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ACPS Long -Range Planning Advisory Committee

WORK SESSION, 03/29/11

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

Minutes to be Approved at April 12, 2011 LRPAC Work Session

In attendance:

Committee Members:

Staff Members:

☒ Anne Shipe	☒ William Tornrose	☐ Dr. Bruce Benson	☒ Joe Letteri
☒ Dean Riddick	☐ TBD	☐ David Benish	☐ Josh Davis
☒ Peter Wurzer	☐ TBD	☒ George Shifflett	☒ Rosalyn Schmitt
☒ Tiffany Barber		☐ Jackson Zimmermann	☒ Vincent Sheivert
		☒ John Mastrandea	☒ William Deane

Joe Letteri (JL) opened the meeting at 5:40pm. Attendees introduced themselves and their district/position. The Committee approved the previous meeting's minutes. Joe Letteri reviewed the meeting schedule and reminded everyone that the Committee is on the upcoming School Board meeting agenda; April 14, 2011, which will provide an opportunity for the Board to provide direction & guidance to the Committee. JL reviewed the new documents that were added to the binder, including the 3/15/11 Meeting Minutes, the confirmed meeting schedule; Policy BCF - Advisory Committees, fact sheets for Hollymead ES, Stony Point ES, and Meriwether Lewis ES; and an updated Capacity Conflicts Chart (Albemarle HS Capacity Conflicts are now red).	Welcome and Review of Minutes
JL introduced John Mastrandea (JM), the Project Manager and Budget Analyst for the Department of Fiscal Services, which is the department that is responsible for enrollment figures and projections.	Enrollment Actual & Projected

JM explained the enrollment projection process: There are 4 major steps: 1.) Data Gathering 2.) Process and Validate 3.) Staff Review & Consensus 4.) Principal Review JM explained that the process is completed annually, within a two-week time period in October and is based on September 30th enrollment figures. The enrollment projections are the basis for the budget and facility planning. JM explained the Data Gathering & Validation process: There are 3 main data sets: 1.) Live Birth data, which is obtained from the State and is only used for the Kindergarten projections. This is the most difficult to associate with specific schools, but the aggregate of the schools is accurate. 2.) Actual Enrollment Data for 10 years, which is based on September 30th Enrollment. The March 31st Enrollment is used for State Funds but not the projection process. (March numbers are typically less than September). 3.) Individual Student Data. Note: For split schools scenarios, Transportation helps with this data. Using actual enrollment data, the Fiscal Services Department establishes average progression rates between grade levels and uses this data to project future years. It is organized in three timeframes: 3 year (using the previous 3 years of data), 6 year (using the previous 6 years of data), and 10 year (using the previous 10 years of data). The three time frames provide a range of data, which allows Staff to choose the most applicable scenario, based on other factors, such as future development. Kindergarten is always based on 3 year data. JM presented an example using Brownsville ES. After the data is gathered and validated, the process moves onto "Staff Review": Community Development, Building Services, Fiscal Services, and three principals, representatives who will relay and explain the process to the principal community, all review the figures and give input. The discussion is on a school to school basis. Staff looks at each school's boundary and within that area; they look at current developments, growing developments, planned development, and future development, including the type of housing and associated number of children. Decisions are influenced by this information but projections always stay within the cohort data (3, 6, or 10 year).	John Mastrandea from Fiscal Services
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Information is then sent to the principals at the individual schools. They can tweak the numbers based on their knowledge. Projections affect staffing, so they have a vested interest in these figures being accurate. They do not see the ten year, and are more concerned with the more immediate projections. There was a question about staffing levels. JM explained that staffing is finalized based on 10th day enrollment, and that staff levels remain for the year. The staffing levels are given a buffer of +/- 15 kids. While the principals primarily look at the next year's projection, the 5 and 10 year projections are for planning purposes and are used by the LRPAC. The data is compared to building capacity figures and is used to create the Capacity Conflicts Chart, which is a spreadsheet included in the LRPAC binder. JM discussed the accuracy of projections. Over the last 10 years, the projections were within 2-3%. Over the last two years, however, enrollment was more than 400 students over what was projected. JM gave an example at Monticello High School: there was an anomaly where 10th grade grew much more than expected; reconnaissance after the fact determined that it was primarily an influx of out-of-state students. JM clarified that these 400 students are now included in future projections on the current capacity conflicts chart. He also stated that the formula has not changed, but there is a likelihood of more students again. In response to a question, JM said that they do not consult with the private schools to obtain their enrollments or projections. However, every 3 years a census is done of private school enrollment to query the number of enrolled students. It was noted that the enrollment projection figures do not include Pre-K numbers. Pre-K is a fixed number so no projections are done. The Capacity Conflicts Chart adds in these students, which is why the figures between the two spreadsheets do not match exactly. JM estimated that next year's overall number will be within 1%. Brownsville is the biggest concern because it is such a high number; the Old Trail development is ready to go and the workforce is ready to build more houses. At the previous meeting, a member asked about upcoming new developments in the County. David Bennish of Community Development was unable to attend this meeting but told Joe Letteri in a phone conversation, that data is too difficult to gather as it is such a moving target, so the information is not available.	John Mastrandea from Fiscal Services (cont'd)
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JL explained that the Committee will be going before the School Board at the April 14th meeting, so that the School Board can provide direction to the Committee and begin the dialogue of the Committee's mission. In preparation for the meeting, the group brainstormed outstanding items for which they would like a clear direction. A list of questions was created from this discussion. The intent is for the answers to be incorporated into the School Board's direction. Several key topics were indentified: out-of-bounds topics, strategy for upcoming high school capacity conflicts, Albemarle County Comprehensive Plan, a guiding philosophy of using existing seats vs. paying for new seats, capacity numbers, etc. Questions will have to be reviewed and discussed via email in between meetings in order to prepare for the Board meeting. JL encouraged Committee members to ask their appointed Board members specific questions as needed throughout this process.	Formulate Questions to the School Board
JL presented the fact sheet on Hollymead ES. He noted that one Special Ed program was moved to Woodbrook this year, as per the Committee's recommendation last year. The range in cafeteria figures is due to state standards and flexibility to schedule lunch periods. The resource staff is identified because capacity calculations do not take into account these spaces. This is more of an issue in older schools as smaller spaces were not built at the time. Two trailers are being added this summer and there will be Drop-off improvements made this summer to the parking lot. A feasibility study was done for an addition onto Hollymead ES. There were two options studied to either increase capacity to 595, or to 656. The alternative to an addition would be to redistrict nearly 300 seats to Baker-Butler and/or Broadus Wood. JL pointed out that Woodbrook is closer to capacity than the figures display. The school needs space for many resource programs. The Committee asked about the autism program at Hollymead. JL explained that he had looked into moving it, but it was not a viable option to move to Woodbrook as the school did not have the available space. The Committee agreed that the school's needs should be addressed, but the Committee needs further direction from the Board, i.e., brick & mortar or redistricting.	Review of School Project Information Hollymead

JL presented the fact sheet for Meriwether Lewis ES. He noted there was a lot of growth in the Crozet area. He pointed out there is a feasibility study to add classrooms to MWL in the Committee binder. The Committee discussed several redistricting options. One member asked if it made more sense to expand Crozet ES instead of MWL?	Review of School Project Information Meriwether Lewis
JL presented the fact sheet for Stony Point ES. He pointed out that the school's lot is too restrictive to be able to build an addition. Enrollment is currently 307 and capacity is 288. There are currently four trailers on-site. Last year there was discussion regarding a spot redistricting to Stone Robinson ES. Again, the topic of district-wide redistricting was discussed as a group. Most of our capacity conflicts can be solved by a district-wide redistricting plan.	Review of School Project Information Stony Point
The Committee discussed what they would like to discuss at the next meeting. The following items were decided upon: 1). Review last year's Committee recommendation. 2). Discuss technology and the proposed direction, infrastructure issues, deficiencies, state mandates (i.e. state testing), vision of CIP. 3). Review district maps & feeder pattern maps. 4). Time permitting, start with High Schools rather than Elementary Schools. ACTION ITEM: Update Feeder Pattern Map. ACTION ITEM: Compile And Distribute Last Year's Committee Recommendations.	Discussion of Future Agenda

The meeting was adjourned at 7:35 pm.	Adjournment
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Minutes submitted by Rosalyn Schmitt, Building Services Planner/Project Manager