

POMPERAUG REGIONAL SCHOOL DISTRICT 15

Enrollment & Space Utilization Committee

Minutes

Tuesday, January 3, 2017

6:30 PM

Location: Central Office Large Conference Room
Middlebury, Connecticut

Committee Members Present:

- Mr. Keith McLiverty, Chairman
- Mr. Paul Babarik, Board of Education
- Ms. Jennifer Connelly, Board of Education
- Ms. Patricia Perry, Board of Education
- Ms. Carol Anelli, Resident Middlebury
- Mr. Edward B. St. John, First Selectman, Middlebury
- Mr. George T. Bertram, Board of Selectmen, Southbury
- Mr. Robert Langley, Board of Finance, Southbury
- Mr. Christopher Wermuth, Principal, LMES
- Ms. Mandeline Hetzel, Parent, GES
- Ms. Stacie Broden, Interventionist, MES
- Ms. Geralyn Hoerauf, Resident, Southbury
- Ms. Sarah Walkup, Interventionist, PES
- Ms. Michele Rowell Finn, Parent, MMS
- Mr. Michael Bernardi, Principal, RMS

Committee Members Absent:

- Rita Smith, Board of Finance, Middlebury

Also Present:

- Ms. Ainslee Schifilliti, Committee Secretary

1. <u>Call to Order</u> at 6:30 PM.....	Mr. Keith McLiverty	Call to Order
2. <u>Pledge of Allegiance</u>		Pledge of Allegiance
3. <u>Additions, Deletions, Corrections & Adoption of Agenda</u>		Adoption of Agenda
On a motion by Ms. Patricia Perry, seconded by, Mr. Paul Babarik, IT WAS VOTED “To adopt the agenda for January 3, 2017, as presented.”		Motion
The motion passed unanimously.		

4. Adoption of Roberts Rules of Order

On a motion by Mr. Robert Langley, seconded by, Ms. Carol Anelli,
IT WAS VOTED
“To adopt Roberts Rules of Order.”

The motion passed unanimously.

5. Public Portion - None

On a motion by Mr. George Bertram, seconded by, Ms. Patricia Perry,
IT WAS VOTED
“To close the Public Portion of the meeting.”

The motion passed unanimously.

6. Committee Member Introductions

The committee members each took a few minutes to introduce themselves. Each gave a brief background summary about themselves.

7. Review of the Charge of the Committee

Mr. Keith McLiverty handed out the following document to the committee members and there were no questions.

**Charge to the Region 15 Enrollment
and Space Utilization Study Committee:**

In consideration of Region 15 mission and enrollment trends,
assess current and alternative plans for facility use
relative to effectiveness and efficiency,
and identify their potential impacts;
recommend options to BOE.

Expectations of Committee Members:

- Attendance at monthly meetings for 12 – 18 months;
- Commitment to meet Region 15 mission in fiscally responsible manner;
- Willingness to examine data for the purpose of informing recommendations;
- Willingness to consider diverse viewpoints while working toward consensus.

Roberts Rules of Order

Motion

Public Portion

Motion

Committee Member
Introductions

Charge of the
Committee

Expectations of
Committee Members

Input and Transparency:

Committee members will be appointed to represent Selectmen and Board of Finance from Middlebury and Southbury, Board of Education, Parents, Non-Parent Community Members, Administrators, Teachers.

Meetings will be open to the public and include time for public comment.

Agendas, minutes, and materials presented to the committee will be posted in a special section on the Region website.

Monthly reports will be given at meetings of the Board of Education.

Next Steps:

Appoint consultant firm(s) to do enrollment projection and space utilization studies, and to facilitate committee meetings: October

Appoint committee: October

Meeting schedule to be determined based on anticipated completion date of enrollment projection.

- First meeting is organizational: reviews charge to committee, process/schedule, expectations of members, other topics as determined by consultant(s). May be scheduled prior to anticipated completion date of enrollment projection.
- Regular monthly meetings begin after enrollment projection is completed, and continue 12 – 18 months, or until charge to committee is accomplished.

8. Review of Scope & Timelines

Mr. McLiverty reviewed the tentative timelines that were developed in preparation of the creation of the committee, and mentioned that the actual timeline will possibly shift depending on the completion of each of the steps within the process.

Next Steps

Review of Scope & Timelines

9. Introduction of Project Management – Milone & McBroom

The Board of Education engaged the firm of Milone & Macbroom as the consultants for the Enrollment and Space Utilization study. Mr. Michael Zuba, Director of Planning & Ms. Rebecca Augur, Principal Planner from Milone & McBroom presented the Facility Utilization Study Kick-Off Meetings:



Facility Utilization Study Kick-Off Meetings

January 3, 2017



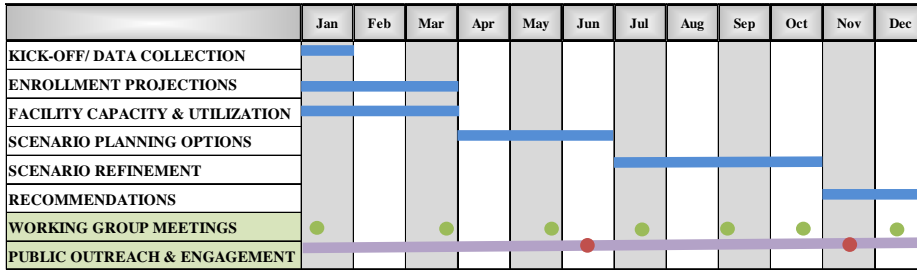
Process Overview

- ✓ Form Working Group
- Identify Issues
- Develop Public Outreach Plan (Informational Updates/ Workshops)
- Develop Enrollment Projections
- Analyze School Capacity & Utilization
- Factor in Future Programming Needs
- Explore & Test Potential Options for Reconfiguration
- Develop Recommendation(s) for the BOE



Process Timeline

RSD 15 - School Facility Utilization Study



● SUGGESTED WORKING GROUP MEETING
● PUBLIC/BOE MEETING



Prepared for Region 15 Schools

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Working Group Role

- Have an Open Mind – Bring and Consider All Ideas
- Serve as Ambassadors to Community - Ensure Accurate Information is Available, and Fairly Consider Public Input
- Determine Objectives and Criteria for Future Scenarios
- Review Alternatives and Analyses to Identify Preferred Alternative
- Review Recommendations to the Board of Education



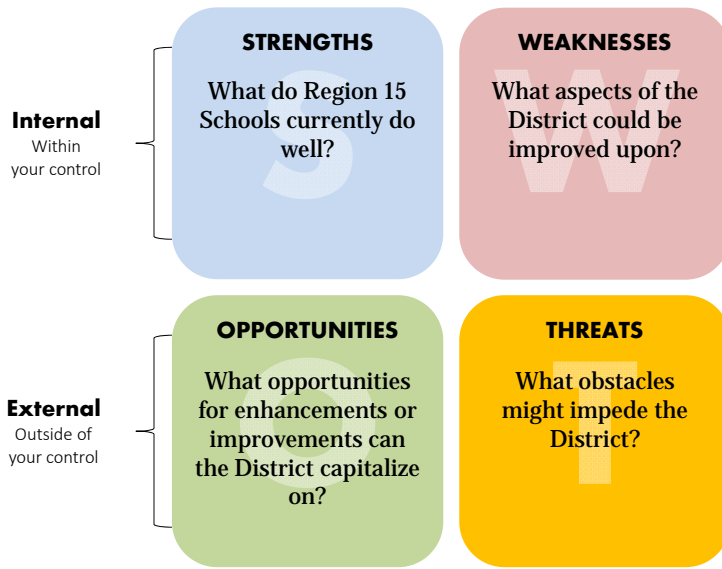
Prepared for Region 15 Schools

4



S.W.O.T. Exercise

Introduction of Project Management



MILONE & MACBROOM

Prepared for Region 15 Schools

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10. Review of Meeting Schedule

A schedule of meetings for 2017 was handed out to the committee members:

POMPERAUG REGIONAL SCHOOL DISTRICT 15

Schedule of Enrollment & Space Utilization Committee Meetings 2017

Review of Meeting Schedule for 2017

Date	Location	Time	Other
January 3, 2017	Central Office	6:00 PM	1st Tuesday of the Month
February 7, 2017	Central Office	6:00 PM	1st Tuesday of the Month
March 14, 2017	Central Office	6:00 PM	2nd Tuesday of the Month
April 4, 2017	Central Office	6:00 PM	1st Tuesday of the Month
May 9, 2017	Central Office	6:00 PM	2nd Tuesday of the Month
June 6, 2017	Central Office	6:00 PM	1st Tuesday of the Month
July 11, 2017	Central Office	6:00 PM	2nd Tuesday of the Month
August 1, 2017	Central Office	6:00 PM	1st Tuesday of the Month
September 5, 2017	Central Office	6:00 PM	1st Tuesday of the Month
October 3, 2017	Central Office	6:00 PM	1st Tuesday of the Month
November 7, 2017	Central Office	6:00 PM	1st Tuesday of the Month
December 5, 2017	Central Office	6:00 PM	1st Tuesday of the Month

11. A motion was made by Mr. Robert Langley, seconded by, Ms. Carol Anelli to adjourn the meeting at 8:04 PM.

Adjournment

The committee adjourned in open session at 8:04 PM.

Respectfully submitted,

Keith A. McLiverty
Chairman

Subject TO Approval