A school facility committee typically plays a crucial role in ensuring the proper maintenance, improvement, and planning of school facilities. Key actions of such a committee include:  
  
1. Needs Assessment: Assessing the current condition and needs of the school facilities, including safety, accessibility, and functionality.  
  
2. Budget Planning: Collaborating with school administrators and stakeholders to make budget recommendations for facility maintenance, repairs, and upgrades.  
  
3. Long-Term Planning: Developing long-term facility plans and capital improvement strategies to address future needs.

* 1. Architect Selection (Facility committee plays some role in this recommendation)

1. \*\*Needs Assessment and Project Scope:\*\* Before selecting an architect, the school district should have a clear understanding of its facility needs and project scope. Determine whether the project involves renovations, new construction, or both.
2. \*\*Request for Qualifications (RFQ):\*\* The school district issues an RFQ, inviting architects and architectural firms to express their interest in the project. This document typically outlines the project's objectives, scope, and requirements.
3. \*\*Review of Qualifications:\*\* The school district reviews the qualifications and experience of the architectural firms that respond to the RFQ. This can include examining past projects, expertise in educational facilities, and relevant certifications. This process typically involves site visits to ensure school projects meet the vision of Manson SD.
4. \*\*Shortlisting:\*\* Based on the RFQ responses, the school district shortlists a select number of architectural firms that meet the qualifications and criteria.
5. \*\*Request for Proposals (RFP):\*\* The shortlisted firms are then invited to submit more detailed proposals (RFPs). These proposals should include their approach to the project, project team members, project schedule, and estimated costs.
6. \*\*Interviews and Presentations:\*\* The school district may conduct interviews or presentations with the shortlisted firms to better understand their capabilities, vision for the project, and compatibility with the district's goals.
7. \*\*Reference Checks:\*\* Contact references provided by the architectural firms to inquire about their past performance on similar projects.
8. \*\*Evaluation and Scoring:\*\* A committee, which would include school administrators, a board representative, and a facility committee representative, evaluates the architects based on site visits, interviews, and RFPs.
9. \*\*Selection:\*\* After thorough evaluation and consideration, the school district selects the architect or architectural firm that best aligns with the project's needs, goals, and budget to assist with prebond planning and work.

Bond Exploration Process (With Typical Time Frame for Work prior to Bond)

1. \*\*Needs Assessment (1-2 years prior):\*\* Determine the scope of facility improvements needed, including repairs, renovations, or new construction. Engage with the school community to gather input on priorities. Completed in coordination with Facility Committee.
2. \*\*Financial Analysis (1-2 years prior):\*\* Assess the district's financial capacity and funding options. This includes estimating the bond amount required and evaluating the impact on taxpayers. Completed in partnership with partners including DA Davidson, school Business Manager, Architectural Firm, and Chelan County.
3. \*\*Board Approval (6 months prior):\*\* Seek approval from the school board to move forward with the bond proposal. This may involve developing a detailed bond package.
4. \*\*Public Input and Communication (Ongoing):\*\* Begin a public awareness campaign to inform the community about the bond proposal. Gather feedback and address concerns.
5. \*\*Formal Bond Resolution (3-6 months prior):\*\* The school board formally adopts a bond resolution outlining the bond's terms, amount, and purpose.
6. \*\*Public Bond Campaign (3-6 months prior):\*\* Continue the public outreach campaign to build support for the bond. Provide detailed information about the projects and their benefits.
7. \*\*Bond Election (typically 6-9 months after initial planning):\*\* Hold the bond election. The bond must receive a majority of votes to pass. (February 2025 EP and O Levy and Capital Levy Expire)

4. Safety and Compliance: Ensuring that school facilities meet safety codes and comply with regulations, including ADA accessibility standards. Plan for needs relating to safety requirements and priorities.  
  
5. Maintenance and Repairs: Monitoring routine maintenance and repairs to keep facilities in good condition.  
  
6. Energy Efficiency: Exploring and implementing energy-efficient and sustainable practices to reduce operational costs and environmental impact and meet Washington State legislation. Planning to meet energy efficiency requirements as a part of facility upgrades and new facility construction.

<https://www.commerce.wa.gov/wp-content/uploads/2022/08/CBPS-009-Expanding-the-Clean-Buildings-Law-Fact-Sheet.pdf>

<https://www.commerce.wa.gov/wp-content/uploads/2022/08/CBPS-006-Technical-Guidance-for-K12-School.pdf>

7. Community Engagement: Engaging with the school community and seeking input on facility priorities and improvements.

Facility Committee Formation and Ongoing Work

8. Data Analysis: Analyzing data related to facility usage, student enrollment, and demographic trends to inform decision-making.

Strategic Plan and Board Priorities Inform Facility Work  
  
9. Communication: Providing regular updates to the school board, administration, and the broader community on facility-related matters.  
  
10. Future Planning: Continuously assessing and adapting facility plans to accommodate changing educational needs and priorities.

Key Dates:

October 9 – Cory Plager visits Manson SD Facility Committee

November 27 – Cory Plager attends Manson SD Board Meeting