull over. He also noted that from an athletics standpoint that there are problems with the drop off/pick up at the new Boones Creek School for basketball tournaments at the gymnasium. Laura Cusick agreed with Mr. Barnett. Mayor Vest said that Bob Browning and Ken Ross Architects are paying attention to the details and will learn from mistakes made at other schools to find something that works for Jonesborough. Marybeth Dillinger asked where the SRO Officer be located during drop off/pick up. Jay McCusker said the SRO Officer needs to remain inside the building and will monitor the building itself.

Moving on to the next agenda item to discuss was the utilities. There is a gas main at this location which is an asset to the site. Jay McCusker wanted to discuss the organization of the site. He has been spending time looking at the security of the site, moving the cars, but also, they need to work with the existing site as it is. One thing to consider is the access to utilities which tends to be on the western edge of the site, so if you are looking at schematic C-1, they are setting the building as close to the western edge as they can because that provides the best access to the roads, the utilities and it puts the building in a prominent place so that anyone who comes and goes to the site can see it's about the school and the children and that will set the school up for success. Bob Browning also pointed out that there will be less grading involved. Jay McCusker said that is true and what they need to do is work with the slope and in Jonesborough there is hardly any flat land left and rolling property is what they are working with. The design on schematic C-1 is a split level, but after speaking to a few people, building a full two-story building may be better especially for future growth as well as extra site amenities. There are grant applications to fill out in the future for extra ballfields. It's been discussed to have other additional programs like an agricultural program and other programs to tie into with Town to best utilize the 48-acre site. What they are looking at if they make the building a full two-story, they are looking at pushing it a little bit up the hill, so that they can have a full first floor that would be traditional and the second floor can stack above it which you normally expect. The arrangement on the original site plan did the opposite where the main level is the upper level and as it slopes down the hill and kind of carves out to create that lower level and we may not have to do that by going to the two full stories. So it's making a pretty big impact and as you consider the budget, when you go to the full two stories from the split level you are maximizing what you get per dollar per square foot.

Bob Browning said going to two stories also improves the security of the building. Jay McCusker concurred stating that this would reduce the amount of entrance doors to monitor getting into the building. Dr. Flanary said the security offer is incredible where you can stand in one place and see several hundred feet of hall way and it's a very good idea.

Building orientation – Jay McCusker said if you look at the overall site plan it is oriented on the page as it is simply because it's the shape of the site map and if you go to Google maps and look at the site it's actually going to be different because it will be

oriented to the true north when you locate a building on a site one of the things you want to try to do is get as close to cardinal points as you can with your north, south, east and west. The layouts developed since this plan account for that much better than this kind of T-shaped plan they initially started. The idea is if you stay on the cardinal points, you can work to minimize heat gain and loss which is critically important, and maximize the light coming in to offset energy costs which will keep operation cost down. Bob Browning mentioned he and Jay McCusker had a meeting with Jeff Dykes from BrightRidge and his crew about the possibility of there being some solar work being done on the site. BrightRidge is working on a plan to have an additional solar farm and would dedicate a certain amount of space per school in the County and they asked if the Town would be willing to work with them, and Bob said of course. The kilowatts produced from a section of the solar farm would be dedicated to reduce the cost of electricity in the school even in the summer when there is an increase in kilowatts generated which would lower the payment to BrightRidge. Mr. Browning said BrightRidge would rather do it that way than putting solar panels in the roof. He said BrightRidge can have a couple of solar units tied into the school's science classroom for educational purposes. Mayor Grandy said that concept was approved by the Washington County Board yesterday (4/28/20) along with an LOI going out to Silicone Ranch which is a partner of BrightRidge to develop the 100-acre site and 9 mega watt capacity and would benefit the Washington County school system, Johnson City school system, and ETSU. Mayor Grandy added that this is a benefit to the school system for the next 30 years. Jodi Jones asked since the solar panels are not going to be at the school, which would have been a capital outlay, but on the solar farm, will it now be a utility expense? Jay McCusker said it will now be a utility expense. Mayor Grandy said it will actually be a credit to the school system since across the system the County is paying 11 cents a kilowatt and the solar energy is 3 mega wats delivered at about 8 cents which is guaranteed not to change for the next 30 years. Bob Browning clarified that there will be no charge to the school. Jay McCusker said the school can provide a computer so that students can monitor the solar power for educational purposes. Mayor Grandy thanked Todd Ganger for the work he has done with BrightRidge and this collaboration.

Security -Ken Ross Architects and Bob Browning have been paying close attention to security needs and are trying to incorporate the measures that they have been told are important in the design scheme. Dr. Flanary mentioned the sight distance down hallways from the SRO or a kiosk. The technology in the school needs to go to the SRO and the Administrative Office which they feel is very important and they are trying to piece it together because the school will be in the city limits and the Town of Jonesborough intends to be an important partner in what happens. The Town police department has the capability of getting to the school as quickly as the County even though they are closer with the location of the Sheriff's office but their deputies are usually spread out. Mr. Browning said it's important that a system is designed where if a call comes into town hall Police Department dispatchers, the Jonesborough police can get there quickly and there is a coordinated plan between the Town police and the Sheriff's office as to how to respond. The Town of Jonesborough is committed to working with the Sheriff's office. They are working on keeping the SRO in the building to provide the most protection of the students. Mr. Browning mentioned how the HVAC

system is designed has an impact. They learned if two classrooms are tied to the same unit and one teacher gets warm, the teacher would open the outside door to the classroom which from a safety standpoint is something they want to avoid. If a door gets opened, someone needs to be notified? Mr. Browning said the technology needs to be state of the art and the intention is to try to get people together on the technology side and get some outside consultant to determine what is state of the art technology. With technology changing so quickly, there is so much capability added each year that we need to take advantage of Jay McCusker added that one of the early concerns they've heard from multiple sources is that the door hardware to the classrooms themselves needs to be improved. He said in a lot of the schools the teachers themselves will retrofit the hardware to try to in their minds to improve security and there are certain things they can do to eliminate that because they don't want to trade one kind of safety for another which opens the school up for more liabilities. They are called defeat devices and are not really proven as being safe. They are looking at the building security as a whole, as an overall strategy, and has partnered with Allegion who makes Schlage door hardware. Ken Ross Architect has some demonstration kits that they can bring to the next meeting when they Design Committee can meet again in person to see how they work. Allegion has offered to do a seminar with the Design Committee to answer questions and to talk about these issues in a larger context to see how the door hardware and other things relate to the way the overall building security works. Mayor Vest said we might need to start thinking about how we can make cafeteria and gymnasium doors safer in respect to what precautions we are taking not to spread the COVID-19 virus and maybe we can eliminate touch points to reduce illnesses that get spread in the school environment. Jay McCusker said schools are looking at this and one aspect is the cafeteria where it's the big social time of the day when kids are having their lunch. When you have the large number of kids sitting putting things into their mouths, they will need to run extra lunch periods to keep them spread out enough to have the right type of protection. That's just one way the building might be affected, but overall, we don't know what added protections will be put in place and as a nation. We'll be watching this over the next few months, so we'll have to take advantage of what changes get implemented. Mayor Vest suggested that maybe they will do away from the long tables and switch to round tables making smaller groups at a table. Jay McCusker said he will keep looking at any studies he can find, but until schools reopen, it may be hard to find any information. He said he will stay tuned in to see what can be helpful to incorporate in the design of the school.

Bob Browning said he sent the Committee some information about classroom distribution and allocation, the cafeteria, and related arts. He said he did get some good information from Kaitlyn Kite, the Nutritionist for the Schools, about her vision about a good cafeteria layout and what is being done at other schools and how to improve the layout for the new school. The issues at this point in time after a discussion with Dr. Flanary is there needs to be more realistic input on how classroom allocation works. Some information was sent out from Jay McCusker today about the number of classrooms are needed. There needs to be more conversations as far as how the classrooms relate to other spaces and how they relate to the arts. Dr. Flanary talked about creating a panel of some key Principals that would be helpful along with an Elementary Supervisor which would be very helpful to work through the details about

how the classrooms will work together. Philip Patrick needs to be involved as well. When they looked at the new Boones Creek school there was a lot of re-distribution of classroom space on the very front end, and the only way that would seem to occur is that there's a Principal that comes in at a certain time and makes changes. Dr. Flanary said he'd like to get together some veteran people to help move that along. Bob Browning said that Jan Allen is a teacher in the related arts who can also help with this. Laura Cusick said she spoke to several teachers at the middle school as the PTA President there and they've shared some very good ideas. They are very willing to give their thoughts and ideas. Dr. Flanary agreed with Ms. Cusick that it is very important to gather their feedback and the teachers are very enthusiastic to give their input. Bryan Barnett said he had a meeting with Brandon McKee a few months along with about twenty teachers in the middle school and their biggest desire is to have a sink in every classroom to wash hands. It was also expressed that their needs to be more adult only restrooms on each floor. Jan Allen agreed with both of these requests. Mr. Barnett has a list of ideas from his meeting he can share with Jay McCusker. Mr. McCusker said that having sinks in the classrooms is becoming the new standard especially in elementary classrooms, less in the middle schools but he assuming we will use the same prototype for all classrooms. Mr. McCusker took a survey and grouped everything by category to try to make an analysis and the top five issues are designing the classrooms for learning and general aesthetics and coupled with electric outlets for technology and security is right behind that making sure the building is as safe as possible and really basic stuff like large size fully enclosed classroom. Coming from where they are now, that makes a lot of sense, and also storage, sinks and other classroom amenities. Those are the main things that every school should have in today's environment and a lot of other responses. When we get into the details the other responses can be addressed as well.

Any information being collected by the Design Committee should be emailed or shared with Bob so he can share the information with the Committee and to avoid any deliberations among members.

Current Status - Bob Browning sent some information about classroom distribution and wanted to let the Committee know they are working on that and there are some interesting quirks related to that, and they will discuss this with school staff and nail it down and get it back to the Committee. Also, the impact of security in the layout is a really big deal and Mr. Browning put together the information on what they address so far. He asked if anyone had any other information or thoughts on how to improve security to please get it to the Committee to review. They will start detailing out how hardware and technology in the classroom, teacher thoughts, panic alarm if that is included, where will signal go, maybe to Administration or to the Town of Jonesborough or the Sheriff's office. The Town of Jonesborough has a very quick response time of 2-3 minutes. That would be a priority to the town to respond. Jay McCusker said a couple of things they learned in regards to related arts, the curriculum works better if those classrooms are close together to plan more interictal - discipline curriculum. So, they will try to accommodate those however, security and site access are higher on the list. But they will do what they can there. The CDC and essentially all of the special education classrooms. The main request is to have all of them in a quieter location in

the building. In Boones Creek they are located in the main corridor. They are looking at drop offs, one for athletics and for buses and the parent drop off which was discussed, and having a CDC drop off which is more of a loading and unloading concern as to simply just getting into a car. Someone suggested an outdoor dining area. Mr. McCusker said depending on the budget it will be decided if it will be included or if they will block out an area that will be decided in the future. He said it's a pretty reasonable idea that he's seen in other districts.

Jan Allen has some ideas about the related arts, but she feels that will be handled later on in the design. Mayor Vest suggested she pass that along to Bob Browning.

Mayor Grandy asked if Jay McCusker as he was looking at the alternative layouts if he could drop them on the site as Jay would have envisioned them going? Jay McCusker said that would be the next step to see how well they integrate into the site. Philip Patrick agreed that they would be able to see what the traffic pattern would be like on each design and how that works, and also each one of the three options have different approaches for public use area with areas like the gymnasium and the cafeteria with some better than others, but one may be better with the traffic flow. Philip McLain said that when they were planning Grandview and Ridgeview, he remembers one of the comments received from a janitor was that most of the older schools did not have adequate janitorial closets. With a school this size, he wanted to point this out to the architect. Also, when those two schools were built, the first bleachers in the football field could only hold about 100 people and they did a major change order that cost about \$80,000 at each school to add the bleachers that are there now that would hold an excess of 500 people. Planning in the future for with maybe 1,100 students in a few years having adequate bleachers would be great. Jay McCusker said in looking at these special function areas, they based the size of the blocks on is essentially what went into Boones Creek due to the similarity in the size of the school. What went into the gymnasium is basically set up with bleachers in how the set up will be in the new school. Philip McLain said Jay McCusker is referencing inside when he was talking about outside. Mayor Vest said what we have now at Grandview at the football field is great and he wouldn't think the new Jonesborough school would have any less or even better. Bryan Barnett agreed with Mayor Vest. Todd Ganger said he really appreciated creating this team of experts and taking the time to get all these details worked out to make the new school as perfect as possible.

Dr. Flanary said he keeps circling back to the first-floor plan, Option One, and how much he likes it and likes that you can isolate the gym which is very important in the evenings when you have kids everywhere at ballgames and not having them wondering around. Dr. Flanary said he really likes the simple L configuration and it offers great security and ability to isolate one part of the school from the other.

Bryan Barnett said he was meaning to address the Parks and Recreation Board with a question about soccer fields, but the meetings have been canceled. He asked if the small soccer fields being used at Persimmon Ridge would be moved to the new school. Mayor Vest said they hadn't gotten to that yet, but can see soccer being moved to those fields. Mr. Barnett asked if Mayor Vest knew the size of the fields. Mayor Vest said he'd

think they be the regulation size for that age group. Mayor Vest said it would take some pressure off of those softball/baseball fields at Persimmon Ridge and would like to move soccer to this new facility. Mr. Browning said there will be one large field. Todd Wood worked with our Park and Recreation department and can get us the dimension details. Mayor Vest said the athletic departments have been working with us and have some great input.

Jim Wheeler discussed Bob Browning's new role and benefit to the school project and the Town of Jonesborough could not build the school without the direction of Bob Browning. Mr. Browning said having Wayne Woods from Burleson Construction involved in the planning is essential to keeping reality checks and is going to be an ongoing process to be able to do cost containment, value engineering from the beginning. They will be working with the team to have the best building for the best value working to stay in the budget. Mr. Browning said he greatly appreciates the partnership with Washington County and the School Board in building this new school for Jonesborough.

Mayor Grandy made a motion to adjourn, seconded by Philip McLain and unanimously passed.

The next meeting will be Wednesday, May 27th, at 4:00pm, via Zoom.