



CHESTERFIELD COUNTY PUBLIC SCHOOLS

Marcus J. Newsome, Ed.D. Superintendent

**Growth Task Force
June 26, 2008 • Meeting 2
Elizabeth Scott Elementary School
813 Beginners Trail Loop
Chesterfield, VA 23836**

Task Force Members Present: Co-chairs David Wyman and Dr. Jo Lynne DeMary, Glenn Larson, Dr. Edward Pruden, Dr. Lyle Evans, Cliff Bickford, Dr. Sharon Thomas, Tim Bullis, Stella Edwards, Matt Alexander, Lois Stanton, Otis Jones, Victor Branch, Joe Lenzi, Fred Carreras

Task Force Members Absent: Danny Smith, Dave Saunders and Allan Carmody

Staff Present: Dr. Marcus Newsome, Kathy Kitchen, Cynthia Richardson, Bill Bridgforth, Mike Packer and Dr. Mike Etienne

I. Welcome and Introductions

Dr. DeMary welcomed everyone and reviewed the agenda. She introduced the two guest speakers: Bill Brown, national school construction expert, and Tony Arnold, director of facilities and construction for the Virginia Beach Public Schools. Although the minutes do not officially need to be approved, Dr. DeMary asked if there were any questions or corrections to the minutes. There were none.

II. Overview of the Process

David Wyman thanked task force members for completing the feedback forms for the May 26 meeting. He stated that the feedback and comments helped shape the June 26 agenda. The key issues from the May 26 meeting were functional capacity and its assumptions, uses and perception of trailers and aging school buildings. Handouts and slides of the two presentations that were deferred (school construction and renovation) were distributed. Task force members were encouraged to review them and e-mail staff members any questions or comments.

III. Review of Consensus Issues from May 29 Meeting

Functional Capacity and Its Assumptions

Kathy Kitchen, assistant superintendent for business and finance, provided an overview of how Chesterfield County Public Schools determines functional capacity. Functional capacity is defined as building capacity minus capacity for itinerant programs, such as English for Speakers of Other Languages, special education, Head Start and Title 1. In addition, art, music, physical education, reading, lab rooms, trailers and early childhood education are not counted when determining functional capacity. The formula that Chesterfield County Public Schools uses to calculate functional capacity for middle and high schools is regular classroom size multiplied by 23 students multiplied by 90 percent. The school system multiplies by 90 percent because it is recognized that not every classroom is occupied at all times

at the middle and high school levels. For special education classrooms, the formula is regular classroom size multiplied by 10 students.

Ms. Kitchen mentioned that this formula to determine functional capacity was adopted by the school system about four years ago. According to staff members, Chesterfield County Public Schools' functional capacity calculation works better at the elementary and high school levels. At the elementary level, 30 of the 38 schools are using their facilities consistent with the definition of functional capacity; only six schools appear to have more trailers than expected. At the high school level, eight of the 10 schools are using their facilities consistent with the definition of functional capacity; only one school uses more trailers than are needed. However, at the middle school level, four of the 13 schools appear to have more trailers than expected. Several middle schools are under capacity but have trailers. PowerPoint slides from the presentation are available in the Growth Task Force section at chesterfield.k12.va.us.

Use and Perception of Trailers

David Wyman distributed and reviewed a handout on the school system's current number of trailers and allocation. He pointed out that during the 2007-08 school year, Chesterfield County Public Schools used 303 trailers; that number is projected to decline to 234 in FY 2008-09 with the new school openings. He mentioned that there has not been sufficient debt capacity or operating funds to allow for all needed schools to be built. School Board CIP and bond referenda have prioritized projects where the most significant overcrowding has occurred. If all schools could be built, trailers would still be used for fluctuations in enrollment or special academic programs – this would prevent the School Board from having to make boundary changes every year to even out enrollment. It was asked who decides which schools get trailers. Dr. Newsome, superintendent of Chesterfield County Public Schools, responded that the current procedure is that the school principal makes a formal request to the school director, who then makes a request to Dr. Ed Pruden, assistant superintendent for instructional administration. Dr. Pruden noted that in addition to using trailers for classroom space, trailers are used for offices, ROTC, storage, etc. Mr. Wyman noted that there is a need to provide more guidance to principals on the use of trailers and to look at the trailer approval process. A copy of the handout on trailers can be found online.

Aging School Buildings

David Wyman distributed and reviewed a handout depicting all school facilities and their major maintenance needs and costs, which can be found in the Growth Task Force section at chesterfield.k12.va.us. Mr. Wyman noted that Chesterfield County Public Schools has been diligent in making renovations and additions to its facilities. In fact, many schools have received upgrades — some more than five times. He pointed out that most of the listed and projected repair items greater than \$0.5 million are for HVAC.

IV. Presentation from National School Construction Expert

William Brown, managing partner of the BerryRio Architecture firm in Northern Virginia and past president of the Virginia Educational Facilities Planners Board, gave a presentation on national trends in school construction. He addressed the topic of placement of schools in relation to energy costs and smart growth, green architecture, energy efficiency, school safety, the benefits of smaller schools and providing mobile on-demand semi-public spaces where Wi-Fi is used as virtual school. He noted that the ideal scenario is to reduce the footprint and still get the programs. PowerPoint slides from his presentation are available in the Growth Task Force section at chesterfield.k12.va.us.

V. Best Practice on School Construction

Tony Arnold, director of facilities planning and construction for Virginia Beach City Public Schools, gave a presentation on school construction. Mr. Arnold noted that Virginia Beach City Public Schools experienced significant enrollment growth during the 1980s and 1990s, which forced the school system to address the same issues that Chesterfield County Public Schools is addressing today. He stated that Virginia Beach City Public Schools' student enrollment has stabilized and recently begun to decline. Consequently, the school system has changed its focus from new school construction to redevelopment and modernization of existing facilities and has developed a long-range facilities plan that will serve as a blueprint for the next 10 to 15 years. Some of the leading components of the plan is sustainability and flexibility. Mr. Arnold stated that all new schools are being designed to achieve a LEED (Leadership in Energy and Environmental Design) rating. He also pointed out that because of high construction costs and lack of available land, public-private partnership has become a key element of the Virginia Beach school system's strategy. Virginia Beach is building schools that share space with a city public library and other public facilities and is also building joint school facilities, i.e., elementary and middle schools together.

A question was asked concerning how Virginia Beach City Public Schools handles land acquisition. Mr. Arnold responded that the school system established a school site selection committee that includes representatives from the School Board, school and city administration, City Council and the Planning Commission. PowerPoint slides from Arnold's presentation are available online at chesterfield.k12.va.us.

Energy Efficiency

Joe Lenzi, energy manager for Chesterfield County Public Schools, distributed a handout on the county's energy management efforts. He encouraged task force members to read the document and will address any questions at subsequent meetings. The flier on energy efficiency is also available online.

VI. Conclusion

Dr. DeMary concluded the meeting by thanking the guest speakers and task force members for attending and participating. She encouraged members to stay focused on the charge of the task force (see below). Mr. Wyman announced that because of school functions, the next task force meeting concerning "Alternatives to Brick and Mortar" will not be held at Thomas Dale High School. A new location is being secured and directions will be forwarded with the August meeting agenda. He reminded members to complete the feedback form as their comments and suggestions will shape subsequent agendas. He also encouraged members to peruse the task force information on the school system's web site, chesterfield.k12.va.us.

The meeting adjourned at 1:10 p.m. The next meeting is scheduled for Thursday, August 28, 2008 from 11 p.m. to 1 p.m.

Charge of the CCPS Growth Task Force

To review existing information concerning

- *Assumptions that form the basis of functional capacity and the efficient use of current school facilities*
 - *Student enrollment trends and county demographics*
 - *Best practices for school construction, design, maintenance, and financing*

To develop a report with targeted recommendations for the School Board's consideration relative to the capital improvements budget process, comprehensive facility planning and further study needs.