

FPAC Agenda
September 10, 2019
Room 5050, Gatehouse Administration Center
7:00 – 9:00 pm

Meeting Opening/Announcements

Introduction of New FPAC Members:

Troy Thompson:	Lee (Tamara Derenak Kaufax)
Kathy Hosek:	Mt. Vernon (Karen Corbett Sanders)
Angela Smalls:	At Large (Karen Keys-Gamarra)
Dan Hogan:	At Large (Ilryong Moon)

Election of FPAC Officers for 2019-20

Community Time

Opportunity for the public to address the Council.

Staff Announcements/Presentation/Discussion

Jessica Gillis

Approval of Meeting Minutes

June 4, 2019

Old Business

Review of FPAC Annual Report to School Board on July 22, 2019

New Business

FPAC Work Plan for 2019-2020 and committee assignments:

2019-20 FPAC Annual Charge from School Board

1. Develop the long-range vision for FCPS school facilities, to be included in the capital planning process;
2. Incorporate major maintenance and asset management requirements into the CIP;
3. Incorporate facility safety and security requirements into the capital planning process;
4. Advise and assist with the development and implementation of updated boundary policies and processes; and,
5. Plan for the impact of future boundary changes, including following construction of a new Western high school.

Member Time

Adjournment

Note: The officers will hold a coordination meeting, prior to the full session, from 6:30-7:00 pm in room 3415. Open to all.

MINUTES

Facilities Planning Advisory Council (FPAC)

Regular Meeting
2019-20 School Year

September 10, 2019

The meeting convened at 7:04 pm in Room 5050 of the Gatehouse Administration Center.
The following FPAC members attended:

Name	District	Attended Meeting
Charles Hookey	Braddock/Vice Chair	Yes
Jayant Reddy	Dranesville	No
Howard Perlstein	Hunter Mill	Yes
Troy Thompson	Lee	Yes
Dan Aminoff	Mason/Chair	Yes
Catherine Hosek	Mt. Vernon	Yes
Kate Howarth	Providence	Yes
Shaun Ferrari	Springfield	Yes
Shawn Xu	Sully	Yes
Dan Hogan	At Large	Yes
Dave Phillips	At Large	Yes
Angela Smalls	At Large	Yes
Katie Hermann	City of Fairfax/Secretary	Yes

FCPS Staff Present at Meeting:

- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning
- Brady Rauch, Facilities Services - Design & Construction Services

Meeting Opening

Aminoff opened the meeting and welcomed new FPAC members:

Troy Thompson: Lee (Tamara Derenak Kaufax)
Cathy Hosek: Mt. Vernon (Karen Corbett Sanders)
Dan Hogan: At Large (Ilryong Moon)
Angela Smalls: At Large (Karen Keys-Gamarra)

Self-introductions followed.

Elections of Officers

Aminoff recognized Perlstein to present the Slate of Nominees for FPAC Officers 2019-20:

Dan Aminoff Chair
Charles Hookey Vice Chair
Katie Hermann Secretary

After a motion by Perlstein and Second by Phillips, and with no discussion or Floor nominations, the Slate was approved without dissent.

Staff Announcements

- Upcoming Bond referendum - Gillis distributed information pamphlets on the upcoming Bond referendum on the November general election ballot. She and other FCPS staff cannot officially advocate for passage of the Bond, but have attended meetings with the Northern Virginia Chamber of Commerce (formerly Fairfax County Chamber of Commerce) and other area Chambers to outline FCPS need for the Bond(s). There is a dedicated website for Bond information. <https://www.fcps.edu/about-fcps/facilities-planning-future/2019-school-bond-referendum>. There was discussion about the Capacity Enhancement projects listed on the Bond and explanation that these were part of previous years' CIPs.
- Metro's Silver Line Extension Opening - There was discussion on the impact the opening of the rest of Metro's Silver Line and the resultant housing units anticipated. Growth in the Tysons and Richmond Highway areas also was discussed, with comments on reclaiming for educational purposes some of the administrative functions space now in former schools (Pimmit Hills, Dunn Loring, Virginia Hills) and the relocation of these administrative positions needs to more traditional office space, which would have to be leased. Discussion of using (more) office space (such as Bailey's Upper) for students also noted the need for likely zoning and other County procedural requirements. The matter of sharing FCPS and County functions in a single facility was discussed.
- Office of Facilities Planning Services Update - Gillis reported that several open staff positions in the department have been filled and said the department is now at 80%, staff-wise. Gillis also reported on continuing efforts to relieve the traffic/parking/student congestion at Glen Forest ES in the Baileys Crossroads area.
- Office of Design & Construction Services Update - Rauch reported on the nine major construction projects completed and 'furthered' over the summer, noting that major renovations (from the existing queue) take two summers for elementary schools, three summers for middle schools, and four summers for high schools, as well as school year time as functionally allowed and practical.

There was discussion on housing developer proffers.

Community Time

There were no Members of the Community in attendance.

Minutes

Minutes from the June 4, 2019 FPAC meeting were approved.

Old Business

Hookey reported on the FPAC Annual Report presentation to the School Board on July 22, 2019.

New Business

Using the 2019-20 FPAC Charge, and adding a Transportation item, the following committees were established:

2019-20 FPAC Annual Charge from School Board, Volunteer Assignments are as follows:

1. Develop the long-range vision for FCPS school facilities, to be included in the capital planning process; **THOMPSON, PHILLIPS, XU, HOOKEY**
 2. Incorporate major maintenance and asset management requirements into the CIP; **HOGAN, THOMPSON**
 3. Incorporate facility safety and security requirements into the capital planning process; **HOGAN, HERMANN, REDDY** (suggested)
 4. Advise and assist with the development and implementation of updated boundary policies and processes; **HOSEK, SMALLS, HERMANN, AMINOFF**
 5. Plan for the impact of future boundary changes, including following construction of a new Western high school; **HOSEK, SMALLS, XU**
- A. Transportation; **FERRARI, HOWARTH, AMINOFF**

Member Time

There was no request for Member Time.

Adjournment

The meeting was adjourned at 9:08 pm.

FPAC Agenda
October 1, 2019
Room 5050, Gatehouse Administration Center
7:00 – 9:00 pm

Meeting Opening/Announcements

Community Time

Opportunity for the public to address the Council.

Staff Announcements/Presentation/Discussion

Justin Moss – FCPS Maintenance

Approval of Meeting Minutes

Sept 10, 2019

Old Business

Review of 2019-2020 FPAC Annual Charge Assignments

New Business

Member Time

Adjournment

MINUTES

Facilities Planning Advisory Council (FPAC)

Regular Meeting
2019-20 School Year

October 1, 2019

The meeting convened at 7:04 pm in Room 5050 of the Gatehouse Administration Center.
The following FPAC members attended:

Name	District	Attended Meeting
Charles Hookey	Braddock/Vice Chair	Yes
Jayant Reddy	Dranesville	Yes
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Dan Aminoff	Mason/Chair	Yes
Catherine Hosek	Mt. Vernon	Yes
Kate Howarth	Providence	Yes
Shaun Ferrari	Springfield	Yes
Shawn Xu	Sully	No
Dan Hogan	At Large	Yes
Dave Phillips	At Large	Yes
Angela Smalls	At Large	Yes
Katie Hermann	City of Fairfax/Secretary	Yes

FCPS Staff Present at Meeting:

- Justin Moss, Director of Dept of Facilities and Transportation Services, Office of Facilities Management

Meeting Opening

Aminoff opened the meeting and welcomed all attendees

Staff Announcements

- Office of Facilities Management – directive for the Office is for regular and emergency maintenance with over 500 staff, with 5 physical offices. This office also does major maintenance projects. There is currently an annual, dedicated \$13M from the County for maintenance, in addition to the FCPS budget allocation. This money will be shown/included in this year's CIP. The current estimate of \$157M in deferred maintenance is noted in the current CIP. This estimate does not include projects which will be covered by Renovation Queue work, Energy conservation and the behavioral energy savings programs also fall within this office.
- ESCOs (Energy Savings (Performance) Contracts) - \$38M spent in the last year for utilities. The Cenergistic contract saved \$3-4M but now it's being transformed into an in-house program. The savings are rolled back into the program. There is a state-approved ESCO contract vehicle that may be used in a similar fashion. For more details on this contract, refer back to April 2, 2019 FPAC meeting minutes, which can be found here:
https://www.fcps.edu/sites/default/files/media/pdf/meeting%20agenda%20and%20minutes%20archives%202018-19_0.pdf

- These projects are based on a 20-year cycle/payback, mostly in buildings that haven't been touched in about 15 years. LED lightening is a relatively easy upgrade with immediate, measurable energy cost savings, but the building assessments will also look at other programs, like the automated systems, for financial viability. 18 of the 20 centers (non-educational buildings) are not usually funded in bonds, so these programs/buildings tend to rank lowest in the energy efficiency/sustainability.
- Justin was able to hire some folks who worked for the behavioral energy savings program to help start the in-house program.
- Each school (all 198 buildings, but not for leased buildings/programs) has an energy school point of contact to help monitor savings, monitor/audit usage, check the building automation systems for each school, and overall usage of zones and off hours.
- There may be some discussions within FCPS regarding adjustments to the financial compensation to FCPS for community use of the school property for private functions (such as sports, clubs, churches)
- Other updates from the Office of Facilities Management:
 - Asset Inventory – Asset Management database was created a few years ago. The tags of all the equipment (once installed) are cataloged. Initially only larger items/facility critical items were included, i.e. a walk-in cooler was captured but a small milk fridge was likely not, or certain kinds of doors. The CIP will now have: expanded facility financial assessment, replacement costs for all items within the next 5 years, and new items for the environmental stewardship/suitability.
 - Maintenance Vehicles – they are serviced through the same FCPS facilities as other FCPS vehicles (school busses).
 - Major objectives for next few years: more staff and reducing the deferred maintenance back-log. Regarding maintenance staff and trade positions, FCPS numbers are at about 50% of nationally recommended levels.
 - Apprenticeship Program - Justin mentioned the apprenticeship program their office is continuing, where students are offered training necessary for them to learn their trade skills. Some Edison High School students can participate through the vocational courses offered at the Edison Academy.

Community Time

There were no Members of the Community in attendance.

Minutes

Minutes from the Sept 10, 2019 FPAC meeting were approved.

Old Business

Dan A sent an email with the 2019-20 FPAC Annual Charge assignments. Jay confirmed his participation on the safety and security (#3) and boundary change (#5) issues.

New Business

A reminder that most questions need to be routed through Dan or Charlie, who will then route it to/through Jessica Gillis. Remember that if more than 2 members meet, such meeting needs to be posted on the FPAC website at least 72 hours in advance. Please coordinate through Dan or Charlie.

November 12th is the next meeting; recognizing that the first Tuesday in November is election night.

CIP Amendment to Priority Recommended Boundary Adjustments (Page 46) – this was discussed at the last School Board meeting. Dan will send the link to all FPAC members.

Arlington County – Net Zero schools in the County -- an elementary and middle school. Kate Howarth knows the architect team, which has indicated its willingness to organize a tour. Kate will send an email to FPAC members to collect interest and possible dates.

2019-20 FPAC Annual Charge from School Board, Volunteer Assignments are as follows:

1. Develop the long-range vision for FCPS school facilities, to be included in the capital planning process; Charlie will send out some thoughts on this from last year's plan. **LEAD: PHILLIPS, SUBCOMMITTEE MEMBERS: THOMPSON, XU, HOOKEY**
2. Incorporate major maintenance and asset management requirements into the CIP; **LEADS: HOGAN & THOMPSON, SUBCOMMITTEE MEMBERS: HOGAN & THOMPSON**
3. Incorporate facility safety and security requirements into the capital planning process; **LEAD: HERMANN, SUBCOMMITTEE MEMBERS: HOGAN & REDDY**
4. Advise and assist with the development and implementation of updated boundary policies and processes; **LEAD: AMINOFF, SUBCOMMITTEE MEMBERS: HOSEK, SMALLS, HERMANN**
5. Plan for the impact of future boundary changes, including following construction of a new Western high school; this item may be impacted by #4 of the 2019-20 FPAC Annual Charge. **LEAD: REDDY, SUBCOMMITTEE MEMBERS: HOSEK, SMALLS, XU**
6. Transportation; **LEAD: HOWARTH, SUBCOMMITTEE MEMBERS: FERRARI & AMINOFF**

Member Time

There was no request for Member Time.

Adjournment

The meeting was adjourned at 8:45 pm.

FPAC Agenda
November 12, 2019
Room 5050, Gatehouse Administration Center
7:00 – 9:00 pm

Meeting Opening/Announcements

Community Time

Opportunity for the public to address the Council.

Staff Announcements/Presentation/Discussion

School Board Member Jane Strauss, FPAC Liaison
Jessica Gillis, Special Projects Administrator for Facilities and Transportation Services
Tom Vaccarello, Director for the Office of Safety & Security

Approval of Meeting Minutes

October 1, 2019

Old Business

Update on the 2019-2020 FPAC Annual Charge Next Steps

New Business

Member Time

Adjournment

MINUTES

Facilities Planning Advisory Council (FPAC)

Regular Meeting
2019-20 School Year

November 12, 2019

The meeting convened at 7:04 pm in Room 5050 of the Gatehouse Administration Center.
The following FPAC members attended:

Name	District	Attended Meeting
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Catherine Hosek	Mt. Vernon	Yes
Kate Howarth	Providence	Yes
Shaun Ferrari	Springfield	No
Shawn Xu	Sully	Yes
Dan Hogan	At Large	Yes
Dave Phillips	At Large	Yes
Angela Smalls	At Large	Yes
Katie Hermann	City of Fairfax/Secretary	Yes

FCPS Staff Present at Meeting:

- School Board Member Jane Strauss, *FPAC Liaison*
- Jessica Gillis, *Special Projects Administrator for Facilities and Transportation Services*
- Tom Vaccarello, *Director for the Office of Safety & Security*

Meeting Opening

Aminoff opened the meeting with introductions of Ms. Strauss, Ms. Gillis and Mr. Vaccarello.

Staff Announcements

- School Board Member Jane Strauss – Ms. Strauss noted that she was on the Board that created FPAC and appreciates its service. As her time on the Board will conclude at year's end, she mentioned that a new Liaison will be selected in January as the new Board convenes.
- Tom Vaccarello, Director for the Office of Safety & Security – Dan opened with a discussion of Tom's role and that he's been with FCPS for 5 years. Tom's Office of Safety & Security is about 60 staff members, with a patrol staff of 20 officers. The Emergency Operations Center (EOC) monitors life safety system, bus safety, entryways, and performs database analytics. 10 staff members are assigned to traffic safety, environmental testing, OSA and building inspections. Below is a summary of topics discussed:
 - Training Programs - Tom explained that this Office of Safety & Security has expanded its training programs to include the social media/emotional health aspects of security. Lock-down drills will now include a pre-drill video, the drill and then a discussion. His office is providing more guidance to staff on the importance and function of these drills. Each school in FCPS should be completing lock-down drills 4 times a year. Recently, his office has been working with librarians and cafeteria supervisors on security assessments.

- IT Needs – Life-safety and IT components are still an on-going need. Tom’s office has a new IT coordinator. This office is increasing social media monitoring, which is being led by Nick Georges.
 - Parent/Family Outreach Initiatives – This initiative will be rolled out within the next year and includes a suite of videos and other materials. Tom is still waiting to hear on if these materials will be posted online.
 - Emergency Management – This Office coordinates closely with the County EM staff for planning in future events to help serve the community during and after an incident.
 - SROs and Security Specialists – There is one Student Resource Officer (SRO) at every middle school and high school. These SRO’s are Fairfax County Police Officers. This office certifies the additional Security Specialists, but they are not employed by the Fairfax County Police Department (FCPD). The SRO Lieutenant is a FCPD employee, but his job is funded by Tom’s office. Their roles are specified in the MOU that FCPS has with the FCPD.
 - Funding – This Office submits budget suggestions for staffing needs every year. Their greatest need right now is for management support. Tom sees a potential need/desire for more video monitoring of exterior doors, all doors – not just the main door entrance. Also, several schools do not have a main-entrance vestibule. There may be an assessment in the future to price this out. Tom noted that there is no “centralized funding” for his Office, which requires him to request funding from other parts of the FCPS budget and/or grants as items arise.
 - CCTV – The Office was recently awarded a state grant of over \$200,000 to install CCTVs in a few schools around the county.
 - After-school Activities – This Office’s security staff will monitor and spot-check facilities. Each school has motion sensors and night-time alarms.
- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Service – she provided these updates:
 - Membership Trends Report – an increase of over 900 students this year. This is available on the FCPS BoardDocs site, check for Version 4.
 - Staff Responses to FPAC Annual Report – Jessica and others in FCPS provided written responses to the FPAC Annual Report recommendations.
 - Boundary Policies - an RFP was released by FCPS for the selection of a boundary adjustment consultant to review the current boundary policy. FCPS presently is negotiating with its first choice on scope and fee. FCPS would like to schedule a meeting with the boundary consultant and FPAC to discuss boundary policies early next year.
 - CIP - it is an expanding document that Jessica’s office is actively working on. The CIP will be presented to the public in late December.
 - FCPS Administrative Staff – Jessica’s office is trying to find more space to house the employees that will need to be relocated as current administrative centers are converted back to schools in the coming years.

Community Time

There were no Members of the Community in attendance.

Minutes

Minutes from the October 1, 2019 FPAC meeting were approved.

Old Business

New Business

- Net Zero School Visit – Kate has organized a visit to Alice Fleet Elementary School in Arlington County. The tour will likely start at 4:15pm on Thursday, November 14th. Kate will send a reminder email to all FPAC members.
- FPAC out in the Community – SB Member Straus recommended that FPAC members attend boundary change meetings and community meetings that discuss boundary changes. It may be that FPAC can be more impactful for future/long-range boundary changes, but for the immediate Glen Forest Elementary and Langley/McLean High Schools boundary adjustments, FPAC members should be only observers.

2019-20 FPAC Annual Charge from School Board, Volunteer Assignments are as follows:

All FPAC members are reminded that draft content for the mid-year report is due in early December. The report is due to the School Board in early 2020.

1. Develop the long-range vision for FCPS school facilities, to be included in the capital planning process; Charlie will send out some thoughts on this from last year's plan. **LEAD: PHILLIPS, SUBCOMMITTEE MEMBERS: THOMPSON, XU, HOOKEY**
Today's Update: Dan is hoping to sit down with the subcommittee members in December.
2. Incorporate major maintenance and asset management requirements into the CIP; **LEADS: HOGAN & THOMPSON, SUBCOMMITTEE MEMBERS: HOGAN & THOMPSON** –
Today's Update: Dan and Troy are trying to secure a meeting with a FCPS staff member.
3. Incorporate facility safety and security requirements into the capital planning process; **LEAD: HERMANN, SUBCOMMITTEE MEMBERS: HOGAN & REDDY**
4. Advise and assist with the development and implementation of updated boundary policies and processes; **LEAD: AMINOFF, SUBCOMMITTEE MEMBERS: HOSEK, SMALLS, HERMANN**
Today's Update: Dan set up a subcommittee meeting for next Tuesday. FCPS is looking into 2 immediate boundary changes: over-crowding at Glen Forest Elementary and over-crowding at Langley and under population at McLean High School. These changes will be discussed, along with longer-term changes.
5. Plan for the impact of future boundary changes, including following construction of a new Western high school; this item may be impacted by #4 of the 2019-20 FPAC Annual Charge. **LEAD: REDDY, SUBCOMMITTEE MEMBERS: HOSEK, SMALLS, XU**
6. Transportation; **LEAD: HOWARTH, SUBCOMMITTEE MEMBERS: FERRARI & AMINOFF**

Member Time

There was no request for Member Time.

Adjournment

The meeting was adjourned at 9:19 pm.

FPAC Agenda
December 10, 2019
Room 5050, Gatehouse Administration Center
7:00 – 9:00 pm

Meeting Opening/Announcements

Community Time

Opportunity for the public to address the Council.

Staff Announcements/Presentation/Discussion

Brady Rauch, Facilities Services - Design & Construction Services

Approval of Meeting Minutes

November 12, 2019

Old Business

The 2019-2020 Annual Charge Status

New Business

The 2019-2020 FPAC Annual Charge Semi-Annual Report

Member Time

Adjournment

MINUTES

Facilities Planning Advisory Council (FPAC)

Regular Meeting
2019-20 School Year

December 10, 2019

The meeting convened at 7:03 pm in Room 5050 of the Gatehouse Administration Center.
The following FPAC members attended:

Name	District	Attended Meeting
Charles Hookey	Braddock/Vice Chair	Yes
Jayant Reddy	Dranesville	Yes
Vacant	Hunter Mill	No
Troy Thompson	Lee	Yes
Dan Aminoff	Mason/Chair	Yes
Catherine Hosek	Mt. Vernon	Yes
Kate Howarth	Providence	Yes
Shaun Ferrari	Springfield	No
Shawn Xu	Sully	Yes
Dan Hogan	At Large	Yes
Dave Phillips	At Large	Yes
Angela Smalls	At Large	Yes
Katie Hermann	City of Fairfax/Secretary	Yes

FCPS Staff Present at Meeting:

- Brady Rauch, Facilities Services - Design & Construction Services

Meeting Opening

Aminoff opened the meeting with introductions of Brady Rauch. Jessica is representing FCPS at the concurrent Fairfax County Planning Commission meeting will likely be discussing some future site conditions and planning topics.

Staff Announcements

- Brady Rauch, Facilities Services - Design & Construction Services
 - CIP – The CIP will be released to the School Board on December 19, 2019. Brady assists Jessica and her team to develop the design and construction components of the CIP, specifically the 10- year forecast chart, and the related ‘cash flow’. The new CIP will have enhanced information about modular units, feeder and centers data, an expanded school list appendix, historical data, and other minor changes.
 - The long-term queue for projects is starting to decrease, so there are discussions within FCPS to determine the next triggers and criteria for the next queue and this is in development. School boundaries may or may not change the weighting of the priority of projects within the queue or a future queue. Security needs do not appear to be part of the current queue requirements.
 - CIP timeline – a public hearing will be held on January 7, 2020 at Luther Jackson.
 - Design & Construction Services will be tracking school boundaries very closely because it could greatly impact the future forecasting of renovations and new construction. Also,

- the renovations are increasingly more expensive, mainly because of newer sustainability requirements. These costs of renovations and construction are dictated by the Fairfax County bond allowance/limits. Some representatives from FPAC may contact Brady about a “User Expense” and/or “Facility Impact” for the renovation/constructions.
- Ed Spec – there is a minimum state requirement, but FCPS has one for all county schools. The designs are based on a school’s use and the designs evolve as needs across the county change. They are updated at least once every 10 years, but usually happens more frequently.

Community Time

- Jennifer Melendres – She is a parent of a Freedom Hill ES student and wanted to explain her position in regards to security concerns at this particular school. She said there are many access points, and there is no vestibule. In addition to the general education population, there is also a head-start program and a disabled students center that require special access. There is an extend-stay hotel located right behind the school, which has a clear view of several access points and is worrisome to some parents.
 - Dan A discussed that about half of the schools in FCPS do not have vestibules.
 - Brady mentioned these vestibules are added during large renovation projects and are not done as a separate, stand-alone project.
 - Jessica also mentioned that many parents feel like there is a lack of transparency and communication from the FCPS security department.
 - Dan A encouraged this community member to coordinate with the out-going School Board member and the future in-coming School Board member on this topic.

Minutes

Minutes from the November 12, 2019 FPAC meeting were approved, with one minor change to adjust OHSA to OSHA.

Old Business

New Business

- Security – The FPAC sub-committee for safety and security will consider a recommendation to assess the use of future bond monies for future security enhancements, with a potential discussion on a revising policy on assessing security for school-specific items, i.e. particular needs for urban schools.
- Swearing in of new School Board members occurs on December 12, 2019, 7pm at the Luther Jackson location.

2019-20 FPAC Annual Charge from School Board, Volunteer Assignments are as follows:

All FPAC members are reminded that draft content for the mid-year report is due in early December. The report is due to the School Board in early 2020.

1. Develop the long-range vision for FCPS school facilities, to be included in the capital planning process; Charlie will send out some thoughts on this from last year’s plan. **LEAD: PHILLIPS, SUBCOMMITTEE MEMBERS: THOMPSON, XU, HOOKEY**

Today's Update: David is creating a list of items for consideration.

2. Incorporate major maintenance and asset management requirements into the CIP;
LEADS: HOGAN & THOMPSON, SUBCOMMITTEE MEMBERS: HOGAN & THOMPSON –
Today's Update: Dan and Troy sent questions that were passed along to Jessica.
3. Incorporate facility safety and security requirements into the capital planning process;
LEAD: HERMANN, SUBCOMMITTEE MEMBERS: HOGAN & REDDY
Today's Update: Katie will send thoughts to sub-committee members.
4. Advise and assist with the development and implementation of updated boundary policies and processes; **LEAD: AMINOFF, SUBCOMMITTEE MEMBERS: HOSEK, SMALLS, HERMANN**
Today's Update: Dan may schedule a meeting for next Tuesday to loop back on action items.
5. Plan for the impact of future boundary changes, including following construction of a new Western high school; this item may be impacted by #4 of the 2019-20 FPAC Annual Charge.
LEAD: REDDY, SUBCOMMITTEE MEMBERS: HOSEK, SMALLS, XU
Today's Update: Dan may schedule a meeting for next Tuesday to loop back on action items.
6. Transportation; **LEAD: HOWARTH, SUBCOMMITTEE MEMBERS: FERRARI & AMINOFF**
Today's Update: Kate will work with Shaun to discuss potential items.

Member Time

McLean/Langley High School Boundary Scoping Meeting – last week there were public meetings regarding this topic attended by several FPAC members. One suggested 'fix' to MacLean's overcrowding involves 'attendance islands' that could move from McLean to Langley which would remedy these geographic anomalies and help even out student population. Our FPAC members heard some (other) good ideas and concerns, including that current students should be able to choose to stay in their current school. Additionally, FCPS may have to (re)consider the 'sibling rule' as it relates to the 'grandfathering' exception.

Alice Fleet West – some FPAC members and FCPS staff visited a new elementary school in Arlington in November. This school has two levels of underground parking (costing an estimated \$10M) which was needed to replace the surface parking lost on this site. It is a net-zero energy school (on an annual basis) with solar and geothermal systems. The cost of this school was about twice the amount of a typical FCPS facility in cost per square foot. Some interesting design aspects include floors designed thematically as biospheres and hallway closets so that mechanical maintenance (on air handling) can be done without interrupting classes.

Adjournment

The meeting was adjourned at 9:02 pm.

Meeting Cancelled

FPAC Agenda

January 7, 2020

Room 5050, Gatehouse Administration Center

7:00 – 9:00 pm

Meeting Opening/Announcements

Community Time

Opportunity for the public to address the Council.

Staff Announcements/Presentation/Discussion

Approval of Meeting Minutes

December 10, 2019

Old Business

The 2019-2020 Annual Charge Status

The 2019-2020 FPAC Annual Charge Semi-Annual Report

New Business

Member Time

Adjournment

FPAC Agenda
February 4, 2020
Room 5050, Gatehouse Administration Center
7:00 – 9:00 pm

Meeting Opening/Announcements

Community Time

Opportunity for the public to address the Council.

Staff Announcements/Presentation/Discussion

- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning
- Francine Furby, Director of Transportation

Approval of Meeting Minutes

December 10, 2019

Old Business

The 2019-2020 Annual Charge Status
The 2019-2020 FPAC Annual Charge Semi-Annual Report

New Business

Member Time

Adjournment

MINUTES

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2019-20 School Year

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Shaun Ferrari	Springfield	Yes
Shawn Xu	Sully	No
Dan Hogan	At Large	Yes
Dave Phillips	At Large	Yes
Angela Smalls	At Large	Yes
Katie Hermann	City of Fairfax/Secretary	Yes

FCPS Staff Present at Meeting:

- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning
- Francine Furby, Director of Transportation

FCPS School Board

- Laura Jane Cohen, Springfield District, FPAC liaison.

Meeting Opening

The FPAC members provided initial introductions for Ms. Laura Jane Cohen, the School Board member liaison for FPAC.

Staff Announcements

- Ms. Cohen – Springfield District, School Board Representative – provided a brief introduction and explained she is the Chair of the Schools Committee of the Fairfax County Planning Commission (CPDC Committee). Ms. Cohen is one of two FCPS School Board member representatives on this Schools Committee.
- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning – Jessica provided an update on the CIP and then touched on other topics:
 - Proposed CIP – the final public meeting is scheduled to occur on Thursday, February 6th.
 - Revision to the Capacity Table (page 40 of the CIP) – Jessica provided an update to this table. This draft information was made available to the School Board. The last public meeting allowed the Board to collect feedback from the

public and the School Board will likely send comments by the end of Thursday. These comments may adopt some amendments to the CIP. Table 8 was re-framed to focus on concerns, but this list is alphabetical and is not prioritized based on the school.

- Boundary Consultant – FCPS is working with the procurement office to finalize the scope of this project, and Jessica has been working through some final scope items. The first kick-off meeting that FCPS has scheduled for Feb 11th. Jessica will be coordinating with the consultant to discuss stakeholder meetings and will keep FPAC included in this stakeholder list. FCPS is hoping to receive feedback by the end of April.
 - Jessica believes the central part of the scope will be to look at current process, provided feedback on policies, priorities for factors/triggers
 - FPAC members should start to consider the best way to provide official feedback to the consultant.
- Capacity Formulas – currently, FCPS allows the principals the discretion on how to utilize space in a building, with feedback from Jessica’s department. Jessica’s team will be working a White Paper that will provide an analysis on how to best determine capacity. Specifically looking at Design Capacity vs. Program Capacity.
- Francine Furby, Director of Transportation -
 - General Statistics for Busing & Van use: FCPS uses over 1,200 buses, 81 vans in operation every day, there are typically 1,600 afternoon trips for specific programs
 - Busing Update –
 - 15 year replacement cycle for all buses, typically replace 100-120 buses per year. FCPS usually pays \$107-112K per bus through leases, special education buses can cost a little more than \$112K. FCPS pays the County a monthly fee to pay for with maintenance.
 - FCPS reports a cost per mile that they provide annually in a report to the State.
 - FCPS has looked at a bus contractor, which would have been piloted at TJ High School. But the contractor declined the pilot, due to the geographic reach of the pilot and the use of buses at other times.
 - Hybrid Buses – 8 Electric Buses were awarded to FCPS from a program that Dominion Power is piloting. These buses will have seatbelts. The electric buses start at \$330K, FCPS paid \$129K into that final cost. Dominion Power will own the bus battery in order to maintain the battery drain process to pull remaining energy back into the grid. Some of the details of this agreement are still being determined. Dominion Power may deploy as many as 300 buses per year for this program.
 - FCPS recently released an RFI to look into the goal to be a 100% electric by 2030, set by the School Board
 - Idling Time/ Holding kids on the buses – FCPS monitors this and requires no more than 3 minutes of idling. Buses will run if students are located on the buses. FCPS allows for 10-20 minute drop-off times and plan for staggered arrivals. FCPS will try to coordinate with the Principal to allow for kids to enter the school
 - Bus Facility’s Needs – FCPS parks buses at about 80 different locations. 4 large lots are used for the largest amount of buses, each hold about 200 buses. Various other lots are used for other buses (church lots, library lots). Lots are very expensive to lease (or buy) and the school lots are often not available due to community use. Francine’s group is looking for a location in the Reston/Herndon area. CPDC Committee would like to use more County/FCPS co-located spaces.
 - Security Needs for Buses – vandalism is a problem on non-secured lots. Internal bus cameras turn off about 15 minutes after the bus is turned off. Some buses have sensors to detect vandalism. 40 buses have the front bumper swing-arms for additional crossing protection and FCPS is looking to invest in a camera system to catch drivers that don’t stop when required.

- Special Ed buses have seatbelts, state specifications require shoulder and lap belts for these buses. Retrofitting existing buses with seatbelts costs about \$14K per bus. NIST has not required seatbelts in all buses yet, even for highway travel. (Experts consider bus frames/cabins and high-back seats adequate, if passive, protection.)
 - Busing Needs for later middle school start times – Francine’s group was asked to provide info about this topic, but it would require 333 new buses at a cost of \$53M.
 - Cost of buses for specific programs (i.e. sports) – FCPS covers the fuel, labor and maintenance cost. FCPS offers 2 rates, School rate for directly related activities, sports and then a non-school rate for summer camps
- Other Operational Details:
 - FCPS is experiencing a shortage of drivers, 94% work 40 hours a week driving buses/vans, Loudoun CO pays \$20.53 whereas FCPS usually pays starting rate of \$20.00.
 - Walking vs. Nearby Busing – Middle/High Schools have a limit of 1.5 miles and Elementary Schools have a 1.0-mile limit. If there is a safety/traffic concern near schools, buses will be used to pick kids up to ensure safe access to schools. FCPS will request crossing guards from FCPD but often the funding is not available to hire new crossing guards.

Community Time

Minutes

Minutes from December 12th meeting, minutes approved.

Old Business

New Business

2019-20 FPAC Annual Charge from School Board, Volunteer Assignments are as follows:

All FPAC members are reminded that draft content for the annual report is due in mid/late March. Dan A and Charlie will be presenting the FPAC semi-annual report to the School Board during one of their work sessions on February 24th

1. Develop the long-range vision for FCPS school facilities, to be included in the capital planning process; Charlie will send out some thoughts on this from last year’s plan. **LEAD: PHILLIPS, SUBCOMMITTEE MEMBERS: THOMPSON, XU, HOOKEY**
Today’s Update: David provided a set of ideas for the vision.

Member Time

- West Potomac High School Expansion – Jay handed out an email that he received about this topic. The community member is not in favor of a boundary change for the McLean/Langley

change and 'wonders why' West Potomac gets and addition for its capacity issue while the McLean solution is a boundary change.

- McLean/Langley High School Boundary – Jessica's team is working with the Dransville Magistrate District group to discuss the next round of meetings.
- Upcoming Meetings:
 - FPAC Retreat – Saturday, February 22nd at West Springfield High School - 9am-3pm.
 - FPAC semi-annual report to the School Board – February 24th at 6:00pm

Adjournment

The meeting was adjourned at 9:02 pm.

FPAC Agenda

May 5, 2020
Virtual Meeting
7:00 – 9:00 pm

Virtual Meeting

Electronic Regular Meeting 7-9 pm

FPAC Members will participate electronically due to the COVID-19 emergency.

Members of the public are welcome to attend virtually via at <https://www.fcps.edu/tv/ch99>

If you would like to observe and/or speak during Community Time, please send your name and email address to Kathy Vasapoli at kvasapoli@fcps.edu by 4:30pm, May 5, 2020, to receive a link to join the virtual meeting.

Meeting Opening/Announcements

Community Time

Opportunity for the public to address the Council.

Staff Announcements/Presentation/Discussion

- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning

Approval of Meeting Minutes

March 3, 2020

Old Business

New Business

The 2019-2020 Annual Charge Status

- New timeline for Report
- Status of section drafts

Future Meeting Dates

Member Time

Adjournment

MINUTES

Facilities Planning Advisory Council (FPAC)

Regular Meeting
2019-20 School Year

May 5, 2020

Members of the public are welcome to attend virtually via at <https://www.fcps.edu/tv/ch99>

Members of the public can email Kathy Vasapoli at kvasapoli@fcps.edu to receive a link to join the virtual meeting. The following FPAC members attended:

Name	District	Attended Meeting
Charles Hookey	Braddock/Vice Chair	Yes
Jayant Reddy	Dranesville	Yes
Vacant	Hunter Mill	No
Troy Thompson	Lee	Yes
Dan Aminoff	Mason/Chair	Yes
Catherine Hosek	Mt. Vernon	Yes
Kate Howarth	Providence	Yes
Shaun Ferrari	Springfield	No
Shawn Xu	Sully	Yes
Dan Hogan	At Large	Yes
Dave Phillips	At Large	Yes
Angela Smalls	At Large	Yes
Katie Hermann	City of Fairfax/Secretary	Yes

FCPS Staff Present at Meeting:

- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning

FCPS School Board

- Laura Jane Cohen, Springfield District, FPAC liaison.

Meeting Opening

The FPAC members confirmed their ability to use the BlackBoard Collaborate application, no issues with audio or visual effects were found.

School Board and Staff Announcements

- Update on the Annual Report – Annual Report will be due to the School Board by June 30, 2020. However, FPAC will not be asked to present the report at the usual School Board meeting in July. There is a chance that FPAC leadership may be asked to present at another future School Board meeting, but this has not been finalized.
- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning –
 - Status of construction projects – many projects have been moved up in the schedule as products become available. Movement on larger areas within school renovation projects are being prioritized, such as gymnasiums, cafeterias, exterior projects.

- Cooper Middle School – FCPS decided to delay the bid process for this renovation because of the uncertainty of the bid pricing since prices may increase due to economic unknowns.
- Boundary Process Consultant – FCPS is still moving forward and working with the consultant. Community meetings will likely not occur when expected. Jessica’s group is brainstorming ways to communicate to the public on this process and trying to assess appropriate ways to collect community input. A June 15th School Board Work Session to discuss this topic is still scheduled but it’s unknown if this proposed meeting will occur and whether this topic will be included on the agenda.

Community Time

Julie Shepard – a parent of two children at FCPS. May be nominated to the FCCPTA so she called into this meeting to see what type of items are discussed at a FPAC meeting.

Minutes

Katie will send around the meeting minutes from the March 3rd meeting. FPAC members will be asked to provide comments or approval at the next FPAC meeting on June 2nd.

2019-20 FPAC Annual Charge from School Board

- FPAC members provided a brief update on the status of their topics for the Annual Change. Most topic drafts are complete or close to completion. All sections will need final drafts submitted by May 31st.
- Though there are a lot of current and anticipated changes to FCPS building use and maintenance, there are also many unknowns. Laura recommended that FPAC continue to finalize the annual report as it stands now.
- The FPAC report can add an introduction paragraph in our report that discusses the impact of COVID-19 on our Annual Report.

Member Time

- May 11th School Board Work Session – Dr. Brabrand will present ideas on the phasing process for the 2020-2021 school year. Right now, each phase of the Governor’s approach is estimated to last about 3 weeks. There are many logistical and budgetary challenges that will be weighed as decisions are made about how to phase FCPS for the 2020-2021 school year. At this point, FCPS hopes to have a northern VA-focused approach to phasing for the 2020-2021 school year.
- Future FPAC meetings – FPAC will shift meetings to occur on June 2nd and June 16th. This measure passed by FPAC members.
- FPAC Sub-committee Meetings – Jessica said that FCPS can help set up this virtual environment to assist with these sub-committee meetings. FPAC members can make a request and either Jessica or Kathy V will assist. Jessica will also send information to FPAC members about accessing the FPAC sharepoint site on the FCPS network.
- Solar Private/Public Partnership – As far as Jessica knows, this has been delayed. The last proposed meeting for this topic was cancelled due to the COVID-19 pandemic.
- McLean/Langley Boundary Change – Jessica said that this will start with a modular installation.

- Glen Forest Elementary Boundary Change – Jessica's group is assessing and coming up with a few options.

Adjournment

The meeting was adjourned at 8:04 pm.

FPAC Agenda

June 2, 2020
Virtual Meeting
7:00 – 9:00 pm

Virtual Meeting

Electronic Regular Meeting 7-9 pm

FPAC Members will participate electronically due to the COVID-19 emergency.

Members of the public are welcome to attend virtually via at <https://www.fcps.edu/streamingmeeting>

If you would like to observe and/or speak during Community Time, please send your name and email address to Kathy Vasapoli at kvasapoli@fcps.edu by 4:30pm, June 2, 2020, to receive a link to join the virtual meeting.

Meeting Opening/Announcements

Community Time

Opportunity for the public to address the Council.

Staff Announcements/Presentation/Discussion

- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning
- Bill Curran, Director for Activities and Athletic Programs

Approval of Meeting Minutes

March 3, 2020 and May 5, 2020

Old Business

New Business

The 2019-2020 Annual Charge Status

- New timeline for Report
- Status of section drafts

Future Meeting Dates

Member Time

Adjournment

MINUTES

Facilities Planning Advisory Council (FPAC)

Regular Meeting
2019-20 School Year

June 2, 2020

Members of the public are welcome to attend virtually via at <https://www.fcps.edu/streamingmeeting>

Members of the public can email Kathy Vasapoli at kvasapoli@fcps.edu to receive a link to join the virtual meeting. The following FPAC members attended:

Name	District	Attended Meeting
Charles Hookey	Braddock/Vice Chair	Yes
Jayant Reddy	Dranesville	Yes
Vacant	Hunter Mill	No
Troy Thompson	Lee	Yes
Dan Aminoff	Mason/Chair	Yes
Catherine Hosek	Mt. Vernon	Yes
Kate Howarth	Providence	Yes
Vacant	Springfield	No
Shawn Xu	Sully	Yes
Dan Hogan	At Large	Yes
Dave Phillips	At Large	Yes
Angela Smalls	At Large	Yes
Katie Hermann	City of Fairfax/Secretary	Yes

FCPS Staff Present at Meeting:

- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning
- Bill Curran, Director for Activities and Athletic Programs

Other Attendees:

- Laura Jane Cohen, Springfield District, FPAC liaison.
- Julie Shepard, Facilities and Transportation Chair, FCCPTA

Meeting Opening

The FPAC members confirmed their ability to use the BlackBoard Collaborate application, no issues with audio or visual effects were found.

School Board and Staff Announcements

- General Update:
 - Shaun Ferrari has resigned from FPAC, the related school board representative will be looking to fill this role.
- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning –
 - Return to School – Jessica’s group has concentrated on supporting the return to school plan, specifically related to upcoming SB work sessions on the 15th and 27th.

- Boundary Consultant – a work session with the Board is postponed. There is no proposed timeline for the report from the Consultant. The next few Board work sessions are focused on getting back to school. Staff is receiving input from the consultant, though.
- Cooper Middle School – will likely go out to bid in August. The design will include transportation changes, a future meeting with the PTA will be scheduled to discuss this. However, this site has challenges that need to be overcome to increase kiss and ride efficiency.
- Hybla Valley Elementary School – the design work is being wrapped up. This will likely go out for bid in the Fall 2020.
- Jessica shared that there have been a few preliminary discussions about future budgets, but the bond limit is capped and there have not been any changes to maintenance budgets.
- Laura Jane Cohen – The Board is looking for 3 new FPAC members, the Hunter Mill district has a potential person. The open spots are in Springfield and At-Large.
- Bill Curran, Director for Activities and Athletic Programs
 - Not responsible for music bands but supports school athletic managers.
 - Turf Fields – all high schools have these fields and these fields are being heavily used by the schools and other schools/public. These fields require regular maintenance and FCPS has been partnering with the Fairfax County Park Authority which allows for testing and funding. The County is providing the funds for the testing maintenance. FCPS will fund and perform larger maintenance/repair items.
 - Bill's maintenance program is mostly funded out of capital improvement budgets. Recreation fees are used for some major maintenance, fencing, restrooms, trash, etc.
 - Restrooms – a future vision to incorporate permanent restrooms from the capital improvement budgets when a school is being renovated.
 - Possible fee gap – there is progress being made, especially with partnership with the County
 - Tennis Court lights – adding these lights would allow for more school and community use, especially because the boys and girls teams all play in the Spring Season.
 - Need for an indoor track – this would be helpful to have within FCPS, right now FCPS does not have its own indoor track facility. FCPS must always schedule and pay for these facilities outside of FCPS.
 - Return to Play – FCPS has discussed various options and has meetings with the state and VHSL to finalize plans. For example, student physicals are needed but may not be able to be scheduled to occur at the schools.
 - Lightening at Athletic Fields – FCPS is transitioning to LED lightening. This is part of the maintenance program of a school.
 - Idea of consolidation of fields – reduce the number of fields across the County. Bill said that this has not been part of any long-term planning initiatives.

Community Time

Julie Shepard – Provided a brief introduction and hopes to join future meetings.

Minutes

Final minutes have been approved for the March 3rd and May 5th FPAC meetings.

2019-20 FPAC Annual Charge from School Board

- FPAC members provided the annual report sections to Dan A and Charlie H.
- For the transportation topics, Kate suggested that we state the status of the RFI that was released.
- Dan A will send around drafts of summary portions of the report that have been drafted, any feedback from FPAC members would be appreciated by June 12th.
- Our report may not be presented to the Board during a meeting until the Fall but the report is due by June 30th.
- FPAC members will schedule 1 on 1's with the SB representative and will help fill the void of communicating the report findings to the School Board members that do not have a FPAC representative right now.

Member Time

-

Adjournment

The meeting was adjourned at 8:35 pm.

FPAC Agenda

June 16, 2020

Virtual Meeting

7:00 – 9:00 pm

Virtual Meeting

Electronic Regular Meeting 7-9 pm

FPAC Members will participate electronically due to the COVID-19 emergency.

Members of the public are welcome to attend virtually via at <https://www.fcps.edu/streamingmeeting>

If you would like to observe and/or speak during Community Time, please send your name and email address to Kathy Vasapoli at kvasapoli@fcps.edu by 4:30pm, June 16, 2020, to receive a link to join the virtual meeting.

Meeting Opening/Announcements

Community Time

Opportunity for the public to address the Council.

Staff Announcements/Presentation/Discussion

- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning

Approval of Meeting Minutes

June 2, 2020

Old Business

New Business

The 2019-2020 Annual Report Discussion & Review

Next Meeting – September 8, 2020

Member Time

Adjournment

MINUTES

Facilities Planning Advisory Council (FPAC)

Regular Meeting
2019-20 School Year

June 16, 2020

Members of the public are welcome to attend virtually via at <https://www.fcps.edu/tv/ch99>

Members of the public can email Kathy Vasapoli at kvasapoli@fcps.edu to receive a link to join the virtual meeting. The following FPAC members attended:

Name	District	Attended Meeting
Charles Hookey	Braddock/Vice Chair	Yes
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Vacant	Hunter Mill	No
Troy Thompson	Lee	Yes
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Dan Hogan	At Large	Yes
Dave Phillips	At Large	No
Angela Smalls	At Large	Yes
Katie Hermann	City of Fairfax/Secretary	Yes

FCPS Staff Present at Meeting:

- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning

Other Attendees:

- Laura Jane Cohen, Springfield District, FPAC liaison.

Meeting Opening

The FPAC members confirmed their ability to use the BlackBoard Collaborate application, no issues with audio or visual effects were found.

School Board and Staff Announcements

- Jessica Gillis, Special Projects Administrator for Facilities and Transportation Planning –
 - Boundary Consultant Schedule - Jessica's group has provided an update to the Board that provides a new schedule. There will likely be an outreach (virtually) component coming up.
 - Return to Work for Employees – Jessica's team is supporting this effort as well.
 - Enhanced Meetings with School Board Members – Jessica's team are scheduling meetings with Board Members on what's going on in each Magisterial District.
 - CIP Hardcopies – This has been finalized

- Status of Bids – Cooper Middle & Hybla Valley Elementary will be going to be bid in early Fall.
- Change to School Facilities for Return to School – Justin Moss' team is likely heading this. Jessica has heard about installation of plexi-glass shields for parent/public interfacing points. There's a concern about the money and time to implement other changes within the facilities.

Community Time

- Liz Murphy – requested an update on Haycock Elementary. Schedule for starting work in 2021, trailers are being delivered to anticipate the future work. Jessica mentioned that a future public meeting will be schedule phased construction project.
- Julie Shephard – She echoed a comment from the School Board meeting last night about 75% of schools that are over 95% in student capacity. Many parents have concerns about meeting the needs spacing of students during the Return to School initiative. The school board asked Jessica's team to assess the ability to implement social distancing standards at schools with capacity issues. Jessica's team is looking into this before the next School Board meeting. Dan A mentioned that FPAC is concerned about how social distancing would work. Jessica explained the student transfer process and how even re-directing students to their base school may not solve an over-crowding issue.

Minutes

Final minutes have been approved for the March 3rd and May 5th FPAC meetings.

2019-20 FPAC Annual Charge from School Board

- Dan A shared the draft of the 2019/20 Annual Report. He went over the layout/outline of the report. There are 33 recommendations in this 2019/2020 Annual Report.
- Some of the newer ideas were discussed, like sharing athletic fields across multiple schools, building sustainability, citation edits related to sustainability, new goals for measuring major maintenance, risk assessment planning for individual school hazards, COVID-19 impacts to boundaries, and busing for the 2020/2021 year.
- Possible annual charge ideas for 2020/2021 – next steps for the boundary study, longer-range plans, accessibility, design justice & resiliency, enhanced health services, and augment online class work to reduce transportation needs.

Member Time

Adjournment

The meeting was adjourned at 9:15 pm.