Background Information

PSCOC AWARD LANGUAGE

Ruth N. Bond & Grace B. Wilson Award

PSCOC 2013-2014 Standards Based Capital Outlay Awards - July 25, 2013

Educational specifications and utilization/infrastructure study to renovate/replace existing facilities, combining the K-3 grade students from Ruth N. Bond ES with the 4-6 grade students from Grace B Wilson ES into a single school on the Ruth N Bond site. The district may return for out-of-cycle planning and design funds to replace the facilities to adequacy for 715 students grades K-6, based on the outcome of the study and approval of consolidation by the district School Board and by the Public Education Department. The district is required to update their Facility Master Plan to reflect the new grade configurations at the elementary schools.

<table>
<thead>
<tr>
<th>Grace B. Wilson ES and Ruth N. Bond ES Award Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Cost</td>
</tr>
<tr>
<td>Phase Request</td>
</tr>
<tr>
<td>Local Match</td>
</tr>
<tr>
<td>State Match</td>
</tr>
<tr>
<td>Phase 1 Request Local Match</td>
</tr>
<tr>
<td>Phase 1 Request State Match</td>
</tr>
</tbody>
</table>

Consistency and Compliance with Central Consolidated School District FMP

The educational specification must show compliance with the 2010-15 CCSD Facility Master Plan (FMP). FMP priorities focus on the entire district, and have a broad scope. The priorities in the educational specification are an expansion of the elementary school projects identified in the district. Finalization of priorities and adoption of the FMP occur prior to the educational specification process, and is the guide for all subsequent educational specification projects in the district.

The project to replace / renovate Ruth N. Bond and Grace B. Wilson elementary schools is compliant with the 5 year FMP adopted by the Central Consolidated School District School Board on January 18, 2011.

Replacement / renovation will help resolve adequacy issues at CCSD. The new elementary school will replace outdated facilities, standardize grade configuration at Kirtland area elementary schools, combine two small schools into one K-6 school and modernize the schools to 21st Century technological standards.

Process Used to Develop the FMP Priority Projects

GS Planning and DeJong Inc. evaluated each CCSD site, distributed questionnaires to staff and
Background Information

faculty and interviewed each principal. After field evaluation work, a twelve session process to receive feedback and continue to work with district representatives on District school issues was conducted. The School Board entrusted the development of the FMP to the Steering Committee which was comprised of community members, parents, students, school district staff, principals and teachers.

- Step 1: Develop Facilities Master Plan Process
- Step 2: Establish Steering Committee
- Step 3: Gather Data
- Step 4: Steering Committee - Review of Information
- Step 5: Community Dialogue #1 - Input on District Issues
- Step 6: Steering Committee - Development of Facility Priorities
- Step 7: School Board Progress Report
- Step 8: Steering Committee - Refinement of Facility Priorities
- Step 9: Community Dialogue #2 - School District Facility Priorities
- Step 10: Steering Committee - Finalize School District Facility Priorities
- Step 11: School Board - Adoption of the Steering Committee Recommendations
- Step 12: Final Facilities Master Plan Document

EDUCATIONAL SPECIFICATION PROCESS

Project Partnerships

Central Consolidated School District (CCSD) recognizes that success of this educational specification and subsequent projects depend on the District developing strong partnerships between Central Consolidated School District, the State of New Mexico and the local community. Each entity plays a vital role in the progress of the District. Without the support of all partners, the District will not be able to move forward with its capital plan.

The following graphic illustrates the partnerships established between CCSD, the State of New Mexico and local community.
**Background Information**

*Educational Specification Participants*

Central Consolidated School District undertook the development of the new Kirtland area elementary school educational specification by including all partners. During the educational specification process, the District solicited input through a variety of methods. Those methods consisted of gathering data and input from all stakeholders and partners through questionnaires, individual interviews and committee meetings. The data and input was reviewed and discussed through a series of meetings with stakeholders and partners from which decisions concerning the project were made.

*Roles and Responsibilities*

Two committees were organized from the partners and stakeholders; the Advisory Committee and the Educational Specification Committee. Both committees included members from the State, District administration, faculty, department heads and staff. The Advisory Committee also included community members.

The Advisory Committee had the task of reviewing information about Kirtland area elementary schools, generating goals and recommendations for spatial relationships, understanding the requirements of the project to construct a new Kirtland area elementary school, and providing input to the Educational Specification Committee and CCSD School Board.

The Educational Specification Committee was responsible for developing the final recommendations for School Board consideration. The committee worked closely with the CCSD School Board, to provide guidance to the Advisory Committee, review all documents for accuracy, correlate all information acquired during the meetings and make a final recommendation to the CCSD School Board.
The goals, priorities and final recommendations generated by the committees were submitted to the CCSD School Board for review. Ultimately, the School Board is responsible for approval of the final educational specification. The following graph is a representation of the educational specification process.

**Number of Meetings**
Central Consolidated School District undertook the development of the Kirtland area elementary schools educational specification from November 2013 - June 2014.

Along with interviews and questionnaires, a total of seventeen (17) meetings were held, with students, faculty, staff, administrators and GS Planning staff. The following table contains the educational specification schedule process as developed by GS Planning consultants.

<table>
<thead>
<tr>
<th>Mtg #</th>
<th>Participants</th>
<th>Meeting Description</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District Admin</td>
<td>Develop Ed Spec process / schedule</td>
<td>1-Nov-13</td>
<td>1:30 pm</td>
</tr>
<tr>
<td>2</td>
<td>ES Principals</td>
<td>Review Ed Spec process / schedule</td>
<td>14-Nov-13</td>
<td>1:30 pm</td>
</tr>
<tr>
<td>3</td>
<td>School/Dist Personnel</td>
<td>Ed Spec overview; Information required; Ed program; trends in Education; furniture; project issues</td>
<td>4-Dec-13</td>
<td>1:00 pm</td>
</tr>
<tr>
<td>4a</td>
<td>Individual interviews</td>
<td>Questionnaires</td>
<td>12-Dec-13</td>
<td></td>
</tr>
<tr>
<td>4b</td>
<td>Individual interviews</td>
<td>Questionnaires</td>
<td>13-Dec-13</td>
<td></td>
</tr>
<tr>
<td>5a</td>
<td>Ed Spec Committee</td>
<td>Review interview information; discuss Kirtland Area issues &amp; concerns; Agendas</td>
<td>14-Jan-14</td>
<td>3:00 pm</td>
</tr>
<tr>
<td>5b</td>
<td>Community/Advisory Meeting</td>
<td>Ed Spec overview; Background; Goals &amp; objectives</td>
<td>14-Jan-14</td>
<td></td>
</tr>
</tbody>
</table>
Background Information

<table>
<thead>
<tr>
<th>Mtg #</th>
<th>Participants</th>
<th>Meeting Description</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5c</td>
<td>District</td>
<td>Middle School Walk-Through</td>
<td>15-Jan-14</td>
<td>9:00 am</td>
</tr>
<tr>
<td>5d</td>
<td>Ed Spec Committee</td>
<td>Review of Advisory and Community Meeting; Discuss project Goals &amp; Objectives; Agenda for Advisory Meeting</td>
<td>15-Jan-14</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Advisory Committee &amp; Ed Spec Committee</td>
<td>Review Community meeting input; Discuss project Goals &amp; Objectives</td>
<td>28-Jan-14</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Advisory Committee &amp; Ed Spec Committee</td>
<td>Make final recommendations for School Board meeting</td>
<td>3-Mar-14</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>School Board Meeting</td>
<td>Decide on combining schools</td>
<td>13-Mar-14</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Advisory Committee</td>
<td>Pre-Community Meeting</td>
<td>1-Apr-14</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>9a</td>
<td>Community Meeting</td>
<td>Presentation of School Board decisions</td>
<td>1-Apr-14</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>10</td>
<td>Advisory Committee</td>
<td>Review Site Considerations</td>
<td>28-Apr-14</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>11</td>
<td>Advisory Committee</td>
<td>Review Building Considerations</td>
<td>5-May-14</td>
<td>6:00 pm</td>
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<tr>
<td>12</td>
<td>School Board</td>
<td>Final Review of Educational Specification Document</td>
<td>12-Jun-14</td>
<td></td>
</tr>
</tbody>
</table>

PROCESS TO ARRIVE AT EDUCATIONAL SPECIFICATION DOCUMENT

Meetings

November 1, 2013
**Educational Specification Committee Meeting**
Committee members reviewed the educational specification process and the scope of the Kirtland area elementary school educational specification.

November 14, 2013
**Questionnaires & Interviews**
Interviews and questionnaires were conducted with faculty, department heads and administration at CCSD elementary schools and Central Office.

November 14, 2013
**Educational Specification Committee Meeting**
Discussed goals and objectives for the Kirtland area elementary schools educational specification process. Some of the goals for the new elementary school submitted by the committee were:
- Safe
Background Information

- Cost effective
- Technologically friendly
- Designed for new common core and new teaching
- Efficient, effective HVAC, building systems
- Sustainable building envelope
- Flexibility
- Supervised integration of students

Advisory Committee Meeting
The Advisory Committee received background information about the educational specification process of participation, committee responsibilities, general facts about the condition of CCSD elementary schools and possibilities for renovation or replacement of Grace B. Wilson ES and Ruth N. Bond ES.

The agenda for this meeting was as follows:
- Introductions
- CCSD Mission and Vision
- CCSD Partnerships
- CCSD Background Information
- CCSD Educational Specification Process
- CCSD Kirtland Area Elementary Schools Educational Specification

December 9, 2013 - January 27, 2014
Interviews and Questionnaires
Interviews and questionnaires were conducted with faculty, department heads and administration at CCSD elementary schools and Central Office.

January 14, 2014
Educational Specification Committee
An Educational Specification Committee meeting was held prior to the CCSD Community Meeting.

The Educational Specification Committee meeting reviewed information from prior meetings and a discussion focused on goals for the Community meeting.

The agenda for the Educational Specification meeting was as follows:
- Introductions
- Data:
  - District Background Information
  - Capital Projects Funding
- Discussion:
  - Kirtland New ES Goals & Objectives
  - Kirtland New ES Issues, Concerns & Needs
Participants were presented with background information on the educational specification process and a review of district goals and objectives for CCSD elementary schools consolidated from the previous meeting.

The participants were presented with possible options for Ruth N. Bond ES and Grace B. Wilson ES and encouraged to add to the discussion about the direction the school district should take in regards to these school facilities.

Options presented to the committee were:

**OPTION #1:**
- Renovate Grace B Wilson ES 4th-6th Grade
- Renovate Ruth N Bond ES Pre-K-3rd Grade

**OPTION #2:**
- Combine GBW & RNB ES into 600 student Pre-K-6th ES
- Expand OA ES to 600 Pre-K-6th ES

**OPTION #3:**
- Combine GBW & RNB ES into 715 student Pre-K-6th ES

**OPTION #4:**
- Move ALL Kirtland area 6th Grade students to KMS
- Combine GBW & RNB ES into 600 student Pre-K-5th ES

**CCSD Community Meeting at Kirtland High School**

The community was invited to participate and provide input to the District about the future of Grace B. Wilson and Ruth N. Bond elementary schools.

Background information was presented to the community and participants were encouraged to break into small groups and complete a survey regarding the future direction for RNBES and GBWES. The same survey was also available on the District’s website through January 26, 2014. See Section 8 for the survey and a summary of the results.
January 28, 2014

**Educational Specification and Advisory Committee Meetings**

An Educational Specification Committee meeting was held prior to the Advisory Committee meeting.

Advisory Committee Agenda:
- Introductions
- CCSD Mission & Vision
- CCSD Partnerships
- CCSD Background Information
- CCSD Kirtland Area Elementary Schools Educational Specification
- Review Community Survey Results
- Discuss Kirtland Area ES Issues

The Advisory Committee reviewed the community survey findings compiled by GS Planning consultants. They discussed options for renovation or replacement of elementary schools based on the community input.

March 3, 2014

**Educational Specification & Advisory Committee Meetings**

An Educational Specification meeting was held prior to the Advisory Committee Meeting.

Advisory Committee Meeting Agenda:
- Introductions
- Meeting Goal
- Meeting Objectives
- Discuss Kirtland Area ES Issues
- Provide Input and Guidance
- Reference Materials

The presentation to the Advisory Committee outlined a two phase process to move forward on the educational specification.

**Phase 1 - What school configuration is going to best serve the needs of Kirtland Area ES students.**
- How can CCSD accomplish this?

**Phase 2 - Develop: Site specific educational specification**

The meeting goal:
- To provide guidance and input to CCSD in the development of a recommendation for the community and CCSD School Board concerning the future of Kirtland area ES.

The meeting objectives:
- Should all Kirtland area ES have the same grade configuration?
Background Information

- What is the best grade configuration for Kirtland area ES?
- How CCSD can accomplish the best grade configuration for Kirtland area ES?

March 13, 2014
School Board Meeting
The CCSD School Board met and made a final decision to replace Grace B. Wilson and Ruth N. Bond with one new elementary school serving K - 6th grade. The new school should be designed and constructed to hold a capacity of approximately 700 students.

April 1, 2014
Community Meeting
An Advisory Committee meeting was held prior to the community meeting to review the presentation to the community.

At the community meeting, participants were updated on the progress for the new elementary school educational specification. They were informed of the decisions made by the School Board at the March 13 meeting and were briefed on Phase 2 of the educational specification process.

April 28, 2014
Advisory Committee Meeting
The Advisory Committee met to review site issues associated with the proposed new Kirtland area ES. They received information from multiple presenters on how to best address these issues.

The issues they considered were:
- Vehicular Traffic
- Sustainable Design
- Maintenance Friendly
- Aesthetically Pleasing
- Outdoor Learning Environments

The committee completed a short survey on the site issues then broke into groups and documented their concerns and recommendations on a large aerial map of the site. See Site Issue Notations at the end of this section.
May 5, 2014
Advisory Committee Meeting
The Advisory Committee met to consider building configurations for the new Kirtland area ES. They received information from multiple presenters on how to best address these issues.

The issues they considered were:
- Implementing Common Core / 21st Century Learning Spaces
- Configuration of Grade Levels
- Size Right Facilities
- Flexible and Multi-function Space(s)
- Role of School Libraries / Media Center
- Classroom Design and Furniture
- Spatial Relationships

The committee completed a short survey and separated into groups to develop recommendations for the new elementary school.
June 12, 2014
CCSD Board of Education Meeting
The CCSD Board of Education met to review and adopt the educational specification document.

Conclusion
The CCSD educational specification process was a successful merging of the stakeholders and partners towards a common goal of high achieving elementary schools. Prior to the educational specification process, the CCSD community had an ongoing vital and inclusive participatory process within their school district. The success of this educational specification is a result of their organization and commitment to their community.
Background Information

Project Insight
Ruth N. Bond and Grace B. Wilson Background Information

Central Consolidated School District (CCSD) is located in the Four Corners region of New Mexico in the far northwest corner of the State. The District encompasses several towns, including Kirtland, Shiprock and Newcomb. A large portion of the District is located on the Navajo Nation reservation. The economic volatility of the natural gas and oil industry in the area often results in uneven population growth trends. This affects the District which recently experienced enrollment declines. The current trend of slow growth is expected to continue into the near future.

CCSD consists of three areas: Kirtland, Shiprock and Newcomb. The NM Adequacy Standards (NMAS) recommended square footage for all CCSD elementary schools is 217,190 for the current CCSD enrollment of 1,819. This is approximately 57,560 sf over NMAS.

The Kirtland area has four elementary schools: Kirtland ES, Ojo Amarillo ES, Ruth N. Bond ES and Grace B. Wilson ES. Kirtland area elementary schools have 274,750 existing sf. NMAS recommended sf for Kirtland Area elementary schools is 217,190. This is approximately 57,560 over NMAS.

<table>
<thead>
<tr>
<th></th>
<th>Total Existing Square Footage (Permanent)</th>
<th>NMAS Recommended Square Footage</th>
<th>Approximate Square Footage Over NMAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruth N. Bond</td>
<td>62,769 sf</td>
<td>52,703 sf</td>
<td>10,186 sf</td>
</tr>
<tr>
<td>Grace B. Wilson</td>
<td>53,816 sf</td>
<td>35,486 sf</td>
<td>18,330 sf</td>
</tr>
</tbody>
</table>

PSCOC / PSFA is in partnership with CCSD to alleviate the square footage overages by replacing Ruth N. Bond ES and Grace B. Wilson ES with one K - 6 school on the existing Ruth N. Bond site. Because of the close proximity of the two facilities, the District believes that Kirtland area elementary school students will be best served if the two facilities are replaced by one facility. Please refer to the NMAS Recommended Square Footage Table at the end of this section.
**Ruth N. Bond Elementary School**

Ruth N. Bond Elementary School (RNBES) is located at County Rd. 6575 in Kirtland, NM. PSFA Facilities Assessment Database (FAD) ranked the school facility at 34 in 2013-14. The Weighted NMCI is 50.87%. It was constructed in 1969 and has had several additions. The school houses Kindergarten - 3rd grade students. At 4th grade, students feed into Grace B. Wilson ES for 4th - 6th grade. Enrollment for 2013-14 was 398. The approximate capacity based on number of instructional spaces is 500 with portables.

NMAS recommended square footage for RNBES is 398 students @ 132sf/student=52,703sf. The current facility footprint is 62,769 sf with 7 portables on site. This is approximately 10,086 sf above NMAS recommendations. Most building systems are past their useful life.

**Grace B. Wilson Elementary School**


SECTION 1

Background Information

Grace B. Wilson ES (GBWES) is located at 46 County Road 6580 in Kirtland, NM. PSFA FAD ranked the school facility at 12 in 2013-14. Weighted NMCI is 67.53% The school was built in 1984. It houses 4th - 6th grade and feeds into Kirtland MS. The total 2013-14 enrollment for GBWES was 255. The approximate capacity based on number of instructional spaces is 400.

The NMAS recommended square footage for the approximate enrollment of GBWES is 255 students @ 139sf/student = 35,486sf. The current facility footprint is 53,816 sf with 0 portables on site. This is approximately 18,330sf above NMAS recommendations. Most building systems are past their useful life.

Additional Information

The following pages contain information regarding Ruth N. Bond ES and Grace B. Wilson ES. They include:

- Site Aerial Photograph of Ruth N. Bond ES and Grace B. Wilson ES
- Aerial Photograph with Site Issues Notations
- Ruth N. Bond ES Construction Dates
- Ruth N. Bond ES Floor Plan
- Grace B. Wilson ES Construction Dates
- Grace B. Wilson ES Floor Plan
Background Information

Site Aerial of Ruth N. Bond ES and Grace B. Wilson ES
Background Information

Site Issues Notations
Background Information

Ruth N. Bond ES Construction Dates Plan

RUTH N BOND ELEMENTARY

CONSTRUCTION

PORTABLES = 12,288 SF
PERMANENT BLOCKS = 63,769 SF
TOTAL = 76,057 SF

SCALE:
Background Information

Grace B. Wilson ES Construction Dates Plan

1984
53,816' SF

GRACE B WILSON ELEMENTARY SCHOOL

CONSTRUCTION
53,816' GSF