

**Facility Capacity Needs Analysis Subcommittee Meeting  
of the Long Range Educational Facilities Planning Work Group  
City Hall, 301 King Street, Chet & Sabra Avery Conference Room 2000  
Friday, May 23, 2014, 8:00am  
Meeting Summary**

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*Meeting notes are recorded by City Staff to provide a written record of principal items of discussion, key comments, decisions of the Work Group, and comments from the public. They are not intended to be a verbatim transcription of the meeting.*

**Meeting Attendees**

**Subcommittee Members**

Yvonne Folkerts  
Tammy Mann  
Judy Noritake

**Members Not in Attendance**

Chris Hartman

**ACPS**

Andrea Fineak  
Laurel Hammig

**City of Alexandria**

Chris Bever  
Katherine Carraway  
Susan Eddy  
Alyssa Ha  
Pat Mann  
Karl Moritz  
Dana Wedeles

**Welcome and Introductions**

Laurel Hammig, Facilities Planner/GIS Specialist for Alexandria City Public Schools (ACPS) welcomed attendees and gave a brief overview of the meeting goals, which included reviewing the subcommittee's work program, work completed by Hughes Group Architects (HGA), the scope of work for the upcoming summer, possible methods for calculating capacity, and concluding with the subcommittee's recommendation for a capacity methodology.

**Review work program**

Ms. Hammig reviewed the [Subcommittee's work program goals](#) including the approach to developing the recent interior school site inventory, and next steps involving assessing the existing exterior conditions of school sites, educational adequacy assessment, comparing existing conditions to educational specifications' benchmarks, and the scope of work for the upcoming exterior site visits after July 1, 2014.

**Progress by Hughes Group Architects**

Ms. Hammig reported that HGA has completed all interior site visits required in the scope of work (Jefferson-Houston is currently under construction with expected completion by August and Patrick Henry's inventory will be addressed during its

upcoming feasibility study). Staff is currently reviewing data gathered by HGA during these site visits, but working numbers were presented for discussion.

Discussion followed regarding the scope of work for the exterior site inventory. This inventory will provide general information describing property ownership and boundaries, usable acreage of open space and recreation features, general size and condition of playgrounds, document any natural resources present especially as they may constrict the ability to build on that site, general site accessibility/traffic issues, adequacy of site utilities to accommodate new construction, and storm water management features

Judy Noritake pointed out that in order to maximize use, school playground areas should be made available to the community during school hours when students are not using the space. Currently, the community is permitted to use these spaces only during non-school hours.

Susan Eddy asked that bicycle and pedestrian conditions be included in the site accessibility/traffic and parking issues section of the inventory. Tammy Mann suggested that the inventory include reviewing staff proximity to the parent/student drop-off area, so that staff has a clear view of parents approaching and are not required to leave the activity space to monitor the drop-off.

Ms. Hammig said that the inventory will begin in July with an expected completion date of October. Reports for each school site are expected as well as electronic site plans. These reports will be living documents and will be updated as necessary.

### **Review of Capacity Methodology**

Based on decisions made during the last subcommittee meeting, this discussion was focused on a programmatic and core space methodology. Four models were discussed: actual student/teacher ratio, class size caps, design capacity and actual square footage. Capacity types included in the discussion were: core, which includes space within schools such as cafeterias, gyms, multipurpose rooms, libraries, etc.; utilization factor, which is the percentage applied to the optimum capacity to account for the uneven distribution of students across grade levels and cohort groups; and level of service, which addresses an acceptable level of service provided by a facility based on operational characteristics.

The group discussed the idea of an urban school model and how much room these facilities would have for core spaces. Ms. Hammig said that the Ed Specs process will address this issue along with the information gathered on existing conditions. Once all of the data is collected, a gap analysis can be performed.

The subcommittee discussed narrowing down the methods for calculating programmatic capacity to two, keeping in mind that these methods need to be easily communicated, reflect existing conditions, and can be repeated annually. Following an exploration of the different capacity types, the group decided that the primary methodology should be built around actual student/teacher ratios and class-size caps and a secondary methodology should analyze core capacity.

### **Next Steps**

June 17<sup>th</sup> - Work Group Meeting

### **Materials**

[Agenda and Background Materials](#)  
[Presentation](#)