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**To: Barbara Peters
Elmsford Facilities Review Task Force**
Date: Wednesday, March 24, 2010
Re: March 22, 2008 Meeting Minutes

Thank you

I appreciated your energy and commitment at Monday evening’s meeting.

Tasks

The following folks agreed to make informational presentations for our April 8 meeting.

- Five-year enrollment projections—Bob
- 2005 building survey overview—Bob and Joe
- NYS space and building code requirements for pre-k to grade 3—John
- Inventory of unmet program wants and needs at pre-k to grade 3 (e.g., OT, speech, SWD, music, physical education, library, etc.)—Wayne, Debbie, Katie, Carol
- Current facilities options with estimated costs, likely grade-level configurations, and timelines—John

Please prepare succinct presentations. We trust your professional ability to complete an analysis, synthesize your findings and make a summary presentation. (So, please do not dump raw data on the group.) When preparing your presentation, please use the agenda below as your guide regarding your allotted time. If you do not believe the allotted time is sufficient, please call or email me. Thank you so very much for your contribution!

April 8 Agenda

We will meet April 8 from 5:00 p.m. to 9:00 p.m. at the Grady Media center.

5:00 p.m.	Welcome, review of committee’s progress
5:10 p.m.	Grady and Hamilton walk through
6:10 p.m.	Dinner
6:30 p.m.	Informational presentations:
6:30 p.m.	5-year enrollment projections —Bob
6:45 p.m.	2005 building survey overview —Bob and Joe
7:05 p.m.	What pre-K to grade 3 facilities do we need to meet (a) NYS requirements and (b) appropriate education needs: <ul style="list-style-type: none"> • What are NYS requirements for space for pre-k- grade 3? What are

	<p>building code requirements? —John</p> <ul style="list-style-type: none"> • What are current unmet program needs/wants (e.g., OT, speech, SWD, music, physical education, library, etc.)? —Wayne, Debbie, Katie, Carol
7:30 p.m.	What are current facilities options, what would they cost, what would be there grade-level configurations, and what would be timelines? —John
8:00 p.m.	Considering 5-year enrollment projections, the 2005 building survey findings, NYS requirements, program requirements: What are optimal facilities options?
8:30 p.m.	What are our informational needs for meeting #3?
8:45 p.m.	Draft preliminary decision criteria
9:00 p.m.	Adjourn