



# Steering Committee Meeting Minutes

September 16, 2019

E.J. McClendon Educational Center  
454 S. Harvey, Plymouth, MI 48170

**Committee Attendees:** Nicholas Brandon, Jim Burt, Tim Gruszczynski, Rania Hammoud, Emily Hawthorne, Denise Lilly, Monica Meritt, Patti McCoin, Alexander Noroyan, Deborah Piesz, Kevin Rhein, Clint Smiley, Matt Smoot, Kurt Tyszkiewicz, Bill Weinrauch, Paul Wills, and Julie Woodhams

**Others Present:** Bill McCarthy and Agnes Arbuckle

**Committee Absent:** Kate Borninski, Vernon Crump, Dana Jones, Beth Rayl, Liz Vartanian-Gibbs, Richard Welch

Kurt Tyszkiewicz called the Steering Committee Meeting to order and welcomed the group at 5:01 pm in the P-CCS Board Room.

Kurt briefly reviewed key points discussed in previous Steering, Facility, and Boundary Committee Meetings and distributed:

- P-CCS Ten Year Master Plan Summary
- Building Enrollment Data (including current and projected numbers)
- Districtwide Maps
- Individual School Summaries/Charts
- Visioning Rubric for P-CCS Equity created by Core Team

Paul Wills from Plante Moran Cresa provided an update on our district enrollment projections. Data from previous presentations, district boundary maps, and current/projected enrollment were reviewed for each building in our district. A chart showing feeder pattern alignment was analyzed and is being used to determine cohort alignment from elementary to middle school facilities. Kurt Tyszkiewicz explained how, in the past, our district has made an effort to keep cohorts together with a goal of streamlining to no more than one or two middle schools. The feeder pattern data was used by Plante Moran Cresa to develop the three methods below in determining projected five-year enrollment numbers for our district.

- Method 1- Average of 6-year survival ratio
- Method 2 - Average of most recent 2-year survival ratio
- Method 3 - Average of Method 1 and Method 2

Paul suggested for our planning purposes, P-CCS rely on data from Method 3. He also mentioned the projections would be adjusted after our district fall count occurring in October. Monica Merritt inquired about Starkweather enrollment data which does not appear in the school summaries. Paul will include Starkweather's numbers in the updated data provided in October.

Individual school summaries of enrolled students were reviewed. Kurt explained the district's desire to have enrollment at all middle schools near 750 and that we are currently close to this number.

Paul outlined the following:

- Method 3 shows a decrease in projected enrollment at PCEP from today's current enrollment of 6,104 down to 5,354 students in the 2023-24 school year.
- Method 3 shows an enrollment increase at the middle school level and Paul believes some shifting will be necessary between the middle school buildings to balance enrollment numbers. This projection was partly based on the price point of new development in our district and the belief that families purchasing these higher-priced homes would be established families with older children vs. younger (elementary) families. It was also noted the middle school projections were based on the current overflow plan at Pioneer remaining in place. It was noted a total of 29 newly enrolled students were affected by the Pioneer overflow plan with 20 students being enrolled at Discovery and 9 at Liberty in lieu of Pioneer.
- Method 3 shows a 92% projected enrollment at the elementary level overall. This is higher than optimal and Plante Moran Cresa will continue to review data as it becomes available.

Overall, our projected districtwide enrollment is trending slightly downward, but not significantly. All data and projections from this study have been provided to McCarthy & Smith for use in their facility work and proposals.

Bill McCarthy from McCarthy & Smith, Inc. outlined the recent facility work completed in our district. Mr. McCarthy emphasized their work has been aligned to our 10 Year Master Plan and is framed around our goal to create equity within the district so all buildings have similar dedicated auxiliary spaces (gym, art, music, cafeteria). Mr. McCarthy further noted our district's desire to move all "specials" into their own dedicated space and convert the rooms they occupy back to their initial classroom use. Existing classrooms were counted with 29 being the elementary multiplier factor. He further explained the utilization factor of 85% capacity was optimal to absorb the range of projections. An enrollment of 85% at each building gives breathing room in the event enrollment is higher than projected. Mr. McCarthy further explained the possible expansion of our preschool programming and the need for that space. He suggested adding a buffer for this programming to allow our district to grow in this area.

Agnes Buckle, project manager from McCarthy & Smith outlined and reviewed elementary building by building facility needs based on five year projected enrollment data. Facility improvements suggested at each building based on the projections are below:

- Bentley Elementary - Projected 100% Capacity - Proposed addition of two classrooms.
- Bird Elementary - Projected 88% Capacity - Proposed addition of two classrooms, a gym, and a music room.
- Dodson Elementary - Projected 81% Capacity - Proposed addition of four classrooms.
- Eriksson Elementary - Projected 91% Capacity - Proposed addition of two classrooms and a gym.
- Farrand Elementary - Projected 85% Capacity - Proposed addition of two classrooms, art, gym, and music rooms.
- Field Elementary - Projected 91% Capacity - Proposed addition of two classrooms and a gym.
- Gallimore Elementary - Projected 104% Capacity - Proposed addition of a dedicated gym and music space. It was noted the Tag Program utilizes space here.
- Hoben Elementary - Projected 108% Capacity - Proposed addition of three classrooms. It was noted the net increase would only be two new classrooms as this building configuration would need to use an existing classroom to create a hallway to the new rooms. It was discussed there may be a need to move some students to Miller if the numbers continue to increase.
- Hulsing Elementary - Projected 84% Capacity - Proposed addition of two classrooms and a dedicated gym.
- Isbister Elementary - Projected 88% Capacity - Proposed addition of two classrooms, art, gym, and music rooms.

- Miller Elementary - Projected 85% Capacity - Proposed two classrooms in addition to a gym.
- Smith Elementary - Projected 85% Capacity - Proposed addition of a hallway, one classroom, and dedicated art, music, and gym space.
- Tonda Elementary - Projected 114% Capacity - Proposed addition of two classrooms and a hallway.
- Workman Elementary - Projected 111% Capacity - No additions. The recommendation is to move students to other elementary buildings.

Jim Burt asked that the committee continue to consider the loss of playground and parking space when making decisions to add to our elementary facilities.

The committee discussed and agreed on the importance of community communication that clearly states the reason for the additions and improvements. The community should be made aware that improvements are “proposed”, and are being recommended with the intent of creating equity between our buildings, and in order to keep students in their neighborhoods.

Bill McCarthy reviewed the district’s Ten Year Master Plan and the process of assessing our current buildings. Information gathered from previous visionary discussions was used when looking at future large-item considerations which include:

- Addition of a track at Pioneer Middle School. Pioneer was selected because there is more property available than at the other middle schools and the bus loop can be expanded.
- The addition of a new pool at either Plymouth High School or Liberty Middle School. The committee felt Plymouth would be a better location. Patti McCoin felt previous Board conversations regarding a pool favored a Plymouth location as well.
- A new Maintenance/Operations Facility on Joy Road - The current building is very old and in need of significant repairs.
- Technology - Multiple upgrades proposed.

Kurt discussed work that was done at the Core Team level to create the Visionary Rubric for P-CCS Equity and reviewed many of the possible future facility updates:

- Elementary Buildings - To create equity with gym/stage space, cafe, dedicated art/music spaces, playgrounds, furniture, repurpose media centers to collaborative space, and landscaping/beautification.
- To create secure entryways for those buildings that did not receive a sally port entrance during summer construction.
- Middle School Buildings - Repurpose media centers to learning common areas, furniture updates, increase the number of racks, and the possible addition of a pool.
- High School Buildings- Repurpose media centers to learning commons, auxiliary gym, weight room expansions, remodeling Salem auditorium, adding dressing room, furniture, expansion of band facility at Plymouth, the addition of a third stadium, addition of concessions areas, updates to fencing, signage, entries, and landscaping. Addition of synthetic turf at baseball and softball fields, restroom and storage upgrades at freshman practice fields, and stormwater management.
- Starkweather Building - Gym and cafeteria as separate spaces, remodeling, furniture, learning commons, and bathroom upgrades.
- Allen/Preschool Building - In lieu of 6-7 classrooms at Dodson, preschool classrooms, feeder program to home schools dedicated space could become preschool if not used for art/music.

Debbie Piesz, Chief Finance and Operations Officer, discussed the current status of our community tax millage rates and noted the current enhancement millage expires in 2020. She believes our district is in a good place due to growth in our community. We will be able to complete many of the proposed improvements in our plans with a millage renewal and no increase in taxes to the community. If we bring this before the community for a vote

during the March 2020 Democratic Primary, the district would forgo the cost of a special election which would be a substantial saving to the district. There will also be an option to go out to the community for a vote in 2021 as well.

The importance of good communication to the community was again mentioned as the committee discussed millage renewal in the spring. Reminding the community our district is following a ten-year plan for equity between our buildings was noted as important. Explaining that while Board policy requires boundaries to be reviewed every two years, we do not anticipate a large shift in boundaries in the near future.

Next steps were identified as:

- Take recommendations/plans to building principals for their input next week.
- Steering Committee to meet again to form language to take before the Board for their October monthly meeting.
- Take recommendations/plans to leaders meeting next week.
- Future discussion to include what improvements on the list could be eliminated to reduce costs since the total of all proposed improvements are over budget.
- Boundary sub-committee to meet again.
- Seek details from the high school band program regarding their needs related to the expansion proposals.
- Take recommendations/plans to the Board.
- Discuss bus replacement plans.

Next meeting date - TBD

Meeting adjourned at 6:43 pm