



## AGENDA

### SEPTEMBER 10, 2009 RESOURCE COMMITTEE KICKOFF

1. Introduction of Resource Committee members and outline of Resource Committee role.
2. Status report.
3. Overview of project approach for Jefferson County Schools and review of estimated schedule.
4. Discussion of elements to help ensure project success.
5. Overview of Jefferson County demographic trends.
6. Review of recent enrollment trends and past enrollment projections.
7. Next steps: attendance zones, study areas, student address geocoding, meet with local planners to discuss development trends and potential impacts of Norfolk Southern investment.
8. Discussion of any issues presented by Resource Committee.
9. Upcoming Resource Committee meeting schedule.
10. Next Meeting: 9:00 AM, October 8, 2009, Community Room, Dandridge Health Department, 931 Industrial Park Rd, Dandridge.
11. Adjourn.



## SEPTEMBER 10, 2009 STATUS REPORT

**TO:** Connie Campbell – JCS  
Faye Humbar – JCS  
Bill Nolen – JCS  
Tim Seals – Jefferson County Zoning

Sherry Finchum – JCS  
Phil Kindred – Jefferson County Commission  
Anne Marie Potts – Jefferson County School Board

**FROM:** Terry Gilhula – Metropolitan Planning Commission  
Tim Kuhn – Metropolitan Planning Commission

**CC:** Jeff Galyon – Public Building Authority

**DATE:** September 10, 2009

**TIME:** 9:00 a.m.

**SUBJECT:** PEFA Jefferson Status Report

Several project tasks have been completed prior to today's project Kick-Off Meeting:

### *Resource Committee Formation and Meetings*

1. A presentation of the PEFA process was created.
2. Resource Committee contact information was compiled. Additional membership names and contact information will be included as necessary.

### *Data Collection Tasks*

1. A meeting was held on Monday, August 17, 2009 at the administrative offices of Jefferson County Schools to formally request necessary project data from JCS staff.
2. MPC signed a confidentiality agreement with JCS allowing the release of student enrollment data.
3. A meeting was held on Thursday, August 27, 2009 with Faye Humbar of JCS staff to discuss enrollment data exports from the student information systems (data for school years 2005-06, 2006-07, 2007-08, and 2008-09). Data were provided Thursday, September 3, 2009.
4. Images of the JCS bus zone map were collected from the Transportation office on Thursday, August 27, 2009, and brief discussion was held with Ken Thornhill of JCS staff.

### *Demographic and Enrollment Trends Analysis*

1. Relevant county and sub-county demographics were collected for Jefferson County and the region, including population characteristics, births, deaths, and migration.
2. A report of Demographic and Enrollment Trends was compiled for presentation at today's meeting.

### *Mapping and GIS*

1. County basemaps in 36"x36", 11"x17", and 8.5"x11" formats were completed for use in displays and project presentations.
2. The State of Tennessee Local Planning Office was contacted Tuesday, September 1, 2009 to formally request existing land use and zoning map data for Jefferson County and its incorporated places.
3. The Jefferson County Property Assessor was contacted to formally request CAAS property data. Data were provided Thursday, September 3, 2009.
4. A draft of the bus zone/attendance zone map was completed.
5. The process to geocode student addresses is underway.



## **AGENDA**

### **OCTOBER 8, 2009 RESOURCE COMMITTEE MEETING**

1. Status report.
2. Survey of classroom space in Jefferson County schools.
3. Site inspection of core spaces.
4. Jefferson County residential development trends.
5. Discussion of potential employment impacts from Norfolk-Southern Intermodal Center and Logistics Park.
6. Student address mapping: attendance patterns and transfer summary.
7. Delivery of final bus zone map.
8. Next steps: compile classroom space inventory and preliminary capacity calculations, preliminary core capacity calculation, collect 2009/10 student address data, and begin assembling enrollment projection model inputs (birth projections, grade progression ratios, student yield, student mobility, buildable subdivision lots).
9. Discussion of any issues presented by Resource Committee.
10. Next Meeting: 9:00 AM, November 12, 2009, Community Room, Dandridge Health Department, 931 Industrial Park Rd, Dandridge.
11. Adjourn.



## OCTOBER 8, 2009 STATUS REPORT

**TO:** Debbie Berry, JCS  
Sherry Finchum – JCS  
Phil Kindred – Jefferson County Commission  
Bill Nolen – JCS  
Anne Marie Potts – Jefferson County School Board  
Carolyn Voiles – Jefferson County Mayor's Office

Connie Campbell – JCS  
Faye Humbard – JCS  
Annette Loy – Jefferson County School Board  
Alan Palmieri – Jefferson County Mayor  
Tim Seals – Jefferson County Zoning

**FROM:** Terry Gilhula – Metropolitan Planning Commission  
Tim Kuhn – Metropolitan Planning Commission

**CC:** Jeff Galyon – Public Building Authority

**DATE:** October 8, 2009

**TIME:** 9:00 a.m.

**SUBJECT:** PEFA Jefferson Status Report

Several project tasks have been completed prior to today's meeting:

### *Project Management and Administration*

1. A project kickoff meeting was held September 10, 2009.

### *Data Collection Tasks*

1. The State of Tennessee Office of Local Planning provided zoning and land use data for Jefferson County and each municipality on September 17, 2009.
2. A meeting with Faye Humbard was held on September 21, 2009 to collect 2007-08 and 2008-09 enrollment data. Supplemental enrollment event information for the 2007-08 and 2008-09 data was received on September 24, 2009.

### *Mapping and GIS*

1. Corrections to the draft elementary attendance zone map were received from Bill Nolen on September 24, 2009. A revised draft of the elementary attendance zone map was submitted via email to Bill Nolen on September 29, 2009.
2. Raw student enrollment data for 2005-06 through 2008-09 were processed and prepared for geocoding.
3. Student address geocoding for 2005-06 through 2008-09 began on September 30, 2009 and was completed on October 6, 2009.
4. Student desire line mapping for elementary and middle school zones was completed on October 7, 2009.

### *Development Trends Analysis*

1. Jefferson County CAAS Property Assessor data were processed to extract new residential building activity.
2. Summaries of residential building activity were compiled at various levels of geography, including Census block group, municipality, and school attendance zone.

3. A meeting was held September 29, 2009 with staff of the State of Tennessee Office of Local Planning to discuss development trends in Jefferson County.
4. The draft report, *Residential Development Trends, 1994-2008*, was compiled.

*Capacity Analysis*

1. A survey form for capacity data collection was prepared for distribution to each school.

*Norfolk Southern Intermodal Transfer Center Scenario Modeling*

1. A telephone conversation was held with Don Cason, Jefferson County Chamber of Commerce, regarding specifics of the proposed facility and its potential job impacts.
2. A telephone conversation was held with Dr. Mark Burton, UT Center for Transportation Research, regarding the regional economic impacts associated with the proposed facility.



## **AGENDA**

### **NOVEMBER 12, 2009 RESOURCE COMMITTEE MEETING**

1. Status report.
2. Review of enrollment and transfer summary and overview of issues related to student address records.
3. Presentation of enrollment capacity calculations: procedures and draft calculations of design and functional capacity.
4. Review of operational cost calculations and update on core analysis work.
5. Discussion of scenario-planning team composition and initial building-program testing needs.
6. Next steps: finalize enrollment capacity, complete enrollment projections model, and calculate core capacities.
7. Discussion of any issues presented by Resource Committee.
8. Next meeting: 9:00 a.m., December 10, 2009, Community Room, Dandridge Health Department, 931 Industrial Park Rd, Dandridge.
9. Adjourn.



## NOVEMBER 12, 2009 STATUS REPORT

**TO:** Debbie Berry, JCS  
Sherry Finchum – JCS  
Phil Kindred – Jefferson County Commission  
Bill Nolen – JCS  
Anne Marie Potts – Jefferson County School Board  
Carolyn Voiles – Jefferson County Mayor's Office

Connie Campbell – JCS  
Faye Humbard – JCS  
Annette Loy – Jefferson County School Board  
Alan Palmieri – Jefferson County Mayor  
Tim Seals – Jefferson County Zoning

**FROM:** Terry Gilhula – Metropolitan Planning Commission  
Tim Kuhn – Metropolitan Planning Commission

**CC:** Jeff Galyon – Public Building Authority

**DATE:** November 12, 2009

**TIME:** 9:00 a.m.

**SUBJECT:** PEFA Jefferson Status Report

Several project tasks have been completed prior to today's meeting:

### *Project Management and Administration*

1. A PEFA Resource Committee meeting was held on Thursday, October 8, 2009.

### *Data Collection Tasks*

1. Collected 2009/10 student address data from JCS staff.

### *Mapping and GIS*

1. Raw student enrollment data for 2009-10 were processed and prepared for geocoding.
2. Student address geocoding for 2009-10 began on October 23, 2009 and was completed on November 3, 2009.
3. Summaries of school enrollment by school attended and by place of residence were compiled.
4. Subdivisions were mapped and summaries of dwelling units and students within subdivisions were generated.
5. Study areas were mapped. Will comprise the building blocks for enrollment projection development and scenario testing.

### *Employment Trends Analysis*

1. Jefferson County journey-to-work data were processed to determine employment exchange between Jefferson and surrounding counties.
2. Summary findings about jobs by economic sector and movement of workers were prepared.

### *Enrollment Capacity Analysis*

1. A survey form for classroom inventories was distributed to the principals at each school in the Jefferson County system.
2. Completed surveys were reviewed. Follow-up phone calls were made when clarifications were necessary.
3. Survey data were compiled into school-by-school inventory summaries.

4. Design and functional capacity calculation guidelines were written.
5. Design and functional capacity calculations were drafted for each school.
6. Preliminary comparisons of current enrollment to functional capacity were drafted.

*Core Capacity and Operational Costs Analysis*

1. Each school was visited by PBA staff and floor plans were verified.
2. Facility operational cost information was compiled, and a draft operational cost summary report was developed.
3. Draft core capacity standards were developed.

*Enrollment Projection Model*

1. Projection model inputs of student mobility and student yield were generated.



## **AGENDA**

### **DECEMBER 10, 2009 RESOURCE COMMITTEE MEETING**

1. Status report.
2. Overview of enrollment projection model construction.
3. Presentation of two enrollment projection scenarios and facility capacity needs assessment.
4. Review of core analysis parameters.
5. Update on the Scenario-Planning Team: membership and date, time, agenda of first meeting.
6. Discussion of any issues presented by the Resource Committee.
7. Conclusion of work of the Resource Committee.
8. Adjourn.



## DECEMBER 10, 2009 STATUS REPORT

**TO:** Debbie Berry, JCS  
Sherry Finchum – JCS  
Phil Kindred – Jefferson County Commission  
Bill Nolen – JCS  
Anne Marie Potts – Jefferson County School Board  
Carolyn Voiles – Jefferson County Mayor's Office

Connie Campbell – JCS  
Faye Humbard – JCS  
Annette Loy – Jefferson County School Board  
Alan Palmieri – Jefferson County Mayor  
Tim Seals – Jefferson County Zoning

**FROM:** Terry Gilhula – Metropolitan Planning Commission  
Tim Kuhn – Metropolitan Planning Commission

**CC:** Jeff Galyon – Public Building Authority

**DATE:** December 10, 2009

**TIME:** 9:00 a.m.

**SUBJECT:** PEFA Jefferson Status Report

Several project tasks have been completed prior to today's meeting:

### *Project Management and Administration*

1. A PEFA Resource Committee meeting was held on Thursday, November 12, 2009.
2. A progress report was made to the Jefferson County Board of School Commissioners at their December 3, 2009 workshop.
3. A Scenario-Planning Team was assembled to begin work on testing alternative capital plans.

### *Enrollment Capacity Analysis*

1. Draft design and functional capacity calculations were reviewed by JCS staff.
2. An adjustment to the capacity figures for Jefferson County High School was recommended by JCS staff and approved by the PEFA team. Calculated capacities for all other schools were agreed upon by JCS staff and the PEFA team.

### *Enrollment Projection Model*

1. Projection model inputs of future housing construction and birth projections were generated.
2. Projection data for schools, student enrollment and study areas were prepared for use in the projection model.
3. Enrollment projection model was constructed.

### *Core Capacity and Operational Costs Analysis*

1. Established existing core space base for each school.
2. Researched best practices for evaluation criteria.
3. Developed core analysis parameters.