

**ADVISORY COUNCIL ON SCHOOL FACILITIES AND CAPITAL PROGRAMS (FAC)
MEETING MINUTES**

Monday September 9, 2024
6:30pm @ Syphax Education Center
Notes by Matt Thoman

Members present: Hans Bauman, Michael Bruno, Cynthia Hilton (Chair), Sally Hoekstra, Zachary Larnard (Vice Chair), Adam Rasmussen, Anthony Rush, Matthew Thoman, Tony Weaver

APS Staff present: Jeff Chambers, Michael DePalma, Michael Freda, Renee Harber, Cathy Lin

APS Board present: Mary Kadera

Liaisons present: none

Community present: none

Numbers below refer to agenda items listed on published agenda.

1. Cynthia called the meeting to order and introduced our new FAC members for 2024-25.
 - Approval of the June 2024 minutes was postponed until FAC's October meeting to allow staff to ascertain if written minutes are required when there is a recording of the meeting available to the public.

2. Chair Update - Cynthia
 - Organization update
 - i. Absent a volunteer to serve as Secretary, these duties will continue to rotate among members each meeting – Matt Thoman acting Secretary for 9/9/24
 - ii. Liaison Assignments to other Advisory Councils
 1. FAC Liaison to Budget Advisory Council (BAC) – Cynthia to continue as primary liaison, Matt will act as backup liaison
 2. FAC Liaison to Advisory Council on Teaching & Learning (ACTL) – No primary Liaison initially identified, Sally will act as backup liaison, and will attend the upcoming meeting
 3. FAC Liaison to Joint Facilities Advisory Commission (JFAC) – Zach to continue as primary liaison, Adam will act as backup liaison
 - Site visit debrief – Syphax Education Center
 - i. No current plans to do any further major work at Syphax
 - ii. APS has added a health clinic for APS staff, operated by CareFirst
 - iii. Added space for APS In-House Counsel group
 - iv. Repurposed space on 3rd floor for Finance Dept
 - v. No follow up issues were identified
 - Communications Filed
 - i. FAC's annual report to APS Board and several policy revision comments were filed
 - ii. APS Board approved the CIP

- iii. APS Board approved the Strategic Plan
 - iv. On-going Policy/PIP reviews – some due Friday 9/13. Zach will continue to circulate these on a regular basis
- 3. School Board Liaison Update – Mary Kadera
 - Advisory Councils should be aiming to ground their work in the recently approved APS Strategic Plan
 - The School Board’s biggest priority for this school year is the budget – had an offsite over summer to deep dive on this (MK asked F&O to share materials)
 - i. Staff compensation is normally reserved until later in the budget cycle
 - ii. Looking to decide earlier this year on step increases, COLA, etc. – most options look like they will lead to some level of shortfall
 - iii. Board would like outcome of budget decisions to be sustainable
 - iv. Straight line budget cuts can be done but are not ideal
 - v. Board would welcome large, creative ideas for how to improve our budget situation. How to assess ideas:
 - 1. Amount of savings (\$)
 - 2. Level of pain to implement
 - 3. How long until savings achievement
 - 4. Strategic Abandonment – can APS stop doing things that are no longer prioritized in the Strategic Plan?
 - 2024 Bond Referendum – Monique Bryant and Tenley Peterson are co-chairing the efforts to pass the bond referendum this November – please reach out if you would like to support this.
- 4. FAC On-boarding – Cynthia
 - Reviewed FAC website and contents - purpose, agendas and meeting links, key documents to support FAC work, communications from FAC. Kudos to Michael DePalma for his work putting together informational documents to support our work.
 - If you have never reviewed them before, please review the Policies/PIP at the bottom of our website that guide our work as the FAC
- 5. FAC Work Plan SY 2024-25
 - FAC reviewed draft plan previously circulated by Cynthia. Looking for feedback/concurrence from FAC members that we should be undertaking these activities this year and that we agree with FAC’s stated role.
 - Cynthia – draft plan has three main levels
 - i. Items in **RED** on draft work plan are FAC enumerated advisory priorities
 - ii. Items highlighted in **YELLOW** are projects/activities FAC would be actively involved in this year
 - iii. Items highlighted in **BLUE** are projects/activities FAC would be passively monitor this year
 - Proposed FAC **Priorities**

- i. Development of the 2025 Pre-CIP report
 - ii. FY2026 Budget Proposal, specifically impacts to F&O
 - iii. Strategic Plan Metrics Involving Facilities & Operations
 - iv. Policy updates relevant to FAC
- Possible FAC **Active engagements**, if directed by the Board, in collaboration with other interested advisory groups
 - i. Facility Usage After Hours study
 - ii. APS Underutilized Facility Options study
 - iii. Transportation Logistics (APS and ART synergies) – An objective of the APS Strategic Plan. Opportunity to collaborate
- Possible FAC **Monitoring engagements**
 - i. Implementation of the approved 2025-34 CIP
 - ii. Support the Relocatable Optimization Study
 - iii. Monitor Strategic Plan Metrics involving Facilities & Operations
- Renee – any work FAC expects to undertake should fall under one area of the Strategic Plan: Security & Safety, Planning, Transportation Logistics, Sustainability
- Mary – once FAC agrees on its plan for this year, she would like to run it by her Board colleagues informally to ensure alignment with the Board before it is finalized
- Question– should we reorganize this document under the Priorities/Projects/Monitoring hierarchy Cynthia explained? Initially, the draft was organized this way. The current presentation is based on a recommendation by Renee to list projects under the six tasks given to the FAC by the School Board.
- Mary – The Board’s priorities for the FAC are pretty clear
 - i. Help to develop and shape the Pre-CIP report (primarily in Spring 2025)
 - ii. Provide input and feedback on the FY2026 Budget (primarily in Fall 2024)
 - iii. Continue to vet and provide updates top Policies/PIPs (year-round)
- Pre-CIP feedback/history
 - i. The Capital Improvement Plan is typically published every two years, In the off years, APS had historically published the AFSAP = Arlington Facilities and Student Accommodation Plan
 - ii. In 2023, the AFSAP transformed into the Pre-CIP
 - iii. From the Board’s perspective, the 2023 Pre-CIP was too deep/broad, it became the encyclopedia of all things APS plan (i.e., swing space, etc.)
 - iv. The current Board hopes the 2025 Pre-CIP will get back to being something more focused
- Adam – can we reorganize the work plan into Tiers and identify all School Board-assigned tasks applicable to any one line entry? Proposed as:
 - i. Must/Have To Do’s
 - ii. Areas /Activities that the Board may request FAC input on
 - iii. Additional areas that FAC has a passion for getting involved in
 There was no objection to this proposed reorganization

- Mary – regarding other possible areas of FAC involvement, the Board is currently signaling a focus on the following areas that the FAC could support
 - i. Sustainability
 - ii. “Out of School Time” spaces and meaningful places for students
 - iii. Underutilized Facilities
 - iv. Transportation
- Cynthia – looking for FAC members to signify interest in areas highlighted by Mary to become FAC “areas of interest” beyond our priorities and projects identified by other advisory groups. **Top 3 areas by vote count (see bold below) will be advanced.**
 - i. Sustainability – 0 votes
 - ii. **“Out of School Time” spaces and meaningful places for students – 4 votes (Tony, Hans, Michael, Adam)**
 - iii. Underutilized Facilities – F&O WORK SESSION IN NOVEMBER TO KICK OFF THIS TOPIC, FAC TO HOLD FOR NOW
 - iv. **Transportation – 5 votes (Cynthia, Zach, Tony, Adam, Anthony)**
- **Synthetic Field Conversion** – While getting 3 votes and not specifically on Mary’s list of priorities, Adam pointed out that Cynthia’s original prompt to the group proposed to limit projects to no more than three and that at least three members needed to affirm that they would be willing to work on the task. Synthetic Field Conversion met these metrics. This project will be retained on the next iteration of the draft work plan Cynthia will revise the work plan and send it to members for comment.
- Pending member input, a final proposed version will be sent to Mary for vetting with School Board members.

6. Public Comment – none

7. New Business – none

8. The meeting adjourned at 8:30 P.M.