

Building Services Department  
 2751 Hydraulic Road  
 Charlottesville, Virginia 22901  
 Phone: (434) 975-9340 Fax: (434) 975-9341  
 www.k12albemarle.org

ACPS Long -Range Planning Committee

WORK SESSION, 04/13/10

5:30 - 7:30 P.M. County Office Building, Room 235

In attendance:

Committee Members:

Staff Members:

|                                                      |                                                     |                                                      |                                                 |
|------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Anne Shipe       | <input checked="" type="checkbox"/> Michael Coppola | <input type="checkbox"/> Dr. Bruce Benson            | <input checked="" type="checkbox"/> Joe Letteri |
| <input checked="" type="checkbox"/> Beth Hochstetler | <input checked="" type="checkbox"/> Peter Wurzer    | <input type="checkbox"/> David Benish                | <input checked="" type="checkbox"/> Josh Davis  |
| <input checked="" type="checkbox"/> Brian Kennedy    | <input checked="" type="checkbox"/> Tiffany Barber  | <input checked="" type="checkbox"/> George Shifflett | <input checked="" type="checkbox"/> Lisa Glass  |
| <input checked="" type="checkbox"/> Dean Riddick     |                                                     | <input type="checkbox"/> Jackson Zimmerman           | <input type="checkbox"/> Dr. Luvelle Brown      |

Joe Letteri opened the meeting at approximately 5:40 pm and thanked those present for their participation. All the members and staff present introduced themselves.

Long Range Planning Advisory Committee binders were distributed and the following sections in the binder were reviewed in accord with the agenda:

- Committee Members and Meeting Schedule
- Policy (Section one on binder)
- Capacity and Enrollment (Section 2 in binder)
- Current Approved CIP Projects (Section 3 in binder)
- Discussion of Future Agenda

**Welcome and  
Introductions**

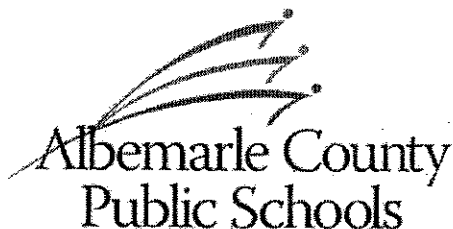
Joe Letteri presented the proposed meeting schedule as every other week thru the August. The day of the week was the issue of discussion. Tuesday's create a scheduling conflict for several staff and committee members, so Monday's were decided to be the best day, except for the week of July 4<sup>th</sup>, which will be a Tuesday meeting on July 6<sup>th</sup>. The meetings will be at 5:30 at the County Office Building on McIntire Road. Joe will send out calendar invitations.

**Meeting  
Schedule**

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| <p>Joe Letteri reviewed the School Board Policy that specifically addresses the charge of the LRPAC. Policy FB specifically addresses the committee charge for Facility Planning and FB-AP addresses the role of the superintendent in the process. A copy of both policies are included in Section 1 of the LRPAC binder.</p> <p>Policy FB explains that the Capital Improvement Plan (CIP) recommendation is to be based on enrollment projections, demographic shifts, curriculum and fund availability.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>Policy<br/>School Board<br/>Policy</b></p>                                                                        |
| <p>Joe Letteri introduced the School Board Strategic Plan and discussed the application of Goals 4 and 5 to the LRPAC charge. Goal 4 basically asserts to desire to achieve recognition as a world class educational system. Goal 5 is to establish an efficient system for development in allocation, and alignment of resources to support the Divisions vision mission and goals. The goals and strategies are included in the LRPAC binder Section 1. Recommendations from the LRPAC must support these goals.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Policy<br/>Strategic Plan</b></p>                                                                                 |
| <p>The Capacity Formula created in 2008/09 was reviewed and explained to new members, a copy is in Section 2 of the binder. The formula effectively increased the capacity at elementary schools by increasing student per class to 20 instead of the 16 to 18 per room previously based free and reduced lunch. There is only one elementary school (Greer) which has the reduction applied for small rooms.</p> <p>It was mentioned that during the budget process the Board had effectively increased the class size to 21, but there was no direction from the Board to revise the capacity formula.</p> <p>Joe Letteri presented the 10 year enrollment projections and the Capacity Conflicts chart for 2011-2015, both documents in Section 2 of the binder. These numbers are updated annually based on live births, residential development activity and other factors in a complex formula. The new committee members had questions regarding the methodology and accuracy of the enrollments. It is anticipated that staff from Fiscal Services will attend a meeting in the near future to explain methodology, and how projected development is factored into the projections. Specifically regarding the NGIC/DIA development on route 29 north: what studies or estimates are available and how are these factored into the projections. The committee specifically asked to review several years of projections to see the accuracy and how adjustments were included in the future years.</p> | <p><b>Capacity and<br/>Enrollment</b></p> <p><b>(Capacity<br/>Formula<br/>&amp;<br/>Enrollment<br/>Projections)</b></p> |

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| <p>The Capacity Conflict chart illustrates schools that will be above the current capacity calculation. This year's chart specifically looks at the projected enrollments compared to the bricks and mortar capacity calculation (not counting mobile classrooms). There was some discussion regarding the Pre-K spaces and students. Currently the capacity of the school and the enrollments are both modified to include the Pre-K students. Cale was noted as having significantly more (752) than the 648 the School Board stated to be the maximum during design discussions. The possible conflict between the sizes of the Core spaces and the capacity may be a topic of further discussion. Western Albemarle High School was noted to have 6 trailers when the chart shows no current conflicts. Generally the actual use of a school is not in the even 20 students per room alluded to in the chart, but an operations decision made by Principals.</p> <p>The specialty programs at High Schools tend to balance each other and are not taken into account in the numbers. (ROTC at MHS, and MESA at AHS).</p> <p>The availability of seats and the small number of conflicts could be addressed by redistricting, but eh committee express hesitancy to have that as a recommendation.</p> <p>The mission of the committee was discussed. It was generally agreed to propose a needs based plan, not to balance the budget; while looking at what is available in existing facilities as well as new construction.</p> <p>(Staff will distribute a corrected conflict chart at the next meeting, since an error was found on the Woodbrook line).</p> | <p><b>Capacity and Enrollment</b></p> <p><b>(Capacity Conflict Chart)</b></p> |
| <p>Joe Letteri presented the Current CIP Plan, as included in Section 3 of the binder. The approved CIP 10/11-14/15 currently being approved by the Board of Supervisors was discussed; there are no new school additions in the plan. This summary of projects was compared to the School Division CIP Worksheet that illustrated the Superintendents recommendation. It was acknowledged that the Superintendents plan does not represent what the LRPAC recommended Plan. Changes were made specifically about the Greer addition and the Southern Feeder Pattern, based on feasibility studies and soil investigations which were done after eh LRPAC made a recommendation. The Southern Feeder Pattern studies and soils reports will be shared with the committee at a future meeting. Specifically in regard to the need to purchase land for Yancey to have an addition to bring children into the building and to provide specialty staff spaces for parity.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>Current Approved CIP Projects</b></p>                                   |

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| <p>Maintenance projects will be discussed in detail at a future meeting. Staff will provide information for the maintenance projects that have been deferred for the southern schools.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                           |
| <p>Joe Letteri discussed Project Ranking; a handout is in Section 4 of the binder. Last year the CIP Budget review process required that the projects be ranked. The handout in the binder is the ranking system that the CIP review committee uses. It was recommended that the LRPAC rank the projects, even if not required at this time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Ranking</b></p>                     |
| <p>The group generally discussed the changes made last year by the Superintendent to the board. It was generally agreed that there is no specific guidance, directions or restrictions given by the Board in regard to the Southern Feeder Schools, however the results of the committees and the Superintendent's recommendation speak clearly.</p> <p>The priority for items to be discussed start with an explanation of the Enrollment Projection methodology, and how development is accounted for in the projections (for example how is NGIC /DIA included in the numbers?)</p> <p>Schools that the Capacity Conflict Chart indicate as being "in the red" should be discussed for possible additions and/or ability to redistrict. These schools are: Hollymead, Meriwether Lewis, and Stony Point. (Stony Point discussion should include the ability to redistrict to Stone Robinson). It is anticipated that Transportation staff will provide possible redistricting information for the schools with capacity conflicts.</p> <p>Yancey in particular the possibility of purchasing additional land, as well as sharing the four Southern Feeder Pattern feasibility studies and soils reports.</p> <p>The Middle schools are not indicated to be candidates for new projects, but there was discussion regarding reviewing capacity, and where the Charter school will be housed. (Specifically Burly and Walton).</p> | <p><b>Discussion of Future Agenda</b></p> |
| <p><b>The meeting was adjourned at 7:30.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Meeting Adjournment</b></p>         |



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**ACPS Long -Range Planning Committee**

**WORK SESSION, 04/26/10**

**5:30 - 7:30 P.M. County Office Building, Room 246**

In attendance:

Committee Members:

Staff Members:

|                                                      |                                                     |                                                      |                                                 |
|------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Anne Shipe       | <input checked="" type="checkbox"/> Michael Coppola | <input checked="" type="checkbox"/> Dr. Bruce Benson | <input checked="" type="checkbox"/> Joe Letteri |
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| <input checked="" type="checkbox"/> Dean Riddick     |                                                     | <input type="checkbox"/> Jackson Zimmerman           | <input type="checkbox"/> Dr. Luvelle Brown      |

Joe Letteri opened the meeting at approximately 5:35pm and thanked those present for their participation. LRPAC update packets were distributed with:

- Meeting minutes from the April 13th meeting.
- Current meeting agenda.
- Revised Capacity Conflicts chart.
- Information packets for 6 schools: Stony Point, Meriwether Lewis, Hollymead, Yancey, Scottsville, and Red Hill.

The meeting minutes were accepted without change.

**Welcome**  
  
**Distribution of**  
**Information**  
  
**Meeting Minutes**

Joe Letteri explained the Capacity Conflicts chart was revised to include the Pre-K students in the "actual enrollment". Lisa Glass reviewed the Capacity Formula for elementary schools with specific attention to work areas for Specialty Staff, which is not included in the formula. In particular, the older schools do not have "resource" rooms for the specialty teachers to use, so classrooms or mobile units are used to house these teachers. Specialty Staff are listed in the fact sheets for each of the schools to be discussed tonight.

The discussion continued with a review of each of the 3 elementary schools that show potential capacity conflicts, and the 3 southern elementary schools, with the goal to determine if an addition is needed or not.

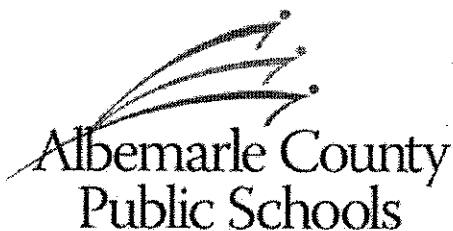
**Capacity**  
**Conflicts Chart**  
  
**Review of the**  
**Capacity**  
**Formula and**  
**Specialty Staff**

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| <p>Joe Letteri began the discussion of Stony Point ES with a review of the fact sheet. Discussion included how interior classrooms are used for Specialty Staff, and that the school itself is small and the site has limited area for an addition.</p> <p>The option of redistricting was discussed. Josh Davis presented the maps which illustrated the option of redistricting to Stone Robinson ES. The possible demographic shift due to redistricting was discussed. It was explained that Baker-Butler ES was a difficult receiving school due to transportation issues. The proposed staffing reduction, due to current budget issues, does not affect specialty staffing at this time. Stony Point ES was compared to Yancey ES as a historic building that has significance to the community and would be difficult to close. Concern was stated regarding the logistics of moving the mobile classrooms to build an addition, which could mean temporary redistricting of students during construction.</p> <p>The LRPAC agreed that no addition was currently needed. In lieu of an addition, there is a need for site improvements which could be a specific project in CIP Maintenance/Replacement; the project would include an improved parent drop-off and a request for 5 bus parking spaces.</p> <p><b>Questions from the LRPC:</b><br/> Q: Is PRE-K full or half day?<br/> A: Pre-K is a full day program, SPED Pre-K is half day.</p> <p>Q: Are trailers rented or purchased? At what cost?<br/> A: Mobile Classrooms are purchased. The current estimated cost is \$30,000-\$40,000. The cost to relocate is between \$15,000-\$20,000 ea.</p> <p>Q: Is there any land adjacent to Stony Point for sale? Available?<br/> A: A map showing the property adjacent to Stony Point is attached to these minutes, none of the parcels are currently on the market. (see attachment)</p> | <p><b>Stony Point Elementary</b></p>      |
| <p>Meriwether Lewis (MWL) fact sheet, site plan and floor plan were discussed. MWL is the second elementary school (of two) that uses a 15% reduction in capacity due to small classroom sizes. This has caused some confusion in the capacity history for MWL. Josh Davis reviewed the maps showing possible redistricting to Murray Elementary. A similar redistricting proposal made in the past received a great deal of objection from the residents. The LRPAC noted that the Enrollment Projections are actually declining. The Committee agreed that no addition is needed at this time.</p> <p><b>Questions:</b><br/> Q: Are the number of students per room reduced due to small size?<br/> A: The room size does not typically affect the decisions for the number of students per room as staffing is based on free &amp; reduced lunch population.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>Meriwether Lewis Elementary</b></p> |

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| <p>Q: Any opportunity to take space from the cafeteria or media center since they seem to be oversized? For ½ size resource room?</p> <p>A: There is room that could be taken from the cafeteria for a half-Resource room, but it would be awkward and not recommended.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |
| <p>Joe Letteri presented the Hollymead fact sheet, site plan and floor plan. The multi-purpose space generated by the new gym addition is currently used as classroom space with one class on the stage as well. Any more students will necessitate opening up the movable cafeteria wall to enlarge the cafeteria a space.</p> <p>The Committee discussed the Autism and Pre-K Special Education programs that are housed at Hollymead. These programs were previously at Woodbrook ES. They could, or should, be moved to a centrally located site (Cale ES or Woodbrook ES?). Joe Letteri will obtain information on the possible relocation of these two programs so that 2 classrooms could be freed-up and capacity increased by 40 students.</p> <p>Josh Davis presented a redistricting option to move students to Baker-Butler ES and to Broadus Wood ES. The Committee requested more detailed information and commented on the fact that this redistricting option affects middle school as well. The Committee requested a district map.</p> <p>The adequacy of the Hollymead ES core spaces was discussed. The cafeteria has a moveable wall that easily expands the cafeteria. The Media Center appears to be a limiting factor for the building capacity, so staff will investigate. Staff has reviewed the Core Capacity chart, and determined that the Hollymead ES Media Center is sufficient for up to 575 students, which is adequate for the current maximum five year projection of 572.</p> <p>An expanded drop-off/pick-up could become a specific Maintenance Project.</p> <p><b>Questions:</b></p> <p>Q: Can, and if so, where could the Autism &amp; Pre-K SPED programs be moved?</p> <p>A: These programs could be moved together or separately, to another elementary in the Urban Ring, a school that is central for transport.</p> <p>Q: Are there other Pre-K Special Ed? Is this regional or county-wide?</p> <p>A: SPED Pre-K is also housed at Murray ES, and Baker-Butler ES.</p> <p>Q: How many students are in Autism program? PRE-K SPED?</p> <p>A: Eight (8) students in each.</p> <p>Q: How could the 100 students indicated in the move to Baker-Butler ES be subdivided? Provide breakout information.</p> | <p><b>Hollymead<br/>Elementary</b></p> |

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| <p>A: Josh has provided a map (see attached)</p> <p>Q: How does redistricting elementary affect middle schools?</p> <p>A: Josh to provide a map at the next, May 10, meeting.</p> <p>Q: Does the size of the Hollymead library affect the staff? (principal and librarian)</p> <p>A: There was an error on the fact sheet, the Library at Hollymead can accommodate capacity of 575.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                           |
| <p>Joe Letteri introduced Yancey ES by reviewing the fact sheet. The enrollment projections currently show a decline. The Media Center is undersized as based on state recommended space calculations.</p> <p>The septic system is a restricting issue, since a new addition could require a full reserve septic drain field. The adjacent parcels have been evaluated and could provide adequate area for a small capacity increase (see the separate septic report). The parcels were offered for sale, but the asking price was more than assessment. The School Board did hear the suggestion to purchase these parcels, but the decision was not to proceed.</p> <p>The Committee generally agreed that all options regarding the Southern Feeder Pattern (SFP) are on the table for discussion. The maintenance projects at Yancey ES had been deferred during the discussion of the SFP options, but this summer a gym AC and lighting upgrade is scheduled for Yancey ES, as well as a boiler replacement.</p> <p>The feasibility study from the SFP study was reviewed. As well as an option to increase the size of Scottsville ES.</p> <p>Discussion was stopped at 7:30pm to collect questions and set the agenda for next meeting.</p> | <p><b>Yancey Elementary</b></p>           |
| <p>At the next meeting, Jackson Zimmermann, Executive Director of Fiscal Services, will present the methodology used in generating Enrollment Projections for the school division, and the Committee will continue the discussion of the southern schools, i.e., finish the Yancey ES discussion and begin the discussion of Scottsville ES.</p> <p>Questions:</p> <p>Q: Why was AHS capacity different from the 1,798 indicated in information distributed to the SFP Committee?</p> <p>A: The 1,798 number comes from the CEPI Study (Resource Utilization Study). The capacity formula that the County uses is not the same.</p> <p>Q: Burley District: Who goes to Burley? Can Committee get a map?</p> <p>A: Josh will provide a District Map.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Future Agenda And Questions</b></p> |
| <p><b>The meeting was adjourned at 7:35pm. The next meeting is scheduled for Monday, May 10<sup>th</sup> at 5:30pm in room 320 of the County Office Building.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Meeting Adjournment</b></p>         |





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**ACPS Long -Range Planning Advisory Committee**

**WORK SESSION, 05/10/10**

**5:30 - 7:30 P.M. County Office Building, Room 320**

In attendance:

Committee Members:

Staff Members:

|                                                   |                                                     |                                                      |                                                 |
|---------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Anne Shipe    | <input checked="" type="checkbox"/> Michael Coppola | <input type="checkbox"/> Dr. Bruce Benson            | <input checked="" type="checkbox"/> Joe Letteri |
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| <input checked="" type="checkbox"/> Dean Riddick  |                                                     | <input type="checkbox"/> Jackson Zimmerman           | <input type="checkbox"/> Dr. Luvelle Brown      |

Joe Letteri opened the meeting at approximately 5:35pm. The LRPAC update packets were distributed with the following information:

- Meeting minutes from the 4/26/10 meeting
- Current meeting agenda
- Map showing the property owners adjacent to Stony Point ES
- District Map for Hollymead showing break-out numbers

The Committee requested a change in the meeting minutes to reflect:

- 1) Stony Point discussion: to delete "The LRPAC agreed that no addition was currently needed", and insert "Committee consensus at this time is that no addition is needed".
- 2) Meriwether Lewis discussion: same correction as noted for Stony Point.

The agenda was modified as Jackson Zimmermann was not able to attend the meeting. The Enrollment Projection discussion will be included in the 5/24/10 meeting agenda.

Joe Letteri reviewed the answers to the questions that were presented at the 4/26/10 meeting. Answers were included in the meeting minutes.

The Committee reviewed the map showing the property owner's adjacent to Stony Point ES. There was minimal discussion.

Joe Letteri and Josh Davis explained the Hollymead District break-out map.

The Committee discussed the possibility of redistricting a small number of students (up to 50), without requiring the full redistricting process.

**Welcome**

**Distribution of Information**

**Meeting Minutes**

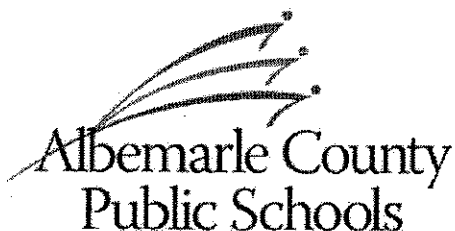
**Agenda Changes**

**Responses to Questions from 4/26/10 Meeting**

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| <p>The goal is to make room at Hollymead, in lieu of an addition. One option to correct the capacity conflict at Hollymead is to move a small number of students to both Baker-Butler ES (33 students) and Broadus Wood ES (22 students).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                             |
| <p>The Committee discussed the possible relocation of the Pre-K SPED and Autism programs from Hollymead.</p> <p>The relocation of the 2 special programs would make 24 seats available at Hollymead ES. This is a correction of the statement made at the 5/10 meeting where it was stated that 40 seats would become available. The capacity calculation counts the 2 Special Program rooms at 8 each for a total of 16 seats; which makes the net gain 24 seats; (2 x 20) -16 is 24 seats.</p> <p>Q: What renovations are required at Woodbrook to house one or both of the programs?<br/> A: The cost per new, oversized restroom for SPED or Autism is approximately \$15,000 to \$20,000; one is needed in each classroom. However, two classrooms could share a restroom, if the rooms were adjacent to each other.</p> <p>Q: Is the Pre-K SPED and Autism in the capacity count at Hollymead?<br/> A: Yes. Eight students in the Autism Program and Eight students in the Pre-K SPED program.</p>                                                                                                                                                                                           | <p><b>Hollymead<br/>Special<br/>Programs</b></p> <p><b>And Associated<br/>Questions</b></p> |
| <p>Joe Letteri re-introduced Yancey ES to complete the discussion that was started at the last meeting. The drain field map shows the adjacent property and the location of the drain fields that are required for full back-up as required for new construction.</p> <p>The Committee discussed the demographics of Yancey students. Generally the only way to reduce the free and reduced lunch at Yancey is to combine the students with another school. Before any consensus can be made for improvements at Yancey, the Committee needs to look at Scottsville.</p> <p>Q: Can Scottsville ES be increased to house 400 students (Yancey and Scottsville combined)?<br/> A: Yes, the Scottsville ES site can accommodate 450 students as shown in the "Scottsville Feasibility Study for Onsite Wastewater Dispersal Areas, 9/18/09." <u>Scottsville Drainfield Feasibility, 9/18/09</u></p> <p>Q: Can Yancey be split between Red Hill ES and Scottsville ES?<br/> A: No, due to transportation issues.</p> <p>Q: What is the dollar cost for the Southern Feeder Pattern (SFP) additions?<br/> A: See Attachment 1: "Southern Feeder Pattern Planning Study Executive Summary, 2/17/09".</p> | <p><b>Yancey<br/>Elementary<br/>School</b></p>                                              |

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| <p>Joe introduced the Scottsville ES discussion. The Scottsville site can accommodate the additional septic drain field for 450 students. The LRPAC discussed the history of last year's Southern Feeder Pattern decision and requested more information to summarize the options for this Committee's discussion. <u>SFP 2008 09 Information</u></p> <p>Q What is the cost of a 200 student addition at Scottsville?<br/> A: Cost for an addition to increase capacity to 431 is \$10,755,627; see SFP Planning Study Executive Summary, Attachment 1.</p> <p>Q: Did the Walton study consider a new two-story elementary school?<br/> A: The Walton study used Baker-Butler as a proto-type, which is a one-story building.</p> <p>Q: What is the comparison of the savings in small versus large schools?<br/> A: See Attachment 2: "Actual School Comparisons, 2/20/09".</p> <p>Q: What are the anticipated maintenance costs currently proposed and/or delayed for the Southern Feeder Pattern (SFP) Schools?<br/> A: For the next 5 years: Red Hill about \$300,000, Scottsville about \$730,000; and Yancey about \$1.5 million.</p> <p>Q: What is the cost for a new middle school? Designed for ultimately 900, but built for 500 in phase 1?<br/> A: The 2008-09 Virginia State New Facilities Cost ranged from \$23 million to \$35 million, for 1,000 students.</p> <p>Q: What was the cost for making Walton a K-8 school?<br/> A: The cost was almost \$17 million, see SFP Planning Study Executive Summary, Attachment 1.</p> <p>Q: What was the argument for smaller schools vs. larger schools?<br/> A: The Long Range Master Facilities Plan Power Point Presentation, Attachment 3, page 5, references no difference in academic achievement.</p> | <p><b>Scottsville<br/>Elementary<br/>School</b></p> <p><b>And<br/>General<br/>Questions for<br/>the Southern<br/>Feeder Pattern</b></p> |
| <p>The Committee discussed how the current budget situation could affect the LRPAC recommendation. Currently, the CIP includes only maintenance projects in the five year plan.</p> <p>Based on current capacity information, there is an excess of middle school capacity. Therefore, one option may be to convert Walton Middle School to a combined elementary school for the Southern Feeder Pattern. Walton MS students would then move to other existing middle schools, until a new middle school project could be incorporated into the CIP.</p> <p>As an example, Burley MS could house the majority of Walton students with some redistricting of existing Burley students, to allow time to design and construct a new middle school at the Mill Creek site.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>Budget<br/>Affect on<br/>Decision</b></p> <p><b>New Middle<br/>School Option</b></p>                                              |

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| <p>Q: What would the cost be to renovate Walton MS to an elementary school?</p> <p>A: The cost would range between \$5 and \$10 million; which is up to half of the cost of new construction, depending on the need to relocate walls in order to create correct room sizes for elementary classes.</p> <p>Q: Is there other land owned by the County? Could the Committee see the information on the Mill Creek property across from Monticello High School?</p> <p>A: The County owns land across from Monticello High School, staff will bring a schematic plan for a middle school on that site to the 5/24/10 meeting. See Map, Attachment 4.</p>                                                                                                                                                                                                                                                                                                                                                     | <p><b>New Middle School Option</b></p>    |
| <p>Joe Letteri introduced the discussion of Red Hill ES with a review of the fact sheet. The Committee discussed the history of the SFP discussion last year. The proposed additions/renovations for Red Hill ES are for parity, not for expansion.</p> <p>Discussion was stopped at 7:30pm to collect questions and set the agenda for the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Red Hill Elementary School</b></p>  |
| <p>At the 5/24/10 meeting, Jackson Zimmermann will discuss the enrollment projection methodology. The LRPAC would like to learn about the enrollment projection process before recommending a 5-10 year CIP plan.</p> <p>The discussion of the southern schools will continue, with the distribution of additional information.</p> <p>The high schools will also be discussed. The Committee discussed that the most recent classroom addition at Albemarle High School was to bring students into the building and to remove mobile classrooms, not to increase the enrollment at AHS. The feasibility studies for Western Albemarle HS and Monticello HS will be discussed at the next meeting.</p> <p>Questions:</p> <p>Q: What is the optimal size for an elementary school?</p> <p>A: Jackson may discuss this at the next meeting.</p> <p>Q: What are the demographics for the SFP schools?</p> <p>A: See The Long Range Master Facilities Plan Power Point Presentation, Attachment 3, page 6.</p> | <p><b>Future Agenda And Questions</b></p> |
| <p><b>The meeting was adjourned at 7:40pm.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Meeting Adjournment</b></p>         |



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**ACPS Long -Range Planning Advisory Committee**

**WORK SESSION, 05/24/10**

**5:30 - 7:30 P.M. County Office Building, Room 246**

In attendance:

Committee Members:

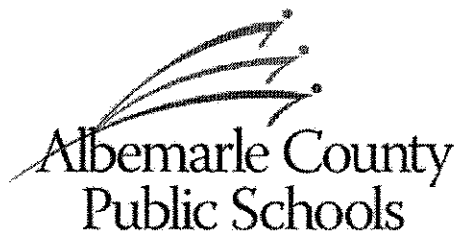
Staff Members:

|                                                   |                                                     |                                                      |                                                 |
|---------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Anne Shipe    | <input checked="" type="checkbox"/> Michael Coppola | <input checked="" type="checkbox"/> Dr. Bruce Benson | <input checked="" type="checkbox"/> Joe Letteri |
| <input type="checkbox"/> Beth Hochstetler         | <input checked="" type="checkbox"/> Peter Wurzer    | <input checked="" type="checkbox"/> David Benish     | <input checked="" type="checkbox"/> Josh Davis  |
| <input checked="" type="checkbox"/> Brian Kennedy | <input checked="" type="checkbox"/> Tiffany Barber  | <input checked="" type="checkbox"/> George Shifflett | <input type="checkbox"/> Lisa Glass             |
| <input checked="" type="checkbox"/> Dean Riddick  |                                                     | <input type="checkbox"/> Jackson Zimmermann          | <input type="checkbox"/> Dr. Luvelle Brown      |

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| <p>Joe Letteri opened the meeting at 5:30pm. Update packets were distributed with the following information:</p> <ul style="list-style-type: none"> <li>• Meeting minutes from the 5/10/10 meeting.</li> <li>• Current meeting agenda.</li> <li>• Southern Feeder Pattern Study cost estimates.</li> <li>• Cost per student figures when compared to school size.</li> <li>• Southern Feeder Pattern Long Range Master Facilities Plan PowerPoint presentation.</li> <li>• Site map of parcels owned by the County across from the Monticello High School site.</li> <li>• Greer Elementary proposal from the 2009/10 LRPAC.</li> <li>• Henley Auxiliary PE/Meeting Space proposal from last years LRPAC.</li> <li>• Information to expand Monticello High School to 1500 students.</li> <li>• Information to expand Western Albemarle High school to 1264.</li> </ul> <p>The 5/10/10 minutes were approved as written.</p> <p>It was noted that Jackson Zimmermann was unable to attend tonight's meeting due to illness and that his presentation would be postponed until the following meeting.</p> | <p><b>Welcome</b></p> <p><b>Distribution of Information</b></p> <p><b>Meeting Minutes</b></p> <p><b>Agenda Changes</b></p> |
| <p>The Committee discussed the options to improve the Southern Feeder Pattern Elementary Schools and noted the following:</p> <ul style="list-style-type: none"> <li>• Yancey's renovation costs are very high considering the net capacity gain.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Southern Feeder Pattern</b></p>                                                                                      |

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| <ul style="list-style-type: none"> <li>• Yancey's septic is beyond its useful life and there is no land to replace the system if it should fail, unless additional property is purchased.</li> <li>• Small schools are very expensive to operate.</li> <li>• The bidding climate is very favorable at this time.</li> </ul> <p>Considering the above information and after lengthy debate, the Committee honed in on the following three options:</p> <ol style="list-style-type: none"> <li>1. Close the three elementary schools and build a new one.</li> <li>2. Close Yancey and expand Scottsville to accommodate the Yancey students.</li> <li>3. Close the three elementary schools and move them to Walton. In addition, move the Walton Middle School students to Burley and Jouett, and plan on constructing a new middle school across the street from Monticello High School (MHS), on County owned property.</li> </ol> <p>A majority of the Committee favored option 2, to expand Scottsville and close Yancey for the following reasons:</p> <ul style="list-style-type: none"> <li>• Based on the economic climate, it was potentially affordable in the near future.</li> <li>• Closing Yancey in the near future would eliminate the need to invest money in this property now.</li> <li>• The option would likely be more palatable to the community than would closing both of the schools.</li> <li>• The feasibility studies indicate the option is viable.</li> </ul> <p>Option 1 above, although most of the group could support it, they felt it was no longer practical to pursue this option, based on the economic climate and the latest determination by the Superintendent.</p> <p>Option 3 above, was considered impractical because of the cost and because building a new middle school across from MHS would provide the School Division with much more middle school capacity than would be needed.</p> | <p><b>Southern Feeder<br/>Pattern<br/>(Cont'd)</b></p>    |
| <p>The Greer Elementary School expansion and renovations project was discussed at length. It was concluded that although last years submittal was comprehensive and solved multiple space needs, including Child Nutrition and ESOL Administration needs, the group's consensus was that the capital resources were simply not available. Therefore, the group requested a new plan to reduce the scope of the project. The new design was to eliminate the ESOL/Child Nutrition work and condense the addition to a one story addition. A new plan and cost estimate will be presented at the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Greer<br/>Elementary<br/>School</b></p>             |
| <p>The Henley Middle School addition was included in the 2009/10 LRPAC submittal. The school's need for additional multi-use space was essential, especially for PE during inclement weather. The group voted to place the project in year six of the CIP plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Henley Auxiliary<br/>PE / Meeting<br/>Space</b></p> |

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| <p>The capacity of the three high schools and the enrollment projections were analyzed. Since the capacity conflicts did not occur until year 5 and the enrollment projections appeared to spike oddly in year 5, the group decided to wait another year before any decisions were made regarding these projects.</p> | <b>High Schools</b>                        |
| <p>It was noted that at the next meeting, Dr. Brown would be presenting the four Technology CIP submittals and Mr. Zimmermann would discuss the enrollment projection methodology.</p>                                                                                                                                | <b>Future Agenda<br/>And<br/>Questions</b> |
| <p><b>The meeting was adjourned at 7:45pm.</b></p>                                                                                                                                                                                                                                                                    | <b>Meeting<br/>Adjournment</b>             |



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**ACPS Long -Range Planning Committee**

**WORK SESSION, 06/07/10**

**5:30 - 7:30 P.M. County Office Building, Room 320**

In attendance:

Committee Members:

Staff Members:

|                                                      |                                                       |                                                          |                                                 |
|------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Anne Shipe       | <input checked="" type="checkbox"/> Michael Coppola   | <input checked="" type="checkbox"/> Dr. Bruce Benson     | <input checked="" type="checkbox"/> Joe Letteri |
| <input checked="" type="checkbox"/> Beth Hochstetler | <input checked="" type="checkbox"/> Peter Wurzer      | <input type="checkbox"/> David Benish                    | <input type="checkbox"/> Josh Davis             |
| <input checked="" type="checkbox"/> Brian Kennedy    | <input type="checkbox"/> Tiffany Barber               | <input checked="" type="checkbox"/> George Shifflett     | <input checked="" type="checkbox"/> Lisa Glass  |
| <input checked="" type="checkbox"/> Dean Riddick     |                                                       | <input checked="" type="checkbox"/> Robert Rejoins, DART |                                                 |
|                                                      | <input checked="" type="checkbox"/> Jackson Zimmerman | <input checked="" type="checkbox"/> Dr. Luvelle Brown    |                                                 |

Joe Letteri opened the meeting at approximately 5:30 pm. LRPAC update packets were distributed with the following information:

- Meeting minutes from the 5/24/10 meeting.
- Current meeting agenda.
- New Elementary school cost estimate for 650 students.
- Scottsville Feasibility Study for 431 Students.
- Yancey Elementary Cost Estimate for 222, revised to delete current maintenance projects.
- Greer Elementary Feasibility Study to 480.
- CIP Process and Policies.
- Draft CIP 10-year Plan, dated 6/7/10.
- Split Feeder Pattern Chart, dated 6/7/10.

The Committee approved the minutes from the May 24<sup>th</sup> meeting.

Joe Letteri introduced Dr. Luvelle Brown, Chief Information Officer from the Department of Accounting, Research and Technology (DART) who provided a handout to facilitate the discussion of the four funding cost centers for School Technology.

The first cost center is Administrative Technology which is funded at \$175,000. This funding is used for infrastructure improvements for administrators. For example, the hand held devices used by school administrators that have allowed for improved teacher appraisals.

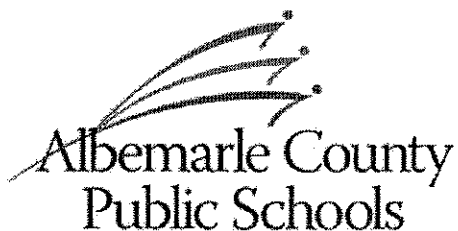
**Welcome  
Distribution  
of  
Information  
  
Meeting  
Minutes**

**School  
Technology**



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| <p>The second funding cost center is the WAN Upgrade. The fiber optic network is routinely upgraded every 3 to 7 years due to maintenance needs as well as technology advancements. Although there is wireless access in each school, the fiber optic system is the more reliable method for WAN.</p> <p>The third cost center is Instructional Technology which is funded at \$550,000. This funding supports classroom equipment, such as teacher computers, classroom projectors, document cameras (ELMO), etc.</p> <p>The last cost center for School Technology is the State Technology Grant which is funded annually at \$752,000. This is specifically to support the State required testing (SOL) and is a spend-and-reimburse system.</p> <p>The computer replacement cycle was discussed. Generally equipment is lasting for the 3-4 year replacement cycle (hand out distributed with replacement cycle).</p> <p>Challenges for DART include: 1) Internet Bandwidth; 2) Student computer ratio of 1:1; 3) Electronic Textbooks; 4) Wireless Infrastructure upgrades, 5) CAI Machines/Teacher Laptop Initiative; and 6) On-line testing.</p> <p>Bandwidth may be the most significant challenge since it affects operations and the potential for continued innovations in the classrooms. It appears that the current funding level will not sustain anticipated technology needs. Therefore, it is anticipated that requested funding will be greater than current funding.</p> | <p><b>School Technology (Cont'd)</b></p>        |
| <p>Jackson Zimmermann, Executive Director of Fiscal Services, discussed Enrollment Projections. A handout showing the "Projected versus Actual Enrollments for 2004 to 2009" was reviewed. ACPS has an excellent track record for overall projected enrollment, with less accuracy for the specific school. The most volatile projection is the kindergarten class size which is based on state birth statistics. There are many variables between birth and 5 years later when children enter school. There may be other methodologies for projections, but they are not any better than ours. The historical trend after a class enters the school system is good after Kindergarten. New residential development and commercial development in the County are factored into the projections.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>Enrollment Projection Methodology</b></p> |
| <p>Cost per student information was not discussed, instead Jackson reviewed the potential cost savings for closing smaller southern school with a handout titled "Projected Savings over 10 Years".</p> <p>The projected operational cost savings for closing the three southern elementary schools as compared to one combined elementary school is approximately \$708,316 per year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>Projected Cost Savings</b></p>            |

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| <p>Joe Letteri reviewed the handouts for the New Elementary cost at \$20.4 million, the cost for increasing Scottsville to 431: \$10.7 million, and an updated cost for Yancey with the current maintenance projects deducted.</p> <p>At the last meeting the LRPAC was leaning toward closing Yancey and adding onto Scottsville to incorporate the Yancey students. The LRPAC discussed what would happen to Yancey if the school was closed. The School Division would have no real say in the use of the facility since it would become surplus Local Government property.</p> <p>Another option to address the needs of the Southern Feeder Pattern was discussed. This option includes renovating Walton MS to a combined (600 student) elementary for the southern part of the county. This would support the plan for a middle school across from Monticello HS on County owned land, similar to the Albemarle HS and Western Albemarle HS proximity to middle schools.</p> <p>The Committee voted on the two options with a tie both times. The next step is for staff to provide additional information regarding the potential cost to change Walton into an elementary school, so that direction from the Committee can be obtained at the June 21st meeting.</p> | <p><b>Complete the Southern Feeder Pattern Discussion</b></p> |
| <p>In response to a request from the last LRPAC meeting, Joe Letteri presented a Greer Feasibility Study for a capacity of 480, at a cost of \$4.1 million. The Committee determined that the reduced scope of 480 at \$4.1 million, (with no new Pre-K, and no new VCT) will be recommended. The priority and year to be determined.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>Greer Elementary School Reduced Scope</b></p>           |
| <p>Joe Letteri noted that time was up and quickly reviewed the handouts. The CIP Budget Process states that this year is an amendment year so the submission of new projects may not be allowed. However, the Committee is still tasked with providing the best plan for the students, with the available resources.</p> <p>A draft 10-year CIP Plan, dated June 7th, was distributed in order to initiate the discussion of priorities and timing of projects.</p> <p>Discussion was stopped at 7:40pm to collect questions and set the agenda for next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Wrap-up</b></p>                                         |
| <p>At the June 21, 2010 meeting, the LRPAC will determine how to address the Southern Feeder Pattern needs. Additional information needed includes: A cost estimate for renovations/additions to Walton MS to become a 600 student elementary; including the cost/project to be phased over several years using the funding proposed for SFP maintenance; and the cost for a new Middle School at the Mill Creek Property across from MHS. The 10-year plan for Maintenance Projects will be discussed next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>Future Agenda And Questions</b></p>                     |
| <p><b>The meeting was adjourned at 7:50pm.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Meeting Adjournment</b></p>                             |



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**ACPS Long-Range Planning Committee**

**WORK SESSION, 06/21/10**

**5:30 - 7:30 P.M. County Office Building, Room 320**

**In attendance:**

**Committee Members:**

**Staff Members:**

|                                                   |                                                     |                                                      |                                                 |
|---------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Anne Shipe    | <input checked="" type="checkbox"/> Michael Coppola | <input type="checkbox"/> Dr. Bruce Benson            | <input checked="" type="checkbox"/> Joe Letteri |
| <input type="checkbox"/> Beth Hochstetler         | <input checked="" type="checkbox"/> Peter Wurzer    | <input type="checkbox"/> David Benish                | <input type="checkbox"/> Josh Davis             |
| <input checked="" type="checkbox"/> Brian Kennedy | <input checked="" type="checkbox"/> Tiffany Barber  | <input checked="" type="checkbox"/> George Shifflett | <input checked="" type="checkbox"/> Lisa Glass  |
| <input type="checkbox"/> Dean Riddick             |                                                     | <input type="checkbox"/> Jackson Zimmerman           | <input type="checkbox"/> Dr. Luvelle Brown      |

Joe Letteri opened the meeting at approximately 5:30pm. LRPAC update packets were distributed with:

- Meeting Minutes from the 6/7/10 meeting.
- Current meeting agenda.
- Southern Feeder Pattern (SFP) Options with Costs, dated Summer 2010.
- Study to Convert Walton to a 616 Student Elementary School, dated 6/14/10.
- Sample Feeder Pattern Chart for Walton Scenario, dated 6/21/10.
- Study for New 600 Student Middle School for 2010, dated 6/14/10.
- CIP Maintenance 10-year Plan (FY11/12-19/20 CIP Maintenance Replacement Program, dated 6/21/10).
- Draft CIP 10-year Plan, Project Expenditure Summary, dated 6/21/10.
- School Technology Project Descriptions for Admin. Tech., Instr. Tech., School Tech. Grant, WAN, & Wireless, dated 6/18/10.

The Committee approved the minutes for the June 7<sup>th</sup> meeting.

**Welcome  
Distribution  
of  
Information  
  
Meeting  
Minutes**

Joe Letteri introduced the Southern Feeder Pattern (SFP) discussion by reviewing Handout 2: SFP Options with Costs. The Committee discussed the costs and considered how operational savings could be included in the decision making process. The LRPAC acknowledged that the Technical Review Committee and the Oversight Committee may only look at the capital costs. Each scenario was reviewed and discussed: 1) Renovate all three schools, 2) Expand Scottsville and Renovate Red Hill; 3) Convert

**Southern  
Feeder  
Pattern**

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| <p>Walton to an Elementary; 4) Build a new Elementary.</p> <p>Concerns discussed by the Committee included:</p> <ul style="list-style-type: none"> <li>▪ Would Scottsville and Red Hill provide an "ideal place for student learning"?</li> <li>▪ Would a new Elementary School fit on the Walton MS Site with the middle school, if it were two stories?</li> <li>▪ Would new projects be considered in the next steps of the budget process, since this is the second year of the budget cycle, which is an amendment year?</li> <li>▪ Exactly what are the potential operational savings? Based on Jackson's 6/7 handout, the variation between \$700k and \$1 million is due to the current versus projected saving.</li> <li>▪ What size school is best for students?</li> <li>▪ Are there transportation issues if a school is closed?</li> <li>▪ The Red Hill renovation/addition could be placed in a later year since it addresses parity not capacity.</li> <li>▪ What is the optimal school size for operational savings?</li> </ul> <p>A motion was made to <b>Approve Option 2: Expand Scottsville ES to 431 students, Renovate Red Hill ES, and close Yancey ES. The motion passed.</b></p> |                                                                                    |
| <p>Joe Letteri reviewed the CIP Maintenance 10-Year Plan, Handout: FY11/12-19/20 CIP Maintenance Replacement Program, draft dated 6/21/10. The annual CIP Maintenance totals are included in the Draft CIP 10-year Plan, Handout: Project Expenditure Summary, dated 6/21/10.</p> <p>The Committee discussed the new projects, as noted in bold print on the Project Expenditure Summary Handout; including the Transportation satellite parking, drop-off/pick-up improvements, MHS traffic study for drop-off improvements. There was some discussion of what type of projects are funded from the Minor Capital Improvements line.</p> <p>Requested changes to the draft include: a) Remove the Yancey projects; b) Clarify item 6 in FY 12/13 to be <b>Building Services</b> roof; and d) Spell out school names where reasonable.</p> <p>Q: Does a bus pick up elementary students within the Woodbrook subdivision?<br/>A: Hollymead, Sutherland &amp; Woodbrook are neighborhood schools, which have walk zones without bus pick up.</p>                                                                                                                                                           | <p><b>FY<br/>2011/2019<br/>CIP<br/>Maintenance<br/>Replacement<br/>Program</b></p> |
| <p>Joe Letteri reviewed Handout 5 which consists of the Project Descriptions for the School Technology Cost Centers. The LRPAC requested that the Wide Area Network Upgrade and the Wireless Infrastructure descriptions be revised to clarify how these projects differ. It is unclear which funding is for the Broadband improvements since the Project Justifications are very similar.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>School<br/>Technology<br/>Projects</b></p>                                   |

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| <p>The Committee discussed the other projects on the 10-Year CIP Plan. The Storage Facility for Support Services/School Technology facilities was discussed and determined that due to the current budget situation the office trailers and the rented storage facility would remain and the new construction project would be pushed to an out year. The Henley MS addition for a multi-purpose room to provide PE space for the increased enrollment was kept in the same year. The school additions for additional capacity at Western Albemarle HS and Crozet ES were kept in the out years as placeholders. A new project for Monticello HS was added in an out year to increase capacity. Land purchases for an elementary and a middle/high school site were discussed, and determined to be a low priority. There was a proposal to delete these projects. The Hollymead ES addition was discussed again and it was decided to delete the project from the 10-Year Plan since the capacity issue can be addressed by re-districting, and the Special Ed Pre-K is being moved this year.</p> | <p><b>10-Year CIP Plan</b></p>            |
| <p>Discussion was stopped at 7:25pm to collect questions and set the agenda for the next meeting. Joe will revise the 10-Year CIP Plan, the CIP Maintenance Project list and draft a Letter of Recommendation to the Superintendent. These documents will be distributed to the Committee. At the <b>July 6th</b> meeting, the LRPAC will review and vote on the final recommendation by the LRPAC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Future Agenda and Questions</b></p> |
| <p><b>The meeting was adjourned at 7:40pm.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>Meeting Adjournment</b></p>         |