



**Long Range Educational Facilities Planning Work Group
Meeting #6
City Hall – City Council Workroom
Tuesday, October 21, 2014, 7:00PM
Meeting Summary**

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

LREFP Work Group Members

Debra Collins
Karen Graf
Chris Hartman
Judy Noritake
Melynda Wilcox
Justin Wilson

Members not in attendance

Herb Berg
Alvin Crawley
Mark Eisenhower
Mayor Euille
Yvonne Folkerts
Tammy Mann

ACPS

Laurel Hammig
Dr. William Holley
Tammy Ignacio
Chris Lewis, Vice Chair, School Board

City of Alexandria

Councilwoman Del Pepper
Councilman Paul Smedberg
Jackie Arbour
Katherine Carraway
Susan Eddy
Pat Mann
Karl Moritz

Brailsford & Dunlavey

Jay Brinson

Studio 27 Architecture

John Burke

Welcome and Introductions

Karl Moritz, Deputy Director Planning & Zoning, City of Alexandria, welcomed attendees and provided an overview of the meeting's agenda.

Facility Capacity Needs Analysis and Educational Specifications Subcommittees

Laurel Hammig, Facilities Planning/GIS Specialist, ACPS, reported that over the summer the Facility Capacity Needs Analysis Subcommittee and the Educational Specifications Subcommittee merged to begin work on the next phase of the project – the gap analysis and educational adequacy assessments (EAs). She reviewed the meeting goals, which included reviewing the gap analysis process and discussing the prioritization methodology related to EAs.

Ms. Hammig continued with a summary of work completed since the last Work Group meeting in June, including the status of the interior and exterior site inventories (which are still in progress) and capacity analysis methodology, and reported that staff is also completing work on a zoning analysis for each school site. Discussion revolved around possible solutions to resolving zoning issues: rezone; adjust boundary lines; or a text amendment that might provide some flexibility for schools.

The product of the exterior site inventory will be a report highlighting the findings at each site as well as a CAD (computer-aided design) site plan, which is critical to maintaining and updating this data in the future. The site visit component of the project is occurring concurrently with the gap analysis/educational adequacy component. To date, 4 sites visits have been completed.

The group discussed the option of having the School Board review the Ed Specs as an individual document or as part of the final plan. The Ed Specs could be approved by the School Board prior to finalizing the plan, or can be implemented in the final phase of the project analyses so that the Board can have a better understanding of the outcomes. The Work Group agreed to defer to the School Board's wishes.

Educational Adequacy (EA) Assessment Review and Prioritization Methodology

Jay Brinson, Brailsford & Dunlavey, provided a brief overview of the EA assessment, explaining that the goal is to assess the ability of existing facilities to support the educational program. The assessment is focused on physical spaces regularly occupied by students, but to some degree does take into account shared spaces. It does not assess the educational program itself. Mr. Brinson described categories of evaluation factors and briefly walked the group through a typical assessment of a classroom.

The mechanism used to evaluate the various elements of the educational adequacy and utilization is a tiered approach based on five categories established by the Council for Educational Facility Planners (the national standard used as criteria for scoring). The 5 categories are:

1. Safety
2. Capacity
3. Support of Educational Program
4. Enhancements to Learning Environment
5. Other

The goal of this assessment is to provide an overall snapshot of the health of a school and provide guidance to the issues that may need to be addressed.

The group concurred with applying the prioritization methodology to the site assessments, suggesting that questions may arise once the findings are shared.

Preliminary Enrollment Data

Ms. Hammig presented preliminary ACPS enrollment data for the current school year, reporting that enrollment increased in every level (elementary, middle, and high) by more than 4% from the previous school year. Current enrollment is 14,156.

The group discussed the possibility of adjusting the kindergarten capture rate.

Work Group Workflow and Draft LREFP Rollout Process

The group decided that at this point in the process, subcommittee meetings would be replaced with more frequent Work Group meetings. Group members believe this will be a more effective use of time.

Mr. Mortiz reviewed the draft LREFP rollout process, which will include:

1. Online engagement
2. Presentations to commissions
3. Presentation to PTAC
4. School Board public hearing
5. Endorsement by City Council
6. School Board Adoption

The group discussed options for community outreach, emphasizing that it create efficient dialogue (the rollout process will occur during the holiday season and there are a lot of demands on parents/residents); include not only online engagement opportunity but also a roadshow format; and making sure that essential output is available for the budget process.