

**Joint Facility Capacity Needs Analysis and Ed Specs Subcommittee Meeting  
of the Long Range Educational Facilities Planning Work Group  
City Hall, 301 King Street, Sister Cities Conference Room 1101  
Wednesday, September 17, 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**

Ken Billingsley  
Mark Eisenhour  
Tammy Mann  
Judy Noritake  
Melynda Wilcox

Jay Brinson, Brailsford & Dunlavey, Inc.

**ACPS**

Andrea Feniak  
Laurel Hammig  
William Holley

**City of Alexandria**

Mayor Euille  
Chris Bever  
Katherine Carraway  
Susan Eddy  
Pat Mann  
Dana Wedeles

**Community Members**

Deanne McNulty  
Amy Thomas

**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 Facility Capacity Needs Analysis Subcommittee's work program, progress by the A/E teams (ACPS facilities inventory and Ed Specs), and overall project timeline. Ms. Hammig requested feedback from the group during the meeting on the overall project approach.

**Progress on Facility and Ed Specs Subcommittee work**

Ms. Hammig reviewed the Facility Subcommittee's work program goals and next steps in its process, including assessing existing conditions of the exterior of school facilities, the educational adequacy assessment ('Gap' Analysis), and preparation of future mini-master plans for each school. Study of the first pilot school is nearly complete and staff will provide the subcommittee with further details in the coming month.

Jay Brinson, Brailsford & Dunlavey, summarized the educational specifications process with the group, reporting that all planned study of building interiors is complete with the exception of the new Jefferson-Houston and Patrick Henry (which is currently undergoing a parallel effort), and gave an overview of the information included in the final document for each school. Discussion shifted to the upcoming inventory of ACPS building exteriors, which will evaluate issues such as facility fields, playground equipment, traffic flow, bus drop-off, parking and stormwater run-off. Dr. William Holley suggested that the inventory also address landscaping to ensure that ACPS facilities provide a welcoming setting.

Results of the exterior inventory will be reported in groups of five schools, so that work regarding educational adequacy can begin. In essence, the two efforts will work in parallel.

Mr. Brinson explained that the both the elementary and middle school ed specs are designed to provide any future architect a guideline to follow. The educational adequacy assessment (gap analysis) will evaluate three major areas – school site, building assessment and individual spaces. The group discussed the importance of determining needs in the context of each community – meaning, each school serves as a center of a particular community and could provide space for neighborhood use after school hours.

Mayor Euille asked if the gap analysis provides cost estimates especially with respect to Leadership in Energy and Environmental Design (LEED). He reasoned that when building new or renovating schools it would be more cost effective in the long run to ensure they are LEED certified. Ms. Hammig stated that overall LEED concepts are woven throughout the ed specs, i.e., air quality analysis, natural light, bike racks, etc. Mr. Brinson confirmed that following the gap analysis, a series of recommendations will be made including a concept plan that provides a preliminary cost estimate to accommodate changes.

Once the gap analysis is complete, prioritizing the results will follow – certain issues will be weighted more than others. Each school will have a “mini master plan,” which will provide a summary of findings, explanation of scoring, and a suggested conceptual view of improvements and budget. The group discussed possible preliminary prioritization of issues; prioritization will be the focus of a future meeting.

Chris Bever asked if the findings of these analyses will be incorporated in ACPS’s 10-year CIP this year or next. Ms. Hammig confirmed that to the extent possible the findings will be incorporated in this year’s CIP.

The group wrapped up the meeting with a discussion surrounding what the public might be most interested in learning – when and where will a new school be built? As most schools in ACPS are over 61 years old, at what point are the schools renovated or demolished? Availability of land is a major consideration.

### **Next Steps**

- October 15<sup>th</sup> – 2<sup>nd</sup> Joint Meeting of the Facilities and Ed Specs Subcommittees – review of site results and discuss prioritization and public outreach
- October 21st - Work Group Meeting