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STEERING COMMITTEE MEETING REPORT NO. 4 October 13, 2021

Williamsport Area School District
District Wide Facility Study
CRA Project No. 3340

On the above date a meeting was held virtually for the purpose of reviewing the district wide facility study. The below represents the writers understanding of the pertinent issues and items of discussion at the Design Conference.

1. A review of the study progress completed to date was given. The following tasks have been completed:
    - Defined Guiding Principles and Goals
    - Gathered all relevant data
    - Documented existing building capacities
    - Conducted Facility Condition Assessment
    - Generated costs to upgrade
    - Established Educational & Functional Deficiencies
    - Conducted Enrollment Projections
2. After the last Steering Committee Meeting, enrollment projections and analysis of educational and functional deficiencies were completed with the administration.
3. Educational and Functional Adequacy: While the 'Facility Condition Assessment' evaluated the condition of existing building and site component, the adequacy assessment evaluates the components of the facilities which are not present or not configured properly to meet the educational and functional needs of the district. The following general items were reviewed. It was noted these are not included in the cost to upgrade in the facility condition assessment section.
    - Site circulation lacking for parent drop off at Cochran, Jackson, Stevens and Curtin.
    - Not adequate onsite parking at Cochran and Curtin.
    - Secure vestibules lacking at Stevens, Curtin and Lycoming Valley
    - Open classroom floor plan at Lycoming Valley – security issues and equity issues given different educational environment.
    - Science and STEM space lacking at all Primary Schools.
    - Small group and office space for itinerant staff lacking at most schools.
4. Enrollment projections
    - Enrollment projections were conducted in February of 2020.
    - PDE projections (2018/19) showed slightly declining projections while historical data (3yr and 5yr) illustrated slightly increasing projections. The line of best fit averaging these projections out shows flat enrollment.
    - Projections indicate that the Williamsport Area School District is projected to enter a period of enrollment stability.
    - This was further reinforced with recent PDE projections (2019/20) which showed a decrease in the amount of projected decline.
5. With the above two items now complete, the needs assessment portion of the facility study is complete.
6. A facility needs matrix was completed with the administration and reviewed with the school board. This ranked major-moderate-minor need for each school in the following categories: existing facility conditions, educational and functional deficiencies, and existing capacity.

7. The following schools (listed in order of need) were noted as major needs in these categories:
    - Existing Facility Conditions – Stevens, Curtin and Lycoming Valley
    - Educational and Functional Deficiencies – Stevens, Lycoming Valley and Curtin
    - Existing Capacity – Lycoming Valley
8. The schools with major needs will be the focus of option development with Stevens and Lycoming Valley being at the top of the list.
9. Next steps were reviewed:
    - Update Enrollment Projections
    - Update Existing Building Capacities
    - Define Options to meet needs
    - Develop Options - Design Concepts & Cost Estimates
    - Community Engagement
10. Initial options were discussed for Stevens:
    - Construct additions and renovations to the existing school.
    - Construct a new school on the existing site on demolish the existing school once complete.
    - Close Stevens.
11. In the close Stevens option, the Administration stated all students (12 classrooms) could be accommodated within the existing Primary schools via redistricting. It was noted that with this option, the revised boundary lines should be communicated with the public during the decision-making process.
12. A question was raised on the % of students who walk to Stevens versus being bused. It was noted 11 students are bused and the majority of those students are special needs. All other students walk or are driven by caregivers.
13. If the option to close Stevens is decided on by the school board, a timeline was discussed given the PDE process which needs to be followed to close a school: 1) Board vote to close school. 2) 15 days advertising. 3) public hearing on the school closing. 4) 3 months of public comment following the hearing. 5) Board final vote on closing. 6)Notification to PDE of school closing (must occur by July 29th prior to the following school year).
14. Based on the above timeline, if the desire is to close Stevens prior to the 2022/23 school year, an initial board motion to close the school would need to occur in January of 2022.
15. The group discussed methods for community engagement. The consensus was to be open and transparent with the public and gather their input to assist the board in making a decision on the option to move forward.
    - Public presentation of study (one at Stevens and one closer in town).
    - Open house at Stevens and Lycoming Valley with tours.
    - Video tour of Stevens and Lycoming Valley for those who cannot attend the open house.
    - Set up webpage with information on the facility study.

The preceding constitutes the authors understanding of the pertinent items discussed at the meeting. Any meeting attendees who take exception to any statement in this report shall notify the writer, within seven (7) days from the date of receipt of this report for modification and re-issuance.

Respectfully submitted,

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