



Long Range Planning Committee
Wednesday, October 4th, 2017
Meeting Minutes

Voting Members

X	Caryn Becker]	Brad Geiger]	Kati Knisley		
X	Laura Jensen]	Nicole Bolger]	Bob Binder		
X	Cindy Barnard]	Rudy Lukez]	Todd Warnke		
X	Chris Williams]	Joyce Mirenzi				
X	Karen Zimmerman]	Stephanie Stanley				
X	Steven Franger	X	Michelle Major				

Non-Voting Members

X	Richard Cosgrove	X	Shavon Caldwell]	Thomas Mc Millen]	Meghann Silverthorn
X	Gautam Sethi						

X indicates attendance,] = notification, ⊗ = no notification

Call to Order

Long Range Planning Committee Acting Chair Caryn Becker called the meeting to order at 6:00 pm.

Review and Approval of September Minutes

LRPC Acting Chair Caryn Becker asked for any objections or additions to the September LRPC meeting minutes. None were made. Motion to approve. Seconded. None oppose. Motion passes.

Updates to Facility CIP Requirements

Director of Planning & Construction Richard Cosgrove presented on updates recently made to the 2017-18 CIP. These updates were presented at the recent DAC Priority Budget Session on 9/27. Richard informed the group that although the district’s capital needs increase on average by approximately \$25-\$30 M every year, Planning & Construction staff is anticipating an increase of ~\$64 M in next year’s needs. He informed members that this atypical increase can be explained via the items listed below:

1. 8 schools were built in 2007-08 SY. These schools are now hitting their initial assessment cycle
2. 15 additional schools (that are on a 5 year assessment cycle) were recently assessed
3. Some large building components such as elevators, roofs, cooling towers, etc. are reaching the end of their life cycle

Enrollment Projections:

Planning Manager Shavon Caldwell briefed the group on the 2017-18 enrollment projections timeline and deliverables. She informed members over the next 2-3 months the Planning office will be developing 1-5 year estimates and releasing those estimates along with a demographics and enrollment brief on December 15th. She reviewed the methodology and process of determining accurate estimates with members and also reviewed how accurate 2016-17 projections were. District-wide, estimates were within .87% of actuals. At the elementary level estimates were within .16% of actuals. At the middle school level estimates were within .93% of actuals and at the high school level estimates were within 1.23% of actuals.

Charter Request for Sites and Facilities:

Director of Planning & Construction Rich Cosgrove presented on staff’s initial work in developing a timeline and process for charter requests for dedicated school sites and/or facility space. He informed members that the initial draft timeline and process was developed to align with the charter application review team’s timeline. Staff developed a draft Fall and Spring

timeline for charter applicants requesting land or building space. Each timeline has two different scenarios: one assumes that the applicant submits the request and any needed associated data by the initial charter school application deadline and the other assumes that a final request and submission is not made until the final deadline 30 days after the initial deadline. Dates and milestones to note from the two potential timelines include:

Fall timeline-Final application submitted and received by initial deadline

- Planning staff performs analysis mid to late September
- Applicant presents to the committee at the October meeting
- Any follow up questions, analysis, etc. completed and LRPC's initial recommendation submitted to CART mid-October (so CART team can have for initial rubric and applicant interviews)
- Planning & Construction and LRPC CART representative complete their evaluation and submit their final recommendation to Choice Office by November 1st

Fall timeline-Final application not submitted and received until final deadline

- Planning staff performs analysis mid to late October
- Applicant presents to the committee at the November meeting
- Any follow up questions, analysis, etc. completed and LRPC's initial recommendation submitted to CART mid-November (CART team would **not** have LRPC's recommendation at this time if applicant misses initial deadline. A mid-November deadline allows LRPC input to be shared with Cabinet)
- Planning & Construction and LRPC CART representative complete their evaluation and submit their final recommendation to Choice Office by November 23rd.

Spring timeline-Final application submitted and received by initial deadline

- Planning staff performs analysis mid to late March
- Applicant presents to the committee at the April meeting
- Any follow up questions, analysis, etc. completed and LRPC's initial recommendation submitted to CART mid-April (so CART team can have for initial rubric and applicant interviews)
- Planning & Construction and LRPC CART representative complete their evaluation and submit their final recommendation to Choice Office by May 2nd.

Spring timeline-Final application not submitted and received until final deadline

- Planning staff performs analysis mid to late April
- Applicant presents to the committee at the May meeting
- Any follow up questions, analysis, etc. completed and LRPC's initial recommendation submitted to CART mid-May (CART team would **not** have LRPC's recommendation at this time if applicant misses initial deadline. A mid-May deadline allows LRPC input to be shared with Cabinet)
- Planning & Construction and LRPC CART representative complete their evaluation and submit their final recommendation to Choice Office by May 23rd.

Director of Planning & Construction Richard Cosgrove noted that staff is still working on developing a rubric and checklist for this process and would share with the committee as additional progress is made. Comments and concerns from members included the following:

- Keep the rubric limited to LRPC purview. Review and evaluate those items and topics that the land use authority will not be considering
- Identify and communicate the parameters of this process. If we put parameters around what we can and should evaluate on we're able to better manage expectations and provide more clarity on roles and responsibilities

Capacity Review and Analysis:

Member Laura Jensen provided an update to the group on the capacity analysis subcommittee's kick-off meeting. She informed members that the subcommittee was able to more clearly define the task at hand, identify the committee's objectives, identify initial needed datasets, and schedule a standing meeting. The committee will report back on their findings in reviewing initial datasets at the November meeting.

Board of Education Update:

Board member Wendy Vogel informed members that the Board of Education approved the use of \$3.6 M for capital projects at the recent BoE meeting.

Adjourn:

Motion to adjourn. Seconded. All in favor. Meeting adjourned at 8:00 pm