

Jeffco Facilities Usage Committee- Meeting Notes

Meeting held March 16, 2009 from 3:30- 6:00 pm.

Welcome and Introductions

Cheryl Humann (Lead Staff Member for Committee, Executive Director of Construction Management) opened the meeting.

Superintendent Cindy Stevenson gave an introduction. She reminded the committee members that this committee is about serving students and that they are here to act as student advocates. The committee will be looking at Jeffco schools to ensure that the schools are efficiently and effectively serving Jeffco students. Superintendent Stevenson stressed the importance and impact of the committee's work, encouraging them to put away their own agendas. She also noted that the committee will see how everything comes together in the district and emphasized that they will need to see the whole picture. She closed by thanking them for their participation.

Committee members introduced themselves and how they could add value to the committee. The district support staff for the committee was introduced as were the committee facilitators.

Committee Mission and Charge

Justin Silverstein (Facilitator, Vice President at Augenblick, Palaich and Associates) introduced the Board approved mission statement and the board charge (see first page in binder). The mission statement is as follows:

"Provide options to the district for an efficient use of all district facilities where educational services are provided that align with the Board Ends Policies and the district mission of educating all students for a successful future."

This mission statement also supports many elements in the Jeffco Strategic Plan. The committee is charged with examining numerous aspects of Jeffco school facilities then recommending options to the Board of Education about facilities usage.

Tracie Rainey (Facilitator, former Co-chair of the Littleton Facilities Use Task Force) reminded the committee that as Superintendent Stevenson said they are here to serve all 85,000 students. She said that the facilitators will be reminding them of this a lot. She stressed that this is the perspective that committee members should be carrying forward; that no matter where their

child attends they should be getting the same opportunities at any school in the district. She also said that they should be referring back to this mission statement throughout the process.

A committee member requested that the Board Ends policies, which describe board outcome objectives, be made available.

Cheryl Humann told the committee that there will be a working website where all materials will be posted after meetings and an FTP site where committee materials will be posted for committee members prior to meetings.

Justin Silverstein also told the committee that email will be the primary means of communications for the committee. There is also a specific committee email address for questions that is **jeffcofacilities@ymail.com**. Emails for the committee will come from this address.

Another committee member also requested that materials for the committee be printed on both sides of the page. The staff confirmed that this will be done.

Meeting Schedule and Meeting Norms

Meeting Schedule

Justin Silverstein introduced the meeting schedule and gave the committee an overview of each meeting. He told the committee that the board is charging them to look at all schools. As such, he explained that the first few meetings will be about bringing everyone up to the same level of knowledge; committee members will be presented with a lot of district information. He encouraged committee members to ask questions; if there is any question that the facilitators or staff cannot answer at the meeting, they will find out the answer and will email everyone afterwards or re-address the question at a future meeting.

After the initial meetings, the committee will start to think about how they should be evaluating facilities usage and what evaluation criteria they want to be considering. The meetings of May 18th, June 15th, and July 13th will be spent discussing what the data means to them and how they could be using it. By the end of these meetings the committee should have established criteria that allows them to evaluate facilities. At this point an interim report will be written that explains the criteria without applying them to actual schools. After the interim report is completed, public forums will be held to solicit community feedback. Then in the fall and winter the committee will be evaluating actual facilities with established criteria.

Justin Silverstein explained to the committee that the facilitators recognize this is a unique committee, so the way the committee works is flexible. He did note that the one constraint is having the end product by a certain date. At this point committee members are asked to establish the meeting time for subsequent meetings. After some discussion, the decision is to keep at least the **next two meetings starting at 3:30 pm**. The committee members are also told that meetings may go until 6:30 pm so that they do not have to hold additional meetings.

Meeting Norms

Tracie Rainey then discussed meeting norms that will guide how the committee works together. A draft copy of meeting norms is available in the binder. She told the committee that each meeting will start with a discussion of what feedback they are hearing in the community to help prevent rumors. Committee members were told that there will be a website on the District Home page that they can refer interested parties to that will have meeting times, agendas, meeting notes, and other materials. She said that the meeting norms will be finalized by the beginning of the fourth meeting.

A committee member asked if meeting minutes will be distributed and Justin Silverstein responded that meeting notes will be sent out within a few days of the meeting so that everyone can easily keep up with the process. These notes will also be publically available on the website.

Justin Silverstein stressed the importance of meeting attendance. It is a big time commitment so members need to know what is expected of them. Meeting attendance is important not only because of the information presented and the discussion which will help to understand what is going on, but will also help them to be able to work together well. The committee was reminded that all results will be coming from the committee so it is important for committee members to be fully involved in the process.

Justin also asked for volunteers to serve as chair and suggested that there should be co-chairs given the amount of responsibility involved. These individuals will serve as the face of the committee. They will be an additional time requirement for the co-chairs since they will be required to help lead committee meetings, meet with staff in between these meetings and attend the public forums.

Information Presentations

District Enrollment History and Projections

Pete Doherty (District Staff Support for Committee, Executive Director of Facilities Planning and Design) presented the "District and Enrollment History" to give an overview of the district (please refer to the slide presentation handout found in the

first section tab). He also referred the committee to look at the map of where elementary schools are located, divided into four regions (found in the binder just after the slide presentation handout). A similar map follows that shows the location of middle and high schools, also divided into four regions.

Pete Doherty then went over the "Building History Timeline." Most of the cottage schools house preschool programs. He also referred the committee to a separate timeline chart of when schools were built (found in the binder after the maps in tab one). He noted that there was significant growth during the seventies. The (r) symbol shows when a school was replaced. The chart also shows major additions to existing schools. The district typically does not own charter school facilities (there are two exceptions), so they are not included.

Next, Pete Doherty discussed the "20 Year Population and Enrollment" trends. He also pointed out that in the binder following the "Building History Timeline" chart, there is a larger version of the twenty year enrollment graph as well as the data that went into that graph. He explained that in this data there are two enrollment counts, one is the funded count and the other is the number of students actively enrolled and attending. He told the committee that the main difference is the preschool tuition paying students which are not counted in the first figure, but are in the second. He said that the committee can think of the second figure is the "student in schools" count while the first is the official count.

Justin Silverstein also told the committee that the numbers around enrollment may not match exactly as there are multiple counts used for different purposes or at different time. Also, the committee will work through a transition from one school year to the next school year which means that new numbers will be available.

A committee member asked whether there is information about enrollment projections for students attending parochial or private schools. Another committee member similarly asked whether home school populations are tracked. A district staff member responded that these are two numbers that the district follows and has data available.

Pete Doherty then showed the committee the number of facilities for each type of school. He further presented this information broken down into regions so it would be easier to manage; the regions are North, Central, South and Mountain. He presented maps of each region, explained what articulation areas fell in the region and what potential development areas existed, as well as gave enrollment figures and school counts.

North Region- includes Arvada, Arvada West, Ralston Valley, and Standley Lake articulation areas. The potential development areas for this area are

Candellas, Lydon Rock, Spring Mesa, Whisper Creek, and the area around a future W470. Twenty-eight percent of district enrollment is in this region.

Central Region- includes Alameda, Golden, Green Mountain, Wheat Ridge and Jefferson articulation areas. The potential development areas for this area are Solterra, Red Rocks Center, as well as more development centered on the redevelopment of an older area including Belmar and the Federal Center. Twenty-nine percent of the district enrollment is in this region.

South Region- includes Bear Creek, Chatfield, Columbine, and Dakota Ridge articulation areas. There are no larger undeveloped land areas, so only small infill developments are possible. Twenty-five percent of enrollment of the district enrollment is in this region.

Mountain Region- includes the Conifer and Evergreen articulation areas. Possible areas of development are about 250 acres called Legacy Ranch (was Ralston) where there is talk of development, otherwise only small infill development is possible. Large developments in the mountains are difficult because of water and sewer. Seven percent of district enrollment is in this region.

Pete Doherty concluded this section of the presentations by asking for questions.

The question is raised as to where that other eleven percent goes. These students go to option schools or charters.

A committee member asked whether this was the first time there has been a facilities committee and if it is happening now because of declining enrollment. Superintendent Stevenson answered that a facilities committee had not been convened previously. She said the district thought that it was time for facilities to be examined so the committee was convened.

The committee member then asked whether region boundaries and articulation areas are fixed or malleable. The district staff responded that either could be changed. Justin Silverstein then explained that at a later meeting boundaries will be discussed and what the influence of school choice is on the feasibility and potential impact of boundary restructuring.

Co-chair Nominations and Candidate Presentations

Justin Silverstein suggested to discuss co-chair nominees so that anyone that has to leave early would not miss it. Five individuals were nominated (by themselves or others) to serve as committee co-chairs. The potential co-chairs then gave brief speeches about their background and why they should have the position.

Matthew Bailey- He is the parent of two kids at a Jeffco elementary school; he is the co-chair of accountability committee at that elementary; also a part of a nonprofit that supports elementary schools; he also has business background; head of a call center in Jeffco; and he stressed that he "lives here and works here."

Steve Blarr- He is the parent of three kids in Jeffco; he has done a lot of volunteer work in past; he has no other current volunteering commitments so this committee will get his full attention; and he has three degrees- Engineer, MBA and law degree (currently practicing attorney)- so he approaches problems from three different areas.

Laura Boggs- She is the parent of two kids attending Jeffco schools; she has lived in other states and has a lot of different living experiences; she also has had experience in facilitating committees; and she added that she will be great face of committee and is willing to take the hits as needed in that role.

Phil Infelise- He is the parent of two kids in Jeffco; he has spent his entire career managing committees like this, mostly for corporate; his wife has served as president of PTA; he understands how to manage this process; and said he will make good spokesman.

Bob West- He is retired; has seven grandkids in Jeffco; former chair of Jeffco Business Council; former owner of engineering development firm; he has chaired various programs, including campaign to hire more police officers; and is the former director of North Jeffco Parks and Rec.

The committee is asked to **submit their votes via email by Wednesday**. The co-chairs will be announced at via e-mail before the next meeting.

Information Presentations (Continued)

School Sizes, Types and Other Facilities

Peter Doherty presented about "School Sizes, Types and Other Facilities" (please refer to slide presentation handout in binder, under tab one). He showed the committee grade configuration, though there are some exceptions. He then presented the enrollment range, number of schools at each size, and square footage ranges for elementary, middle, and high schools. He also presented the number of schools of different types (like charter or option schools).

Pete Doherty explained to the committee that charters will be discussed in terms of their impact on district enrollment, but their facilities usage will not be evaluated because it is not something the district has control over.

Enrollment Trends

Cheryl Humann presented enrollment information. First she explained how projections are calculated. The first factor to consider is the cohort survival ratio. To determine this ratio district staff surveys schools to find out the number of students in each grade, how many they had in the prior year, and if they are starting any new programs. The year to year change shows the cohort survival ratio, which is averaged over the last five years to project forward. This is taken into consideration with a number of other factors. One other factor is special programs; for example, programs like International Baccalaureate (IB) influence the number of students that will enroll in the schools that offer that program. The next factor is choice enrollment, if there is space available and if the parent can provide transportation, a family can send their student to any school they would like. This means boundaries are not hard because there is movement across boundaries. The next factor to consider is private school enrollment. The number of students opting out of Jeffco public schools to attend a private school has decreased over this last five years. Non-residential enrollment is students that come from other districts to attend Jeffco.

Cheryl Humann further explained that projection figures shown were made last spring because staff is just starting on next year's projections. In the fall there is the official count which is then reconciled with projection figures. She also presented the projection accuracy since 2004-05.

Pete Doherty indicated that there is a report that shows the projections for each school by grade level.

A concern is voiced that this does not show capacity. Justin Silverstein explained that capacity data will be given at a later meeting.

A committee member asked whether capacity can be shown in map form; staff responded that this will be shown later.

There is a **correction to "Enrollment Report" slide- there are 40 schools that enrollment is increasing, and 72 in decline**. The figures are correct in later tables, but are just inverted on this summary slide. In the binder there is enrollment by school titled "District Enrollment Trend" and a second report called "Enrollment Trends by Region" (both found in the tab one section). These reports show historical enrollment and forecasted trends. A graph in the slide presentation shows the historical and forecasted enrollment for each of the four regions. Each looks fairly stable. Again, these projections are from Spring of 2008. This year's projections will be available about the first week of June. The Committee will be given these updated figures once available. School profiles for each school are available on each school's webpage; staff has compiled the school profiles into one

document and will post the composite on the district's website with the other Committee information.

Cheryl Humann concluded this final section of the information presentation by asking for questions.

A committee member is concerned that the models work best for stable school districts but the presentation shows that there are more schools in decline than are stable or increasing. Cheryl said that for the purpose of the model, they consider enrollment to be stable if there is a change in enrollment of less than plus or minus fifteen percent. For the charts presented there is a +/- three percent threshold that triggers the word decline or increase. This raised some questions regarding the percentages used and could they be revisited.

Another committee member asked about non-resident enrollment, and if any student can come. Tracie Rainey answered that by state law any student can attend if the district has capacity for them and if parent can provide transportation; there is a lot of movement in Colorado so this is not unusual.

Closing of Meeting

Justin concluded the meeting by laying out what will be covered in the upcoming meetings: at the next meeting the committee will be provided data about choice and discuss boundaries; then the committee will talk about building capacity; then look at staffing; and then the committee will talk generally about the assessment system.

The committee is reminded to email any questions to Justin at the committee email address, **jeffcofacilities@ymail.com**. Staff and facilitators will be creating a FAQ and glossary section for the website.

Tracie Rainey again reminded the committee that each meeting will start with a feedback session. She also encouraged committee members to review all of the information presented tonight in the binder. She then asked for any final questions.

A committee member asked that when they discuss school assessment will this take into account their mobility rate. Justin Silverstein responded that the school profile reports that Cheryl Humann mentioned will have a mobility rate for each school, but this figure should not change dramatically from year to year at the school level.

Another committee member asked if they will be given information about each of the areas listed in the board's charge (these are: capacity, enrollment, future enrollment, needs of the school district, needs of

communities, special programs, future direction, educational specifications, and financial stewardship). The facilitators responded that yes they will.

The meeting was adjourned at 6 pm.