



## Needs Assessment Committee

**Meeting Minutes**  
**Thursday, July 26, 2007**  
**Shelby County Administration Building**  
**4<sup>th</sup> Floor Conference Room**

**Committee members present:**

Nisha Powers, Chairman	Aubrey Howard
Cato Johnson, Vice-Chairman	Commissioner Sidney Chism
Nick Clark, Vice-Chairman	
Scott Fleming, Secretary	
Jay Weatherington	
Commissioner David Lillard	

**Committee members absent:**

David Pickler, Chairman SCS Board  
Patrice Robinson, President MCS

**Non-Voting Members Present:**

Grace Hutchinson  
Terry Langlois

**Others Present:**

Richard Holden	Michael Goar
Louise Mercurio	Paula Lewis
Dr. Bobby Webb	John Zeanah
Lindsey Melvin (Commercial Appeal)	

Chairman Nisha Powers called the meeting to order at 8:30 a.m.

Chairman Powers opened the meeting by welcoming Commissioner Sidney Chism to the committee and stating that Commissioner Deidre Malone has resigned from the committee due to other time consuming responsibilities.

Commissioner Chism - it is a pleasure to serve on this committee and I look forward to working with the school systems and everyone on the committee.

Chairman Powers then recognized Scott Fleming for serving as the only Chairman of this committee since its inception. Scott has been able to bring

people together to work on these causes and has done a tremendous job in doing so.

John Fowlkes, representing Mayor Wharton said that the view of the public is very much improved with the work of this committee. The relationships between the school systems are much better and thanked Scott for the leadership he has provided to this committee since 2004. He then presented Scott with a plaque from Mayor Wharton for his dedicated leadership.

Scott Fleming - This is not a single persons efforts. The work of this committee and the success is due to everyone's efforts and hard work.

Chairman Powers - I spoke at the Engineer's Club a few days ago to let them know what the NAC is doing and there was a lot of interest from them. They asked many questions and they think we are doing the right things on this committee. The public perception is really good.

## **1. Old Business – Approval of minutes May 17, 2007 meeting**

Chairman Powers – Are there any questions regarding the minutes of the last meeting? There were none.

**Motion:** Motion was made by Jay Weatherington to approve minutes of the May 17, 2007 meeting. Second by Aubrey Howard.

**Action:** Motion was approved unanimously with no discussion.

## **2. Presentation of the NAC annual report**

Chairman Powers - There are a couple of items in the report that were changed. The data has been limited to 2004 when the NAC was formed.

Grace Hutchinson - The financial information included is cumulative for the city and county schools. The money for the joint funding agreement is included in the report. In reality, the funding does not line up with the needs. The report shows that dollars do not match up with the funding but shows the needs, which is the purpose of this committee. This is a very important report, not just the dollars but the projections of needs for the school systems for the future.

Chairman Powers then discussed the new construction analysis form which was handed out. This form will help the committee to determine the cost per square foot and how we can address the two school systems uniformity on costs.

Scott Fleming – We are trying to make sure that we are comparing apples to apples and make sure we condense it down to the lowest common denominator.

Richard Holden – We need more direction – how do you want us to come up with the site development costs.

Cato Johnson– I think it is appropriate for the two school systems to take this form, discuss it and bring it back to us.

Louise Mercurio - We also need to look at the prevailing wage needs.

Chairman Powers – Paula will send the form to you via e-mail. You can send your comments to her and she will get them to her. We provided guidelines the first year of this committee on how to submit capital needs and we need to get that from each of the school systems and decide what kind of schedule the committee is on.

Commissioner Lillard – We need to get that report ASAP. We've already approved the CIP for this year so it would be in the next year's budget. We need to get those by Jan. or Feb.

Chairman Powers – When do the school systems approve their budgets?

Michael Goar – The capital budget is normally approved in April for the city and the county.

Richard Holden – Shelby County approves their's on an as-needed basis. Things are constantly changing and we take things to the Board on an s-needed basis. As projects are completed that create a savings, we then come back and amend the budget to add projects spending the unused funds.

Nick Clark – Do you for see any additional funding beyond the \$60m per year that is budgeted or is that pretty much stable?

Commissioner Lillard – We attempt to limit capital projects for everyone based on need but would be open to discussing the needs. It may not be approved but could be considered.

Nick Clark – How do we optimize the money for future needs as opposed to current needs?

Cato Johnson – We use the 5 year plan for projections and forecasting.

Commissioner Lillard – We need to work that into our pay as you go plan.

Michael Goar - MCS hopes to have a conversation with the committee to discuss the wheel tax dollars that were put aside this year. What's the plan for future capital and how do we prepare for that?

Chairman Powers – We need this cost analysis chart for any projects that have been built since 2004 (new construction only).

Nick Clark – This will be a “look back” report to show what has been spent and where. This will be good for the public to see also.

Chairman Powers – Part of our charge is to help get the school systems message out to the public that we are working hard to build new schools and using the tax payers dollars wisely.

**Motion:** Motion was made by Cato Johnson to approve the 2007 Annual Report. Second by Aubrey Howard.

**Action:** Motion was approved unanimously.

### **3. Discussion of funding of street signage and flashers for new school construction**

Commissioner Lillard – Commissioner Ritz asked that this be put on the agenda but he was unable to be here today. He feels that to reflect the true costs of construction, this should to be included in the cost analysis. Some schools are built with ingress and egress. Parents line up all through the neighborhood to pick up their children blocking driveways and it causes problems. This is an issue that needs to be discussed.

Nick Clark – AI alternative would be off site development.

Scott Fleming – Traffic concerns probably are not under the purview of this committee.

Commissioner Lillard – The question -is this something that the committee should recommend for funding?

Aubrey Howard –Have the school systems already looked at these issues?

Michael Goar – Yes, we are challenged because this required capital funding that we don't have.

Commissioner Chism – Wouldn't this be an engineering problem in the design for new schools, not current, but new?

Louise Mercurio – We are working very closely with the engineers on the other schools that aren't built yet.

Jay Weatherington – Couldn't the signs and flashers be put in as a part of the building plans?

Michael Goar – no

Chairman Powers – This is a tug of war of whether this is the schools responsibility or the city's problem.

Commissioner Lillard moved to defer this item.

#### **4. Reports from both MCS and SCS on documenting increases in construction costs and resulting impact o proposed projects**

Michael Goar – Thought that this was addressed at the last meeting by Maura Sullivan and they didn't have anything prepared.

#### **5. Status of New Construction due to Annexation**

Chimneyrock, Kate Bond Elementary, an elementary school unnamed, the board has approved the acquisition of the property. We are about to execute the contract to get the property as phase I. Phase II we will be coming back with a plea for resources. As you know the county has given us two years to get our capital in gear to absorb about 3700 students in K-12 that we will be responsible for in two years. Kate Bond Middle – the site that we have that we received from the county, the architect has already been assigned. Elementary site – just acquired property, next step is to allocate the funding. Timeline is really short. In a matter of 2 academic years we will be responsible for these 3700 students. Our 5 year capital plan includes another high school as well as potentially another elementary school. We can bring back any additional information that you would like. We are gearing up to assume this responsibility.

Louise Mercurio – As soon as we finalize the contract on the Cordova school, we are already working with an architect. We have met with Riverwood Farms residents and they are very supportive for an elementary school.

Michael Goar – If you would like a more formal presentation, we have significant data that we can bring to the next meeting.

Chairman Powers - We would certainly appreciate a presentation at the next meeting.

Nick Clark – We have an agreement now between the Memphis City Schools and the Shelby County schools on annexation. Where do we stand with future annexations? Is it possible to work out an agreement that is not school specific?

Michael Goar – We do meet as staff to staff to discuss capital projects. A broader issue in capital planning for future annexation is challenged. We could do a better job and connect but we are open to dialogue.

Dr. Webb – Not know when or where the city will draw the annexation line makes it very difficult to plan.

Nick Clark – The likelihood of annexation this fall should be pretty high due to the turnover on the City Council.

Commissioner Chism – It is incumbent that the desires of this committee on annexation be heard by the City Council.

Commissioner Lillard – I assume there is no money in the budget for this new unnamed elementary school.

Michael Goar – That is correct. We will be seeking that from you soon.

Commissioner Lillard – You plan to have students there in the fall of 2009?

Michael Goar – Correct

Nick Clark – Would it be possible to evaluate existing facilities and new construction on where annexation lines are or could be. How we minimize adverse impacts to the school systems?

Michael Goar – We have brought that to the attention of the City Council. They did not make that decision.

Commissioner Lillard – We really need to schedule a session of this committee concerning the timeline that Mr. Goar has set forth. We need to be moving on this as an immediate matter.

Chairman Powers - Will have Paula set up a meeting for next month to discuss these issues.

Scott Fleming – Is there any capital items that need to be discussed at the called meeting next month?

Richard Holden – Our current funding is covered by the joint funding agreement. There is no immediate need but are starting to plan for 2009 and 2010.

Michael Goar – S. Cordova annexation is in litigation and we expect that to come in anytime. This includes approx. 800 students.

Chairman Powers – For everyone’s information, all future meetings of the Needs Assessment Committee will be held in the 4<sup>th</sup> floor conference room

**Motion:** Motion to adjourn by Cato Johnson. Second by Jay Weatherington

**Action:** Meeting adjourned at 9:45

Respectfully submitted,

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E. Scott Fleming, Secretary

Date