

Facilities Master Plan Committee
Meeting Minutes
Monday, April 4, 2016
FWISD Board Conference Room
1:30 P.M. – 3:30 P.M.

Kent Scribner
Matthew Avila
Tobi Jackson
Judy Needham
TA Sims
Art Cavazos

Diana Angles
Lori Boswell
Sherry Breed
Vickie Burris
Art Cavazos
Alma Charles
Kyle Davie
Kevin Greene

Yvonne Garcia
Barbara Griffith
Sammy Monge
Mike Naughton
Elsie Schiro
Michael Sorum
Michael Steinert

The following items were discussed:

1. CALL TO ORDER

Matthew Avila called the meeting to order at 1:30 pm.

2. DISCUSSION ITEMS

A. Minutes Approved

B. Capital Assets Master Plan Timelines and Processes

- Reviewed Facilities Master Planning Major Milestone handout
- Key dates are listed to help committee stay on track. Instruction drives construction.

C. Demographic Study Overview -

- Reviewed the Demographic Study Handout "DRAFT".

D. High School Growth Patterns and Facility Implications

- Cohort Survival is the calculation the demographer uses to project the future student growth.



E. RFQ-Capital Asset Plan –Strategic Consultant Service

- Reviewed Draft criteria RFQ of Facilities Master Plan Consultant.
- A committee was created for the selection process. The Committee will consist of Chief of Operations, Chief of Secondary, Chief of Elementary, Chief of CIP, Chief Financial Officer, Senior Communications Officer, School Architect and community members.
- The scoring will be a two-step process:
 1. Score will be based on the statement and qualifications and score individually
 2. Score on the interview/ presentation and answer to questions posed by the committee
- Tentative schedule reflects the RFQ Facilities Master Plan Consultant selection to go to the board for approval in June, 2016.

F. Website/Communication

- A webpage will be created for the Facilities Master Plan Committee through the FWISD CIP webpage.
- Agendas and approved minutes will be posted on the webpage.

3. COMMENTS

The next meeting will be scheduled at a later time.

4. ADJOURNMENT

The meeting adjourned at 3:30 PM

 6/14/16
Matthew Avila, Chair Date