Approved: Meeting Minutes: Joint Board of Supervisors/School Board Working Committee (Committee)

Date: January 23, 2017

Co-Chairmen: Jack Cavalier, Board of Supervisors (BOS)
              Irene Egan, School Board (SB)

The meeting was called to order at 6:00 p.m., North Stafford High School, North Stafford High School Library, 839 Garrisonville Rd, VA 22554.

In attendance were BOS members Jack Cavalier and Wendy Maurer (alternate). SB members in attendance were Jamie Decatur, Irene Egan and Patricia Healy. Also attending were County Administrator, Doug Barnes; Superintendent, Dr. Bruce Benson; School Board Chairman, Holly Hazard; Schools Director of Finance, Chris Fulmer; and Schools Assistant Superintendent of Operations, Scott Horan. The following BOS members were absent: Gary Snellings and Laura Sellers.

1. **Nominate and Vote on Joint Chairs** – Ms. Healy nominated Ms. Egan as the joint chair representing the SCPS SB. The vote was unanimous. Ms. Maurer nominated Mr. Cavalier as the joint chair representing the BOS. The vote was unanimous.

Ms. Egan stated per the charter, the only people that should participate in the meeting should be committee members, unless identified by the co-chairs to participate. The committee members agreed to this.

2. **Approval of the Minutes of the August 22, 2016, and October 24, 2016, Meetings** – Mr. Cavalier moved to approve the minutes and Ms. Healy seconded the motion. There were Mr. Cavalier, Ms. Maurer, and Ms. Healy voted “aye” and Ms. Egan and Ms. Decatur abstained. The motion passed.

3. **High School Capacity vs. Actual Enrollment by School** – It was identified that Mr. Snellings brought this agenda item forward and any supporting documents should be provided to him. Dr. Benson shared the schools projected enrollment documents with the committee. It displayed all projections for the high, middle, and elementary schools, displaying future challenges. He stated, that on the document the color red indicates a school being at 95 percent, or higher, capacity which is a little different than the required 90 percent indicated in the Stafford County Comprehensive Plan. Dr. Benson stated that there is expected 100 pupil increase at Winding Creek Elementary School and SCPS has plans to mitigate this influx of students, to include utilizing a learning cottage. Dr. Benson shared the current enrollment numbers, as of January 23, 2017, for the committee’s information.

Mr. Horan explained that the projections are used once a year, on September 30 of that year. He stated that the projections are updated regularly every year.

Ms. Maurer stated that she would like to be provided the assumptions that go into developing the projections. She informed the SB members that the county is settling the lawsuit at the corner of Shelton Shop Road and Courthouse Road, so the planned subdivision will go forward as planned.
Mr. Cavalier stated that he would like the day school numbers incorporated in the projections.

Dr. Benson explained, due to some capacity issues, the SB may want to look at an alternate site to hold pre-k classes that serve multiple attendance zones, much like is currently done with head start. At this time, the division is required to provide pre-k services and transportation for students with special needs.

Ms. Healy explained that pre-k is half day and, therefore, there are two pre-k classes conducted in one classroom per day. She explained that the division does not have to provide transportation to mainstream students.

Ms. Egan pointed out the capacity challenges that the projections indicate in the next few years and the committee may need to address this in their Capital Improvement Plan (CIP) agenda item.

Ms. Maurer stated that she would like the actual numbers of students in the schools for the past five years (from the September 30 projections from each year).

Committee members agreed to add this to the next meeting’s agenda.

4. Joint Capital Improvement Plan – Ms. Maurer expressed her excitement of working with Tom Foley, incoming county administrator, and Dr. Benson on this joint CIP. She stated that it will be fashioned off of the joint CIP used in Albemarle County. She stated that she likes the way that the Albemarle County joint CIP presents each of the projects by prioritizing the projects and giving the historical information and rationale on why the priority of the projects may have changed and how the document has been updated throughout the years. Ms. Maurer stated that she believes two of the biggest priorities within Stafford County is a new high school and courthouse. She explained that this joint CIP will have a rubric and by using this type of metric system, the BOS and SB can take an objective look at how to prioritize projects within the CIP.

Mr. Cavalier explained that none of this has happened yet. The joint CIP is meant to help the boards collaborate more cohesively.

Mr. Barnes stated that the mechanism that needs to be used is the Albemarle joint CIP as an example and blueprint.

Ms. Healy suggested that SCPS be given the opportunity to provide input on the rating criteria to be used by the joint CIP.

Mr. Barnes explained that the County Administrator’s Recommended Budget, which the CIP is part of, will be presented the first of March, and he would like this all planned out prior to that time.

Ms. Maurer suggested that the two staffs work together to come up with a rating criteria, while utilizing the Albemarle template, and then present this information to the Joint Schools Working Committee (JSWC). After that, staff can present it to their individual boards.

Mr. Cavalier suggested that staff present their joint CIP rating criteria to both Finance and Budget Committees (FABC) in a joint FABC meeting.
Dr. Benson stated that there is an expected level of oversight, by the two boards, to look at the rankings given to all projects in the CIP.

5. **Renovation of North Stafford High School Library** – Dr. Benson explained that the SB appropriated money from current year savings to pay for the renovation. The renovation will start on May 1, 2017, and should be completed by the time school opens in September. Dr. Benson stated that this will create a space that will encourage teaching and learning. Dr. Benson explained that there is also a plan to create a new space as an alternate addition in the area that the lockers currently are, as long as funds become available.

Mr. Cavalier wanted to ensure that facilities are not being renovated to keep up with the last renovations completed at another school.

Ms. Healy stated that there is data that shows how these new spaces are helping the learning environment and encourage use of these spaces.

6. **Fiscal Year (FY) 2016 Stafford County Public Schools Carryforward Funds** – Dr. Benson explained that the SB will be asking for appropriation of the FY2016 carryforward funds. He stated that there was $1.25 million budget carry forward in the adopted budget; $1.5 million for cash toward the Anne E. Moncure Elementary School rebuild project; and $253,000 in textbook money from state funds, which leaves $61,000 in unallocated funds.

Ms. Healy stated that the fire alarm system at Rock Hill Elementary School needs to be fixed.

Ms. Egan stated that for safety reasons, the athletic facility at Brooke Point High School needs to add sidewalks and lights.

Dr. Benson stated that $6 million in infrastructure needs have been identified for safety concerns that need to be completed. He stated that he recommends that the $61,000 be placed into a cash capital reserve.

7. **Update on Contracts Officer Position** – Mr. Cavalier explained that staff identified five applicants to interview for this position. Unfortunately, two people never returned telephone calls to schedule the interview and one canceled the morning of the interview. Of the two interviewed, one was vastly underqualified and the other one was overqualified in the monetary sense. He stated that they are going to re-advertise this position this week.

8. **Moncure Elementary School Rebuild** – Dr. Benson explained that this project is on time and on budget. Dr. Benson stated that it is currently at the 65 percent design threshold.

9. **Shared Services** – Mr. Cavalier stated that he would like to keep this issue fresh in everyone’s mind and that he would like to look at specific areas for shared services. He stated that the contract officer is one of these shared services.

Ms. Egan stated that she would like to use the recommendation from the consultant group when implementing shared services. She stated that she was not previously supporting the way the implementation process was initially going. Ms. Egan suggested reading the implementation process in the Shared Services Report, which calls for a committee that reports to the JSWC.
Ms. Maurer stated that the JSWC agreed to tackle Risk Management and staff has already started implementing this in accordance with the Shared Services Report.

Mr. Cavalier stated that Mr. Foley and Dr. Benson know how to do this.

Ms. Egan stated that this needs to be a collaborative effort.

The meeting adjourned at 7:30 p.m.