

**ADVISORY COUNCIL ON SCHOOL FACILITIES AND CAPITAL PROGRAMS**  
**MEETING MINUTES**

November 16, 2020 – 6:30 PM  
Microsoft Teams Virtual Meeting

In Attendance: John Chadwick, Jeff Chambers, Michael DePalma, James Meikle, Lisa Stengle, Sarah Johnson, Mike Freda, Robert Ruiz, Heather Carkuff Josen, Cecilia Ciepiela-Kaelin, John (Chair) Giambalvo, David Goodman, Charles Goyette, Cynthia Hilton, Sally Hoekstra, Chandra Krohl, Steven Leutner, Greg Lloyd (Dial-in), Colleen (Vice Chair) Pickford, Adam Rasmussen, Shellie Ramirez, Stacy Snyder, Dede Curteman (Dial-in)

Non-FAC Attendee: Christina Headrick, Glebe Parent

1. Minutes for the October 19, 2020 are pending, and will be presented at the December 14<sup>th</sup> meeting.
2. 2020 Bond Referendum, APS \$52 million 79.31% approval: John Chadwick announced that we should be proud for all the work done. Thank you to bond chairs, Miles Mason and Lois Koontz, two former FAC members, and anyone who put forth effort in support.
3. Policy Revisions & CIP Discussion: John Chadwick noted the approval of Policies F-1 and F-5.7. The newest updates/revisions will be posted at the beginning of Thanksgiving week. APS staff recommends revisions be submitted to SB for review but not approval. In response to a question from Chip, John Chadwick said that FAC comments and recommendations were incorporated as much as possible. Things like equity and universal design don't go in the PIP, but in the Program Goals and Policies.
4. Enrollment and Projection Discussion: Lisa Stengle and Robert Ruiz presented current enrollment compared to last year and 2020 projections – numbers are presently below 2020 projections. APS staff believes there is no basis for adjusting future projections during a pandemic. The factors shaping the 3-year enrollment forecast are: the birth forecast from Arlington County (recently calibrated again); Housing Units Forecast; K-12 Student Estimates from Housing Unit Forecast; and the Cohort Transition Rates. Trying to predict parent enrollment choices over the next 1-2 years is very difficult right now. Staff will adjust school projects after new boundaries are adopted. Even if overall projections go down, some areas of the county will still be short of seats: western Columbia Pike, Key building & Science Focus zones.
5. Preparing for the Annual Update: Sarah Johnson updated the group on the steps involved. An operational document is created to communicate how we are managing enrollment for the upcoming year. Staff will meet with schools in December to determine capacity needs for the upcoming year. Tools for managing enrollments include: relocatables; transfers to neighborhood schools; and increasing or decreasing access via lottery. Next there will be a cross-departmental team meeting after boundaries are adopted and the projections

accepted. Staff will update the number of seats available at option schools. The annual update will be published in February. Enrollment continues to be monitored over the summer; sometimes staff is moved around to meet enrollment needs.

6. Career Center/Columbia Pike Library, Transportation Services & Dorothy Hamm Middle School: Jeff Chambers presented updates on these construction projects.

Career Center/Columbia Pike Library: they are a little behind on library; door, hardware and floor installation; security; millwork installation; painting.

Dorothy Hamm: temporary certificate of occupancy has been received; in building and utilizing the space; painting and touchups; restroom for park-goers being completed; interior punch list; outdoor custodial space; work with Dominion; installation and fabrication for historical trail memorial path; library and classrooms largely ready; sod and landscaping.

Transportation Staff Facility: electrical layout; temporary exterior stairs; mechanical demolition; training rooms.

Boundary process for MS/HS starts next fall. Excess capacity will exist at Hamm until those changes take effect Fall 2022. In the meantime, transfers to Hamm are being granted.

7. Building Ventilation Assessment and Recommendations: James Meikle and John Chadwick communicated that the code for educational facilities follow ASHRAE 62.1 for fresh air and ventilation. Gold standard is from Harvard School of Public Health – uses ACH (air changes per hour) in their guides for schools – 4-5 is good, 5-6 excellent. Ventilation assessment identified classrooms that receive < 5 ACH. If not mentioned in APS assessment, they receive at least 5 ACH. Mobile bipolar ionization units with HEPA filters have already been installed in isolation rooms in each school. Cost/effectiveness/availability is being investigated to provide larger units in the 1650 classrooms designated for in-person learning. Initial cost is \$1,980,000 for 1650 classrooms. Filter replacements are \$1000 per unit for year. Units are noisy and not currently in the budget. Units in isolation rooms are smaller and cost less. Chip asked how the 5-6 ACH will be monitored? What about CO2 level? In newer schools the HVAC can be easily controlled and do have CO2 monitors. Older schools don't have these optimizations. Some older buildings might need outside additional air units which are currently being identified, each costing several hundred thousand dollars. Installation involves ceiling work and replacing new duct systems.
8. Facilities Optimization Study: Michael DePalma & John Chadwick stated that the study is complete. Results have been discussed with Teaching & Learning and some principals. Some verbiage was added related to core space. They also included language about ES staggered seatings for lunch. Next step: the report will be given to SB for informational purposes, and APS/SB will begin using it for planning processes. The hope is that relocatables could be reduced in the future. There was discussion about including other

types of common spaces in future studies. Can FAC endorse the study as the best existing study/document in assessing school space utilization? This will be addressed at the next meeting.