

**Facilities Optimization Committee  
Approved Special Meeting Minutes  
November 17, 2020, 7:00 PM  
Via Zoom**

**Attendance:** Rick Bertasi, Rone Baldwin, Ken Craw, Ken Edgar, Steve Ezzes, Denise Harvey, Jonathan Luiz, Samantha Nestor, Tony Pesco, Gayle Weinstein, Richard Wolf, Members of the Public.

The meeting was called to order at 7:03 PM.

**Approval of minutes:** Mr. Ezzes made a motion to approve the minutes of the November 4, 2020 Special Meeting and the minutes of the individual meetings with five different RFQ respondents that occurred over the course of October 26, October 27, and October 28, 2020. The motion was seconded by Ms. Weinstein. The motion carried unanimously.

**Recap of Tri-Board Meeting:**

Mr. Ezzes noted that the presentation by Mr. Bertasi and Ms. Weinstein on the FOC was very helpful, and stressed the need to keep the BOF aware of how the FOC is progressing with engagement of a consultant because of other calls on capital that may be coming up. Mr. Pesco added that the FOC work can have implications for the BOE's capital budget near and long term. Ms. Weinstein noted that the feedback from the Tri-Board was positive.

**Discussion regarding updated school enrollment projections:**

Mr. Pesco summarized the results of the November 16, 2020 enrollment report produced by Milone & MacBroom, Inc. for the BOE. Discussion ensued regarding, among other things, the enrollment ranges projected across their models, the recent pickups in home sales and birth rates, in-migration rates, the difference in the five-year and ten-year projections from what was projected in last year's enrollment report and the unknown future enrollment status of 112 students who decided not to attend WPS this school year. Mr. Bertasi asked whether the projections are material enough to change how the FOC is proceeding. Mr. Pesco does not think so, but stressed that it is difficult to tell where enrollment is going based on just one year of data; he would like Milone to compare several years of projections against actuals with an analysis of the reasons for any spreads. Mr. Baldwin emphasized the need to have a baseline assumption on enrollment, which needs to be stress tested, as part of the scope of a consultant report.

**Discussion/Decision regarding issuing an RFP:**

Comments were made by various Commission members on the draft RFP, including, among other things, the timeframe for analysis, and the appropriate scope of the consultant's services. Commission members will provide their comments in writing to Ms. Harvey and Mr. Edgar, who will consolidate them for discussion with Mr. Bertasi and then produce a revised draft for consideration by the FOC at its next meeting. Mr. Baldwin and Mr. Bertasi stressed the importance of the consultant including an explanation of why any proposed scenarios differ from those set forth in the Silver Petrucelli reports. Mr. Pesco noted that the Silver Petrucelli reports were focused heavily on facilities conditions but not on programmatic changes. Mr. Bertasi noted the need to understand the cost of programmatic changes so a cost-benefit analysis can be done, and Mr. Baldwin would like there to be a delineation of needs versus wants. Mr. Pesco emphasized that the final decision regarding school changes rests with the BOE, and he would like to discuss the next draft of the RFP with the BOE Facilities Committee and then with the entire BOE before the final RFP is sent out. Mr. Bertasi does not believe it makes sense to issue the final RFP until at least the first week of January 2021.

**Any new items:** None.

**Adjournment:** Ms. Weinstein made a motion to adjourn. Mr. Edgar seconded the motion. The motion carried unanimously.