



## MEETING MINUTES

**Date:** January 22, 2024  
**By:** Teresa Youngman  
**Re:** Capital Outlay Committee Meeting

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Meeting Date: January 22, 2024  
Meeting Time: 1:30 PM  
Meeting Location: Brevard County Public Schools Educational Services Facility  
2700 Judge Fran Jamieson Way, Viera, FL  
Facilities Conference Room 804B

Attendees: Voting Attendees:

Loren Wiltse	City of Cocoa Beach (Member)
Todd Corwin	City of Melbourne (Alternate)
Erica Ehly	City of Satellite Beach (Member)
Brian Lock	Brevard County (Member)
Jason Mahaney	Town of Grant-Valkaria (Member)
John Coffey	City of Indian Harbour Beach (Member)
Lisa Morrell	Town of Malabar (Member)
Christy Fischer	City of West Melbourne (Chair)
Joan Junkala-Brown	City of Palm Bay (Member)
David Lindemann	Brevard Public Schools (Member)

Non-Voting Attendees:

Rayna Dibling	Brevard Public Schools
Sarah Ferguson	Brevard Public Schools
Karen Black	Brevard Public Schools (Alternate)
Teresa Youngman	Brevard Public Schools
Keith Neterer	Brevard County (Alternate)

**1. Call to Order / Roll Call**

Ms. Fischer called the meeting to order at 1:38 PM. A quorum was present.

Note: This meeting of the Capital Outlay Committee was publicly advertised in Florida Today on Friday, January 12, 2024. This meeting was audio recorded.

**2. Pledge of Allegiance**

All attendees stood and recited the Pledge of Allegiance.

**3. Introductions**

Ms. Fischer led the introductions. All additional attendees introduced themselves and are listed above.

**4. Approval of Agenda**

Mr. Mahaney made a motion to approve the agenda, seconded by Mr. Coffey. The motion passed unanimously.

**5. Approval of Minutes of October 16, 2024 COC Meeting**

Mr. Coffey made a motion to approve the minutes of the October 16, 2024 meeting, seconded by Mr. Mahaney. The motion passed unanimously.

**6. Standing Agenda Items**

**Capital Outlay Committee Appointment Annual Election of Officers.**

The last election was held mid-term to fill the vacated Vice-Chair position, Committee may choose to hold annual election or motion to remain the same. The following new officers were elected.

Mr. Lindemann, Secretary. Mr. Lock made a motion to approve, seconded by Mr. Mahaney. The motion passed unanimously.

Ms. Ehly, Chair. Ms. Fischer made a motion to approve, seconded by Mr. Lock. The motion passed unanimously.

Ms. Junkala-Brown, Vice Chair. Self-nominated. Ms. Junkala-Brown made a motion to approve, seconded by Mr. Coffey. The motion passed unanimously.

**7. Standing Agenda Items – Karen Black**

- Capital Outlay Committee Appointment Updates – Ms. Joan Junkala-Brown was

nominated/appointed in November 2023 as voting member for the City of Palm Bay.

- School Board Local Planning Agency Representatives - We currently have quite a few Board appointed volunteer vacancies that we're trying to fill. The volunteers represent the School Board on local Planning & Zoning Boards and address any school concurrency related questions. Ms. Black is working with Board Members trying to fill those positions. If anyone has any recommendations, please send their contact information to her.

## **8. Long Term Facility Planning Update – Karen Black**

Ms. Black showed a presentation that is on the Board Workshop agenda for January 23, 2024, which will be video recorded.

The consultant team, WXY architecture + urban design, interviewed each Brevard Public Schools board member to discuss and summarize short- and medium-term priorities. The discussions are summarized into four themes:

- Programming
- Aging Facilities
- Utilization and Enrollment
- Financing Approaches

The recommended areas of focus which will be presented to the Board are:

- Gardendale Separate Day School and ALC, as well as ESE planning.
- Strengthen cross-functional approach to facility planning.
- More forward with planning/design of New Transportation/Maintenance facility/future middle school site on the district owned San Filippo Site in Palm Bay.
- Strategic promotion of BPS services and programs.

## **9. BPS Facilities Planning Report - Karen Black**

- School Concurrency update – A table was presented to illustrate the number and type of units submitted for school concurrency review in comparison to the U.S. Census building permit survey data through November for 2023. The table illustrates more multi-family housing units are proposed than have been permitted, whereas more single-family units have been permitted than reviewed; however, the table does not include units within the Viera DRI, which may account for much of the difference.
- District 5-Year Work Plan – Is due October 1<sup>st</sup>. It is not done yet; the DOE opened the survey late this year and they are being very lenient with the timing for submitting. We have it started and will be finishing it at the beginning of February. A copy will be sent to COC Committee to review. It will be on the

Board Agenda for February 20, 2024. Once the Board approves it, we will send it to DOE for approval.

- Attendance Boundary Change – We have one (1) Attendance Boundary change proposal set for Public Hearing on January 23, 2024. It is a small area from MILA to Lewis Carrol Elementary School. No students are currently affected. We are doing this proactively prior to any homes being constructed to avoid disrupting existing students.
- Financially Feasible Plan (FFP) – The Financially Feasible Plan was submitted to the COC Committee prior to winter break in December. It is now being used to process new concurrency applications.
- Student Membership Projections – The drop in this school year is because we typically have Family Empowerment Scholarship students counted in our district total. This is the first year the state is not giving us those student counts or addresses. We have no information on them, so they are not included in the district total anymore.
  - Current BPS Traditional school membership is down 802 students from last year.
  - Student projections show a 1% gain for each of the next 5 years, largely due to migration into the county and new home construction.
  - There has been a decrease in the number of students living in older neighborhoods and large numbers of students moving into new homes.
  - Schools in the Central and South parts of the County are being affected by residential growth.
  - Charter school membership increased 416 students over last year and three Charter Schools have filed for expansion.
- Student Accommodation Plan – The districts annual report that illustrates enrollment, projection data, and demographic information is scheduled to be presented to the Board on March 19, 2024 for approval. Prior to being placed on the Board agenda, a copy of the Student Accommodation Plan will be sent to COC Committee members for review.
- Educational Plant Spot Survey – The District’s current Educational Plant Survey 6, version 1 was approved June 28, 2023. A Spot Amendment is necessary to include the following changes:

- MILA Elementary School – update to include the complete removal of Building 9, which will be replaced with a new modern classroom building to meet the needs of the school.
- Edgewood Jr./Sr. High – to incorporate state funding for a new robotics lab.
- Cuyler Facility – to remove the lease to another entity recommendation as the building is now maintained by the district.

**10. Tentative 2024 COC Meeting Schedule**

- Monday, April 8, 2024; 1:30 pm (School Board Room Reserved)
- Monday, July 15, 2024; 1:30 pm (School Board Room Reserved)
- Monday, October 21, 2024; 1:30 pm (School Board Room Reserved)

**11. Additional Discussion**

Ms. Fischer asked if there will be any changes to the student generation ratios and if we are looking at that because of the consultant that we have. Ms. Black stated that based on the Interlocal Agreement we must review every 5 years; however, she is constantly monitoring it.

**12. Adjournment**

Ms. Fischer adjourned the meeting at 2:33PM.

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David Lindemann, Secretary

End of Minutes