

**Facility Capacity Needs Analysis Subcommittee Meeting
of the Long Range Educational Facilities Planning Work Group
Meeting #1
GW Middle School, 1005 Mt. Vernon Avenue
Wednesday, August 14, 2013 – 8:00am
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

Subcommittee Members

Yvonne Folkerts
Chris Hartman
Tammy Mann
Judy Noritake

ACPS
Laurel Hammig
Monika Szczepaniec

Not in Attendance

Karen Graf

City of Alexandria

Chris Bever
Steve Chozick
Ron Kagawa
Pat Mann
Karl Moritz
Katherine Carraway
Ariel Giles
Ryan Price

Hughes Group Architects

Amado Fernandez
Lynn Reda

Community Members

Amy Thomas

Welcome and Introductions

Laurel Hammig, Facilities Planner/GIS Specialist for Alexandria City Public Schools (ACPS) welcomed attendees and invited members of the Facility Capacity Needs Analysis Subcommittee (Subcommittee), Hughes Group Architects, ACPS, City of Alexandria (COA) and the public to introduce themselves.

Work Program

Ms. Hammig reviewed the [work program](#) for the subcommittee (supplemented with information from the consultant's report) including its role and the approach for accomplishing its assessment of ACPS facilities and capacity. She pointed out that ACPS currently has an accepted methodology for calculating capacity at the elementary level, but not at the secondary level – this will be one of the tasks for the subcommittee.

The initial step in the work program is to develop a school facility and site inventory. ACPS underwent an extensive procurement process resulting in the recommendation to select Hughes Group Architects who will work with the subcommittee to fulfill this requisite.

Ms. Hammig explained the proposal that consultant support be phased due to budget constraints: Phase 1 will address the interior portion of facilities; and Phase 2 will address the facility site. The current timeline will need to be modified based on

how work has progressed thus far, but information on building interiors should be available in time to inform the FY15-24 CIP development.

Capacity Presentation

Ms. Hammig gave a [presentation](#) addressing current capacity information and needs, explaining that there are three main variables to calculating capacity: physical, operational, and programmatic. She pointed out that capacity numbers are not fixed and can change year-to-year based on educational programs or the number of classrooms – so it is important to calculate capacity annually.

Of the two main types of capacity calculation – design or programmatic – ACPS uses programmatic which follows School Board policy on elementary class size caps.

Ms. Hammig discussed in detail the standard program used to outline appropriate facility spaces for particular needs (based on the 2008 capacity study); the annual process for determining elementary school capacity; and how Modified Open Enrollment (MOE) affects capacity analysis.

In February 2013, ACPS conducted a preliminary analysis of neighborhood schools – specifically comparing the number of neighborhood students by home address (not by school attended) for last 3 years with the number of students who actually attend that neighborhood school. Results showed that on the west end of the city, there are more students living in the attendance area than there are students attending those schools; and, there is space in the elementary schools in the central and eastern parts of the city's. Ms. Hammig suggested that if the subcommittee deems it worthwhile, the group might consider delving deeper into neighborhood analysis.

At the secondary level, capacity analysis is more complicated. ACPS is beginning to see larger cohorts at the elementary level moving to upper level grades. The subcommittee will eventually need to address secondary capacity by looking at different ways to calculate it and ultimately making a recommendation(s).

Ms. Hammig discussed the need to establish an inventory of existing facility floor plans that can easily be edited and updated.

Lynn Reda and Amado Fernandez discussed their intent to identify the most appropriate software to transfer/share information. Ms. Reda explained that the Hughes Group intends to look at all existing documents ACPS has on its facilities, and will compile the information and convert it into computer-aided design (CAD) format. They will then develop a depiction of each school based on that information/program. The next step is to visit each school and compare the drawing with what they see at the facility and through discussions with each principal.

Part of what the team will analyze is each room's teaching environment and how it would best be used, including size in dimensional perspective, proportion of the room, lighting, decibel levels, conditions of existing materials, overall accessibility, appropriate accommodations for students with disabilities, etc.

Finally, the Hughes Group will develop an interactive floor plan of each building that will provide all available information for calculating capacity, among other needs. They will use the Department of Education specs/requirements as a benchmark.

Judy Noritake asked if this portion of the analysis should consider elements such as natural light, quality of air, etc. How will the Hughes Group address interior vs. exterior needs?

Amado Fernandez indicated that part of the documentation will include the level of natural light in each facility – and how to create benchmarks for these elements especially when you don't have existing exterior walls to allow for it.

Yvonne Folkerts asked for clarification on the subcommittee's overall purpose and whether the group is considering additions or renovations to facilities (including building on top of existing facilities). Mr. Fernandez said that as they are providing a baseline of existing schools, ACPS can then take that information to determine if a facility needs an addition or remodel. Ms. Folkerts suggested that the subcommittee consider prioritizing the different spaces within facilities - as a guide for principals in their decision making.

Chris Bever suggested making it more clear to the public that the purpose for this analysis is different than what was completed 3 years ago – that efforts are not being duplicated.

Mr. Fernandez asked for further input from the group regarding the exterior of facilities, i.e., playgrounds, rec centers. Ron Kagawa and Ms. Folkerts pointed out that the Department of Recreation, Parks and Cultural Activities should weigh in on benchmarks for these spaces.

Tammy Mann emphasized the importance of the community's use of school space - that these spaces offer opportunities for enrichment for kids outside of school hours. The group needs to consider how the city and ACPS works with community partners to provide services to families beyond education.

The group discussed the importance of community service components of schools – the community school concept – and how to address that in this process as it will change the way the group looks at these spaces.

Monika Szczepaniec suggested identifying the stakeholders and their requirements, which will help when determine facility needs.

As this meeting was the first for the subcommittee, Ms. Hammig asked if monthly meetings were adequate. The group concurred and Ms. Hammig suggested that the agenda focus on community users and the Hughes Group's pilot school analysis – delaying the discussing on secondary capacity.

Ms. Noritake concluded the discussion suggesting that for the next meeting it would be good to determine what we have on the table, what do we not know, what are the decisions that need to be made, and then how do to push the conversation forward.

Meeting Handouts

Agenda

Capacity Presentation

Facility Capacity Needs Analysis Subcommittee Work Program