



**Needs Assessment Committee
Minutes
September 25, 2008
9:30 a.m.**

Meeting Minutes

Tuesday, July 29, 2008

**Shelby County Administration Building
4th Floor Conference Room**

Committee members present:

Nisha Powers, Chairman	Commissioner Sidney Chism
Cato Johnson, Vice-Chairman	Commissioner Mike Ritz
Scott Fleming, Vice-Chairman	Aubrey Howard
Jay Weatherington, Secretary	

Committee members absent:

Tomeka Hart, MCS
David Pickler, SCS

Others Present:

Grace Hutchinson	Dr. Bobby Webb – SCS
Maura Sullivan	Richard Holden - SCS
Paula Lewis	Sybille Noble - MCS
Brian Shipp - MCS	Stephanie Jones
Craig Willis, Asst. Co. Atty	Scott Leopold, DeJong
Carolyn Staskiewicz, DeJong	Shobhan Koneru, MCS
Denise Sharpe, MCS	

1. Meeting Convened – Nisha Powers

Chairman Nisha Powers called the meeting to order at 9:35 a.m.

2. Approval of the Minutes from the July 29, 2008 Meeting – Nisha Powers

Motion: Mr. Weatherington moved the approval of the minutes. Second by Commissioner Ritz.

Action: Motion Approved.

3. Work session and reports to date –

Chairman Powers reported that Maura Sullivan is now the Deputy Director of the Office of Planning & Development and stated that Richard Copeland, Director of Planning & Development has written a letter stating that Maura will be representing that office as an ex-officio member of the NAC, replacing Terry Langlois.

Chairman Powers stated that, in the recent past the MCS Superintendent has not attended the NAC meetings, so a call was made to President Hart to urge her support of his attendance. Mr. Johnson spoke with President Hart yesterday and was very pleased to hear that Superintendent Cash will begin attending these meetings as well as President Hart. Chairman Powers recognized that the SCS Superintendent is always present, and thanked him for his commitment. Chairman Powers thanked both school boards for their cooperation and participation with the NAC. Mr. Johnson also supported that statement and appreciates the cooperation of both school boards.

Chairman Powers then reported on the all-day work session that was held yesterday. She stated that it was an extremely productive meeting with the schools and the consultant. Mayor Wharton stopped in during the session and made known to those attending that the County Commissioners support the NAC and its charge, and some Commissioners feel that this Committee may need more responsibility.

During the work session, The Executive Committee gave DeJong their list of deliverables for the Annual Report and the goal is to have a draft completed by December. Short term, DeJong will address cost per square foot and enrollment issues. Long term, they will address capacities and utilization. We focused on letting each school system set their realistic deadlines based on superintendent and board approval before being presented to the NAC.

Chairman Powers related that the openness and candor from both school systems in the work session was very encouraging. In fact, the school boards asked for another work session which is scheduled for December 12th from 8:30 a.m. to 12:00 noon with the DeJong.

Mr. Johnson thought the work session was extremely productive and went well. He appreciates that the County Commission has continued to support the NAC to the fullest extent.

Ms. Staskiewicz started by saying that the next meeting is tentatively scheduled for November 6th and she will providing a summary of cost per square foot based on RS Means. They expect that those costs will increase due to current economic conditions. She will also include the enrollment numbers for both systems. The County reports enrollment on first 20 days and the City reports on the first 40 days. Both schools have agreed to get those numbers to her by October 30, 2008. The goal of the NAC and the consultant is to have the draft Annual Report completed by December 2008.

Chairman Powers also stated that the NAC has asked DeJong to report on the use of portables as it relates to safety and efficiency. The schools will provide information on how many are in use, the age of each, etc. Chairman Powers also stated that The Annual Report will include narrative regarding design capacity vs. programmatic capacity with a narrative from each school system included as well.

Commissioner Ritz asked if Charter Schools would be included in the annual report.

Ms. Noble stated that there are 3 Charter schools housed within City school building and they would be included in the report.

Both Ms. Noble of City Schools and Mr. Holden of SCS stated that they thought the work session was very productive and clarified the expectations from them to the NAC.

Commissioner Ritz asked if DeJong can provide (in Excel format) the information to be included in the Annual Report as it is being drafted. Ms. Staskiewicz said that would be no problem and that she would provide it to Ms. Hutchinson to be forwarded to him.

The next meeting of the NAC will be November 6, 2008 at 8:30 a.m.

Motion: Motion to adjourn by Mr. Weatherington

Second by Mr. Johnson

Action: Motion approved.

Meeting adjourned at 10:00

Jay Weatherington, Secretary

Date