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

ACPS Long -Range Planning Advisory Committee
WORK SESSION, 03/15/11
5:30 - 7:30 P.M. County Office Building, Room 246

In attendance:

Committee Members:		Staff Members:	
☒ Anne Shipe	☒ William Turnrose	☐ 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
			☒ William Deane

Joe Letteri (JL) opened the meeting at 5:30pm. All attendees introduced themselves and their district/position. The new format was explained, including the Superintendent's appointees; the expectation is that empty seats will be filled over the course of the next month. JL explained the binder contents. All feasibility studies that have been done in the past are included at the back of the binder.	**Welcome and Introductions**
JL presented and discussed the tentative meeting schedule. Preliminary meeting topics were reviewed. Every other Tuesday meeting at 5:30pm was approved by all voting members. Note: there are select instances where the meeting will be on a Thursday (see policy discussion below).	**Meeting Schedule**
JL presented the newly adopted School Board policy which identifies the Long Range Planning Advisory Committee. The new policy is intended to increase the interaction between the School Board and the Committee; therefore the Committee members are requested to attend periodic School Board meetings to receive guidance and direction.	**Policy School Board**

The first meeting is Thursday, April 14. The School Board will review the minutes of the Committee's first three meetings, and will provide a formal charge. Bruce Benson will join the Committee after this meeting. JL & Rosalyn Schmitt highlighted the key differences in the new policy. These differences include: • Members attendance at select School Board Meetings. • Superintendent Appointees. • The final report goes to the School Board & the Superintendent, rather than the Superintendent and then the School Board. • Committee's year round involvement/ quarterly meetings. • Committee to be more self-directed; must elect chairperson. The question was asked whether the Committee's analysis should be based on the budget or needs. Member, PW responded that he felt the Committee should "discuss & recommend the most *efficient & effective* solutions". A Committee member asked about the importance of the June deadline. JL explained that the final report is due in June because it aligns with budget cycles & Capital Project review process. JL brought up the need for the Committee to elect a chairperson. In response, the Committee requested that Joe continue in a directive role until the April 12 meeting, when more members are appointed and a clear Board direction is given. ACTION ITEM: Joe to bring CIP Timeline to next meeting. ACTION ITEM: Copy of "Advisory Committees to the School Board Policy" to be distributed next meeting. ACTION ITEM: Elect Chairperson after April 12 School Board Meeting.	
JL discussed the relevance of the School Division's Strategic Plan to this Committee's purpose. Specifically, goals 4 & 5 were identified. Goal 4: Achieve recognition as a world-class educational system. Goal 5: Establish efficient systems for the development, allocation, and alignment of resources to support the Division's vision, mission and goals. JL presented the Albemarle County Comprehensive Plan (ACCP). He explained that it is required by State Law. There is a section that specifically relates to schools. The items are guidelines as it is difficult to implement in rural areas, but should always be taken into consideration. Committee member (DR) expressed a desire to ask the School Board about the ACCP, specifically enrollment/rated capacity.	**Policy** **Strategic Plan** **Comprehensive Plan**

JL explained that capacity formulas are used to determine how many students can be housed at a school. The formula is not a perfect science. Resources & smaller spaces are not accounted for, and older schools do not usually accommodate this need. Examples: Greer ES & Woodbrook ES. Committee members asked if the capacity formula has changed since the previous year. JL confirmed that the formula has not changed. There was a general discussion about the conflict between figures and what schools say they need in reality. Questions posed by the group: Should we look at a new way to calculate capacity to factor in these spaces? Is this something that could be done in the "off-season, after the June report? Is this something that the Committee needs to ask the Board about? JL explained the Impact Multiplier as it relates to Project Development Areas. It is used to anticipate new residential construction. Figures factor into enrollment projections after the initial figures are developed. Jackson will be able to explain this further at subsequent meetings, if needed. JL briefly explained the school division's method to determine enrollment projections. It is based on the Cohort model. Jackson's Department creates the projections and has a good track record. They were off by 200 students last year. Note: Head Start & Bright Stars are not factored in these figures ACTION ITEM: Jackson to discuss Actual Enrollment Figures: What date are these figures taken (Sept.?, March?).	**Capacity and Enrollment** **Capacity Formula & Enrollment Projections**
JL presented the 'Capacity Conflicts Chart' created by Building Services. Projections for Bright Stars & Head Start are factored into this document. JL directed the group not to pay close attention to mobile units. They are a temporary solution, and this group is charged with generating permanent solutions. JL explained that this chart will be the basis for many of the Committee's discussions. Discussion items: 1. Division 1 vs. Division 2 High Schools 2. Western Albemarle HS 3. Albemarle Addition + Over Projection in 5 years ACTION ITEM: Chart needs to be revised to show Albemarle High School over enrollment figures in RED.	**Capacity and Enrollment** **Capacity Conflict Chart**

JL presented the 2011/12 – 2015/16 Recommended School CIP Summary that should be approved by the Board of Supervisors this April. Projects will begin to be implemented this summer. The Committee asked if Items 1 – 6 were "available" for the Committee. The Committee asked to analyze and discuss Technology funding in more detail. Member PW asked about the evidence/proof of technology funds in the past. Consensus was reached to discuss technology projects earlier in the meeting schedules: April 12. JL stated that the Committee should vet all information through Building Services to confirm accuracy of data before distribution to the group. This is part of the new policy. Miscellaneous items discussed: 1. Buses are now included in the Capital Program, which will provide a steady and uniform investment to maintain the bus fleet. The State has recommended that the lifespan of a bus be extended from 13 years to 15 years, which would require 17 buses per year to maintain the fleet. One bus is almost $100,000. 2. Replacement Vehicle Lifts are included in the Capital Program. Replace 2 a year for the next five years at about $1 million/year. An A/E was contracted to evaluate the existing lifts and forecast future needs. 3. The Warehouse/Storage Lease is used as storage is used for furniture, records, Fire Department/Police Department/Social Services storage. The School Division contributes $144,000/year toward the lease. A member asked how this compares to debt service. The Committee asked to look at this in more detail, possibly building a new building rather than paying rent. ACTION ITEM: Ask Vincent if he can be prepared to meet April 12 to discuss Technology. This is earlier than originally scheduled. ACTION ITEM: At the next meeting, begin a running document compiling questions to ask the Board at the April 14th meeting. These questions will be presented to the Board in advance.	**Current Approved CIP Projects**
Items for the March 29th Meeting: Formulate questions for the Board. Start with Elementary Schools as outlined in the tentative meeting schedule. ACTION ITEM: Request Jackson's attendance to discuss enrollment. Question: Timeline for new developments and where/when they are accounted for in enrollment projections.	**Discussion of Future Agenda**

The meeting was adjourned at 7:00 pm.	**Adjournment**

Minutes submitted by Rosalyn Schmitt, Building Services Planner/Project Manager