<table>
<thead>
<tr>
<th>Question Number</th>
<th>Question</th>
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<tbody>
<tr>
<td>1</td>
<td>Provide five years of data for year over year enrollment increase percentage for Students with Disabilities, English Learner and Economically Disadvantaged populations.</td>
<td>MAI</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>What resources are in the budget for equity and equity training?</td>
<td>Arnett</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>How much of the COVID money has not been spent and will be sent back to the county?</td>
<td>Kershner</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>(Regarding COVID operations/funding) Since we are not in school and busses have not been running, how much money has been saved or not spent?</td>
<td>Kershner</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Healthcare premium holidays – what is the gap that is now being covered by the $6.2 million. How does this align with the fact that there were 3 premium holidays in FY 2020 and not the same impacts in FY 2021? How was this displayed in past budget and with this year’s budget?</td>
<td>Letourneau</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>What is the average dollar increase for the step increase for teachers?</td>
<td>Letourneau</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>When was the last time the teacher scale was adjusted and by how much?</td>
<td>Letourneau</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>Virtual Loudoun is asking for 40 positions? Could we tap into the Virtual Virginia program as a more cost-effective solution?</td>
<td>Letourneau</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>Provide more information on the enrollment projections methodology.</td>
<td>Saines</td>
<td>6-7</td>
</tr>
<tr>
<td>10</td>
<td>Can you touch on the numbers returning next year? Explain methodology.</td>
<td>Saines</td>
<td>6-7</td>
</tr>
<tr>
<td>11</td>
<td>How much money in total did LCPS receive in COVID relief? How much do you still have? How long do you have to spend it? Can you give an accounting of how COVID money was used (spent) thus far? Can you use any of it for one time behavioral and mental health needs for students?</td>
<td>Randall</td>
<td>8</td>
</tr>
<tr>
<td>12</td>
<td>What is the savings realized from COVID? If there isn’t any, how is that so? If there is some, how much has been realized?</td>
<td>Randall</td>
<td>9</td>
</tr>
<tr>
<td>13</td>
<td>Do you feel LCPS buildings are ready for students and teachers to come back?</td>
<td>Randall</td>
<td>9</td>
</tr>
<tr>
<td>14</td>
<td>Please provide a budget for how much virtual learning costs. Why are we adding so much to our virtual learning program? What is different this year over previous years?</td>
<td>Randall</td>
<td>9-10</td>
</tr>
<tr>
<td>15</td>
<td>The FY21 projection versus your FY21 actual enrollment is off by 4,251 students. If it was off by that much pre-COVID, it’s hard to believe the numbers are going to go up in COVID when we know quite a few students have left. Please explain.</td>
<td>Randall</td>
<td>11</td>
</tr>
<tr>
<td>16</td>
<td>What is the plan for the Douglass School building?</td>
<td>Randall</td>
<td>11</td>
</tr>
<tr>
<td>17</td>
<td>Are there any federal HIPPA regulations that prevent LCPS from releasing the number of student suicides in the school system?</td>
<td>Randall</td>
<td>12-13</td>
</tr>
<tr>
<td>18</td>
<td>Can you confirm if the total number of students who have committed suicide is seven? Have there been any budgetary changes to add resources to mental health resources?</td>
<td>Briskman</td>
<td>13</td>
</tr>
<tr>
<td>19</td>
<td>If Loudoun is behind in per pupil expenditures ($1-$3k) in comparison with neighboring jurisdictions, how can we provide a comparable public education program?</td>
<td>Briskman</td>
<td>14</td>
</tr>
<tr>
<td>20</td>
<td>What is the cost associated with full-time eligible employees receiving a step increase, a 3.5% market adjustment increase, or a one-time 1% payment if they are on the top step of the salary scale?</td>
<td>Buffington</td>
<td>14</td>
</tr>
<tr>
<td>21</td>
<td>What is the cost associated with part-time employees and employees earning a stipend receiving a 3.5% market adjustment increase?</td>
<td>Buffington</td>
<td>15</td>
</tr>
<tr>
<td>22</td>
<td>What is the cost for employees participating in LCPS’ health insurance program seeing a 2% rate increase effective January 1, 2022?</td>
<td>Buffington</td>
<td>15</td>
</tr>
<tr>
<td>23</td>
<td>What is the cost to establish an Alternative School with 13.0 FTEs to support the personalized needs of students?</td>
<td>Buffington</td>
<td>15</td>
</tr>
<tr>
<td>24</td>
<td>What is the cost associated with adding 3.0 Contingency Teachers for The North Star School?</td>
<td>Buffington</td>
<td>16</td>
</tr>
<tr>
<td>25</td>
<td>What is the cost to add 40 FTEs (Teachers, Counselor, Specialist, Instructional Facilitator, Director Counseling) to expand Virtual Loudoun’s distance learning framework?</td>
<td>Buffington</td>
<td>16</td>
</tr>
<tr>
<td>26</td>
<td>What is the cost for 15.0 Contingency Elementary Teachers?</td>
<td>Buffington</td>
<td>17</td>
</tr>
<tr>
<td>27</td>
<td>What is the cost to enhance staffing standards for safety and security positions and add 15.0 additional FTEs for student and staff safety?</td>
<td>Buffington</td>
<td>17</td>
</tr>
<tr>
<td>28</td>
<td>What is the per pupil amount requested from Loudoun County for FY22?</td>
<td>Buffington</td>
<td>17</td>
</tr>
<tr>
<td>29</td>
<td>What was the actual enrollment at the start of the 2020 school year?</td>
<td>Buffington</td>
<td>17</td>
</tr>
<tr>
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<tr>
<td>30</td>
<td>What was the actual enrollment at the end of the 2020 school year?</td>
<td>Buffington</td>
<td>17</td>
</tr>
<tr>
<td>31</td>
<td>What was the actual enrollment at the start of the 2021 school year?</td>
<td>Buffington</td>
<td>18</td>
</tr>
<tr>
<td>32</td>
<td>Is LCPS or LCPS school board members considering or will be considering any actions that would make the COVID-19 vaccines a mandatory requirement for children to attend LCPS? If so, is LCPS considering not allowing a religious exemption for this vaccine requirement?</td>
<td>Buffington</td>
<td>18</td>
</tr>
<tr>
<td>33</td>
<td>Is everything equal priority on ranking in the budget? (i.e., is everything is a top priority – do you not have a ranking system for first priority, second, third, etc.)?</td>
<td>Glass</td>
<td>18</td>
</tr>
<tr>
<td>34</td>
<td>Savings number for COVID-19 – what are the operational savings? (busses not running all routes, etc.)</td>
<td>Letourneau</td>
<td>19</td>
</tr>
<tr>
<td>35</td>
<td>When are educators getting second vaccination shots?</td>
<td>Randall</td>
<td>19</td>
</tr>
<tr>
<td>36</td>
<td>What is the monetary request tied to the expansion of Virtual Loudoun, can you detail the fiscal needs to this request?</td>
<td>Randall</td>
<td>20-21</td>
</tr>
<tr>
<td>37</td>
<td>Do you have the specific number of students, from third grade and above, who have left LCPS this year?</td>
<td>Randall</td>
<td>21-22</td>
</tr>
<tr>
<td>38</td>
<td>There is nothing in the budget regarding the LCPS COVID strategy next year. How does the budget address various COVID situations?</td>
<td>Turner</td>
<td>22</td>
</tr>
<tr>
<td>39</td>
<td>Can you break out numbers and dollars allocated specifically with Virtual Loudoun? How is that program going to work going forward for people who prefer to learn virtually? Does it add to the cost of education in Loudoun? Does it take resources from in class instruction?</td>
<td>Umstattd</td>
<td>23-24</td>
</tr>
<tr>
<td>40</td>
<td>Will students/families have to pay for credit recovery programs?</td>
<td>Briskman</td>
<td>24</td>
</tr>
<tr>
<td>41</td>
<td>Is Virtual Loudoun funding taking away from in person services?</td>
<td>Briskman</td>
<td>25</td>
</tr>
<tr>
<td>42</td>
<td>Who are the students who attend the Virtual Loudoun program (which types of students does Virtual Loudoun serve)?</td>
<td>Glass</td>
<td>25</td>
</tr>
<tr>
<td>43</td>
<td>Explain differences between Virtual Loudoun and Virtual Virginia Program.</td>
<td>Saines</td>
<td>26</td>
</tr>
<tr>
<td>44</td>
<td>The North Star School &amp; Douglass School. Is the North Star School part of the alternative school or separate?</td>
<td>Umstattd</td>
<td>26</td>
</tr>
<tr>
<td>45</td>
<td>What happens to LCPS teacher pay when the state authorizes a raise, but the County provides the bulk of the funding for the LCPS budget? How do the state and County budgets interact in this situation?</td>
<td>Umstattd</td>
<td>27</td>
</tr>
<tr>
<td>46</td>
<td>The FY22 budget request includes $6.2 million to make up for a healthcare premium holiday provided to employees during FY21. How many healthcare premium holidays were there during FY20? What was the total cost that had to be recovered during FY21 and where was that included in the increased budget request made of the Board of Supervisors during the FY21 budget process?</td>
<td>Letourneau</td>
<td>28</td>
</tr>
<tr>
<td>47</td>
<td>What is the average percentage of the step scale increase for FY22?</td>
<td>Letourneau</td>
<td>28</td>
</tr>
<tr>
<td>48</td>
<td>What would the cost be to provide an average 4% total increase (step and scale adjustment) for FY22?</td>
<td>Letourneau</td>
<td>28</td>
</tr>
<tr>
<td>49</td>
<td>How much has teacher pay increased overall since 2016? What is the average increase year over year in terms of both percentage and actual dollar amount?</td>
<td>Letourneau</td>
<td>29</td>
</tr>
<tr>
<td>50</td>
<td>Please provide data on the attrition rate for teachers since 2016. How many of those reported that they left for a local competitor and what is the breakdown for each of those local competitors?</td>
<td>Letourneau</td>
<td>30</td>
</tr>
<tr>
<td>51</td>
<td>How many teachers has Loudoun hired each year since 2016? Of those hires, how many came to Loudoun from a local competitor and what is the breakdown for each of those local competitors?</td>
<td>Letourneau</td>
<td>31</td>
</tr>
<tr>
<td>52</td>
<td>How many teachers at Step 10 or above have left LCPS for a local competitor each year since 2016?</td>
<td>Letourneau</td>
<td>31-32</td>
</tr>
<tr>
<td>53</td>
<td>What is the total cost of the proposed Virtual Loudoun expansion? How much of this increased expense is to support expanding of the current programs? How much would support creating a distance learning option for students?</td>
<td>Letourneau</td>
<td>32</td>
</tr>
<tr>
<td>54</td>
<td>How is Virtual Loudoun different from Virtual Virginia? Would LCPS be able to provide additional access for students that need it to Virtual Virginia at a lower cost?</td>
<td>Letourneau</td>
<td>32-33</td>
</tr>
<tr>
<td>55</td>
<td>How do the proposals of State support for teacher pay raises impact the proposed budget request? Does this impact the level of raise LCPS needs to provide to receive the State’s match?</td>
<td>Letourneau</td>
<td>34</td>
</tr>
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<tr>
<td>56</td>
<td>Since mid-March 2020, enrollment in LCPS has dropped for the first time in many years. A number of existing students have been withdrawn from LCPS. How many of them do you think will return, and how quickly? Over the next year, what do you think your enrollment trends will be? Do you think you will return to your typical annual growth rate? Please explain the reasoning and evidence you used to make the above projections.</td>
<td>Kershner</td>
<td>34-35</td>
</tr>
<tr>
<td>57</td>
<td>How much CARES Act funding did LCPS receive? How much has been spent? Please provide a breakdown by department, along with a summary of what the funds were spent on. How much has not yet been allocated? How much funding did LCPS receive for Broadband? How was this funding spent? Is there any revenue not yet allocated?</td>
<td>Kershner</td>
<td>36</td>
</tr>
<tr>
<td>58</td>
<td>What FY2021 funding for has not been spent yet, due to the absence of in-person education? Please provide an accounting by department.</td>
<td>Kershner</td>
<td>37</td>
</tr>
<tr>
<td>59</td>
<td>For each year from FY18 – FY21, please provide the year-over-year local revenue transfer from Loudoun County to LCPS, the percentage of the increase year-over-year, and the percentage of student population growth for each year.</td>
<td>Kershner</td>
<td>37-38</td>
</tr>
<tr>
<td>60</td>
<td>I am aware that LCPS has been delivering meals. But surely there have still been significant savings on gas and transportation due to not transporting students 5 days a week. How much of the FY 2021 transportation fund has not been spent yet? How much of the FY 2021 gas fund has not been spent yet? What are the per gallon fuel costs budgeted vs. actual for gasoline and diesel in FY19, FY20, FY21. Was there a surplus in the gas fund in any of these years? If so, how much for each year? What expenditures did the surplus fund? What are the budgeted/projected fuel costs for gasoline and diesel for FY22?</td>
<td>Kershner</td>
<td>38-39</td>
</tr>
<tr>
<td>61</td>
<td>The School Board Adopted Budget includes 509.7 new FTEs. Please provide a breakdown on how these FTEs are allocated within LCPS.</td>
<td>Kershner</td>
<td>40-44</td>
</tr>
<tr>
<td>62</td>
<td>In the FY22 adopted budget, are there additional resources allocated to summer school given the pandemic and expected need for additional instruction for students? Will summer school in FY22 be different in years past given COVID? If so, how will it be different? If not, why not? Has special attention to equity for disproportionately impacted students been considered or factored in to your projections?</td>
<td>Randall</td>
<td>45-46</td>
</tr>
<tr>
<td>63</td>
<td>I recall seeing specific mention of class proctors in the hybrid environment. Can you provide a specific definition of class proctors? How are these positions different than class teaching assistants? What impact will the need for proctors have on your budget if the students return to school full time? Can those costs be eliminated?</td>
<td>Randall</td>
<td>46</td>
</tr>
<tr>
<td>64</td>
<td>Last year, we discussed the inequity of athletic fees and LCPS cut the athletic fees in half for FY21 with a commitment to cut the other half in the next budget. Can we get confirmation that this has been accomplished? I’m happy to ask this from the dais tonight if that would be more appropriate.</td>
<td>Briskman</td>
<td>47</td>
</tr>
<tr>
<td>65</td>
<td>February 26th answer packet, question 6: This answer states that the average increase from FY21 to the FY22 Market Adjusted Scale is 5.4%. It also states that the value of a step increase on the FY22 School Board Adopted scale is 1.9%. How can the average only be 5.4% when there are certain steps that will be receiving 4% in addition to the 1.9% step increase?</td>
<td>Letourneau</td>
<td>47</td>
</tr>
<tr>
<td>66</td>
<td>March 3rd answer packet, questions 47: This answer states that the average step increase for FY22 is 2.4%. Which is correct? Is the average step increase 1.9% or 2.4%?</td>
<td>Letourneau</td>
<td>47</td>
</tr>
<tr>
<td>67</td>
<td>March 3rd answer packet, questions 47 &amp; 48: This answer states that the average step increase for FY22 is 2.4%. If the average step increase is actually 2.4%, when added to the 3.5% and 4% market adjustments, wouldn’t we be looking at pay increases of 5.9%-6.4% depending on the step of the employee?</td>
<td>Letourneau</td>
<td>48</td>
</tr>
<tr>
<td>68</td>
<td>Do you plan on increasing distance learning or virtual learning past the next school year?</td>
<td>Randall</td>
<td>49</td>
</tr>
<tr>
<td>69</td>
<td>If Virtual/Distance only for one year, why could we not use one time money for that?</td>
<td>Randall</td>
<td>49</td>
</tr>
<tr>
<td>70</td>
<td>Have all educators and staff received their COVID vaccine?</td>
<td>Randall</td>
<td>49</td>
</tr>
<tr>
<td>71</td>
<td>When will you have a written plan to return students to school five days a week?</td>
<td>Randall</td>
<td>50</td>
</tr>
<tr>
<td>72</td>
<td>Do you believe that your enrollment projections are still on target?</td>
<td>Randall</td>
<td>50</td>
</tr>
<tr>
<td>73</td>
<td>If the Board wished to fund the salary increases on average to 2% raises, what would the savings be in the overall funding request from LCPS?</td>
<td>Randall</td>
<td>50</td>
</tr>
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<tr>
<td>74</td>
<td>I would like to see a chart showing the percentage raise options for LCPS employees and the impact to local tax funding. This chart should show the impact of an average raise at 1%, 2%, 3%, 4% and 5% and the corresponding impacts to both state funding and local funding.</td>
<td>Letourneau</td>
<td>51</td>
</tr>
<tr>
<td>75</td>
<td>What is the number of students that will enroll in virtual Loudoun? How many teachers are currently in the virtual Loudoun program?</td>
<td>Saines</td>
<td>52</td>
</tr>
<tr>
<td>76</td>
<td>Are athletic fees on track to be further reduced or eliminated in the upcoming budget? If not, how much would it cost to eliminate all athletic fees?</td>
<td>Briskman</td>
<td>52</td>
</tr>
<tr>
<td>77</td>
<td>Please clarify what pay increase educators would be getting under the proposed budget? Is it roughly five and half percent or would it be even more with state funds, up to around eight percent? What state funds are contingent on local funds?</td>
<td>Randall</td>
<td>53</td>
</tr>
<tr>
<td>78</td>
<td>Can the American Recovery Plan Act funds be used to support Virtual Learning as a pandemic-related expense?</td>
<td>Briskman</td>
<td>53-54</td>
</tr>
<tr>
<td>79</td>
<td>As you know, we are receiving statements from LCPS employees regarding a potential motion that would reduce the overall transfer to the schools in an amount that approximates a 4% overall salary increase versus the 5.4% overall salary increase that is proposed by LCPS. Several of the comments from LCPS employees state that their pay increase for the current fiscal year was eliminated due to the $60 million reserve implemented by the Board. The County released $30 million of this reserve for LCPS in the December 2020 timeframe. Our understanding is that LCPS utilized the $30 million reserve release to provide their planned pay increases for this fiscal year, including a retroactive payment. Did LCPS implement their planned pay increases for FY 2021? If so, when did this occur? Could LCPS provide a timeline that shows when LCPS paid out pay increases and if the increases were retroactively paid?</td>
<td>Saines</td>
<td>55</td>
</tr>
<tr>
<td>80</td>
<td>Please provide FY22 Cost per pupil based on the Board’s final straw poll actions.</td>
<td>Letourneau</td>
<td>56</td>
</tr>
<tr>
<td>81</td>
<td>Please provide the Percentage increase in total FY22 LCPS budget and local transfer based on the Board’s final straw poll actions.</td>
<td>Letourneau</td>
<td>56</td>
</tr>
<tr>
<td>82</td>
<td>Provide the average salary at Loudoun County Public Schools.</td>
<td>Briskman</td>
<td>56</td>
</tr>
<tr>
<td>1-CIP</td>
<td>School Bus Replacement and Acquisition (11-22): What is driving the need for over $87 million in new school buses for the current 6 year period and future years? What is the anticipated cost per bus and replacement schedule? How many total buses are currently in the LCPS fleet?</td>
<td>Letourneau</td>
<td>57</td>
</tr>
<tr>
<td>2-CIP</td>
<td>Valley Service Center (11-25): Is this supposed to be the primary bus maintenance facility for LCPS. If so, why in that location and what about the recently completed Consolidated Shop project in Leesburg? If it isn’t, why would we decentralize bus maintenance and would smaller maintenance projects really justify having this size facility?</td>
<td>Letourneau</td>
<td>57-58</td>
</tr>
</tbody>
</table>
Provide five years of data for year over year enrollment increase percentage for Students with Disabilities, English Learner and Economically Disadvantaged populations.

The following table shows year over year enrollment changes for specific population groups. FY21 and FY22 budget projections utilize historical data and averages.

**Students with Disabilities**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Actual</th>
<th>FY20 Actual</th>
<th>FY21 Budget</th>
<th>FY22 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year Enrollment</td>
<td>8,960</td>
<td>9,304</td>
<td>9,757</td>
<td>10,308</td>
<td>10,600</td>
<td>10,970</td>
</tr>
<tr>
<td>Percent Change</td>
<td>3.8%</td>
<td>4.9%</td>
<td>5.6%</td>
<td>2.8%</td>
<td>3.5%</td>
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**English Learner**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Actual</th>
<th>FY20 Actual</th>
<th>FY21 Budget</th>
<th>FY22 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year Enrollment</td>
<td>8,478</td>
<td>8,827</td>
<td>9,604</td>
<td>10,200</td>
<td>11,528</td>
<td>12,225</td>
</tr>
<tr>
<td>Percent Change</td>
<td>4.1%</td>
<td>8.6%</td>
<td>6.2%</td>
<td>13.0%</td>
<td>6.0%</td>
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**Economically Disadvantaged**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Actual</th>
<th>FY20 Actual</th>
<th>FY21 Budget</th>
<th>FY22 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30 Enrollment</td>
<td>13,529</td>
<td>14,393</td>
<td>14,627</td>
<td>15,152</td>
<td>15,436</td>
<td>15,113</td>
</tr>
<tr>
<td>Percent Change</td>
<td>6.4%</td>
<td>1.6%</td>
<td>3.6%</td>
<td>1.9%</td>
<td>-2.1%</td>
<td></td>
</tr>
</tbody>
</table>
What resources are in the budget for equity and equity training?

The following table provides additional expenses for equity included in the FY22 Budget.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher, English Learner</td>
<td>2,990,348</td>
</tr>
<tr>
<td>Alternative School Costs</td>
<td>1,464,526</td>
</tr>
<tr>
<td>School Counselor</td>
<td>565,983</td>
</tr>
<tr>
<td>Instruction Facilitator, Equity and Culturally Responsive</td>
<td>339,516</td>
</tr>
<tr>
<td>Director, English Learner</td>
<td>174,325</td>
</tr>
<tr>
<td>Specialist, Restorative Practices</td>
<td>139,504</td>
</tr>
<tr>
<td>Teacher, Consulting SEL</td>
<td>107,400</td>
</tr>
<tr>
<td>Teacher, Differentiated</td>
<td>105,355</td>
</tr>
<tr>
<td>Equity training across departments</td>
<td>72,000</td>
</tr>
<tr>
<td>Additional Hours for Parent Liaisons</td>
<td>70,464</td>
</tr>
<tr>
<td>Diversity Interview panels</td>
<td>50,000</td>
</tr>
<tr>
<td>Equity Learning via Book Studies</td>
<td>3,100</td>
</tr>
<tr>
<td>EL Welcome Center Costs</td>
<td>126,321</td>
</tr>
<tr>
<td></td>
<td>6,208,842</td>
</tr>
</tbody>
</table>

How much of the COVID money has not been spent and will be sent back to the county?

LCPS has spent the $12m in CARES Act funding received from the County and are working on providing all the necessary paperwork to County staff to fulfill the reporting requirements.
<table>
<thead>
<tr>
<th>Item Number</th>
<th>Supervisor/ Aide</th>
<th>Staff Assignment</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Kershner</td>
<td>Willoughby</td>
<td>2/8/21</td>
</tr>
</tbody>
</table>

(Regarding COVID operations/funding) Since we are not in school and busses have not been running, how much money has been saved or not spent?

LCPS suspended in-person instruction when the pandemic began in March 2020. LCPS had $15.5m of savings and unspent funds that fiscal year (FY20) that were returned to the County. In FY21, we are halfway through the fiscal year and expect a similar return to the County.

Over the last year, we have seen cost savings in overtime pay, fuel savings due to reduced mileage, and a slight reduction in maintenance costs due to reduced operations. Maintenance costs were only slightly reduced since many preventative maintenance requirements are driven by duration of time vs actual mileage.

Additionally, as we have returned to hybrid in the Fall and again in the Spring requiring utilizing all of our buses, maintenance requirements have increased due to buses being idle for an extended period of time.

While our overall operations have been reduced over the last year, we have continued to pay all of our staff their base salary regardless of their function. Additionally, we have supported LCPS operations in other areas by utilizing buses to deliver school meals, delivering library books, serving as Health Mitigation Monitors in all of our schools and other facilities, supporting the LCPS Vaccine Distribution Center at Brambleton Middle School, supporting the LCPS Call Center in addition to transporting students for hybrid learning.
Healthcare premium holidays – what is the gap that is now being covered by the $6.2 million. How does this align with the fact that there were 3 premium holidays in FY 2020 and not the same impacts in FY 2021? How was this displayed in past budget and with this year’s budget?

Premium holidays are one-time events. In FY21, there was one health care premium holiday budgeted resulting in 25 employer paid payments to the health self-insurance fund. For FY22, there are no further holidays recommended, so 26 employer paid payments are budgeted to be made to the health self-insurance fund resulting in one more payment. This additional payment increases the FY22 budget by $6.2m. Prior budget presentations had the cost blended in with other benefit items in the budget, but in an effort to be more transparent, the additional $6.2m cost is specifically identified in the FY22 budget and not blended with other items.

Health care premium holidays were strategically included in the budget to draw down the self-insurance fund balance. Utilizing excess reserves in the fund balance in this manner is a prudent method to offset employee and employer paid premiums. Ultimately, savings from the premium holiday reduce the budget and the amount of funding required from the County.

What is the average dollar increase for the step increase for teachers?

The average step increase of a teacher moving from their current step on the FY21 revised salary scale to the next step on the FY22 School Board Adopted market adjusted salary scale is 5.4% or $4,213.

The value of a step increase on the FY22 School Board Adopted salary scale is 1.9% or $1,506.
When was the last time the teacher scale was adjusted and by how much?

The Teacher Salary Scale was last adjusted in FY20 with an investment of $41.6m. This investment helped LCPS make strides towards reaching the market average for our teachers on steps 10 and beyond, and to remain competitive in a market where there is a teacher shortage nationwide. Despite this investment, LCPS remains below the regional market average for steps 20 and beyond.

Virtual Loudoun is asking for 40 positions? Could we tap into the Virtual Virginia program as a more cost-effective solution?

The FY22 School Board Adopted Budget does include 40.0 FTE to support expanding the Virtual Loudoun Program. Virtual Virginia offers limited free enrollments for the entire state of Virginia. LCPS will certainly utilize Virtual VA when it is an appropriate solution for a student. However, there is no guarantee our students would be able to take the classes they need. Additionally, there are specific requirements of Virtual Virginia and we do not have the current staff, space, funding, or materials to offer this for all students who could potentially need to take Virtual Virginia. LCPS often must purchase additional textbooks, lab materials and software for students who enroll in Virtual VA courses so that students have the necessary materials. This is on top of the resources already provided to LCPS students for courses taught by LCPS teachers. The proposal for Virtual Loudoun expansion is to provide a second “branch” of the program to provide continued distance learning opportunities for middle and high school students in FY22 and beyond, both as a plan for addressing the effects of the pandemic on secondary students and to provide flexibility and options beyond FY22. The additional positions will be used centrally to support all middle and high schools in providing distance learning as needed. The additional program being proposed will be distinct and separate from the current asynchronous virtual learning provided through Virtual Loudoun and would allow us to provide distance learning to up to 10% of our secondary population.
Provide more information on the enrollment projections methodology.

LCPS utilizes cohort-survival ratio methodology to project student enrollment encompassing techniques standard in the field of school demography. The process further involves universal data sources (e.g., historic enrollments, birth counts, housing pipeline) and tools (i.e., Geographic Information System (GIS) analysis) and further includes critical contributing elements (e.g., student generation factors, regional/cluster patterns, residential development, birth rate eligibility). Further enrollment projection detail reviewed at the January 12, 2021 School Board budget work session is provided as Appendix 1 to these questions.

Can you touch on the numbers returning next year? Explain methodology.

The FY 2022 enrollment projections (September 30, 2021) were developed in fall 2020, in conjunction with the FY 2022 CIP and anticipate students will return to LCPS for in-school instruction for the 2021-2022 school year. LCPS’ decline in enrollment this year was primarily at the elementary level with half of the reduction occurring in K-3. Kindergartners represented ⅓ of the total decline and this mirrors a statewide trend seen where parents held their students back from beginning school. Virginia does not require kindergarten to start school, so there is the expectation that there will be a larger group of kindergarten and/or 1st grade students in the fall. Anecdotally, Principals have heard from their communities that once school resumed in-person instruction that students would return as well.

Further enrollment projection detail reviewed at the January 12, 2021 School Board budget work session is provided as Appendix 1 to these questions.

In adopting the FY 2022 operating budget on February 2, 2021, the School Board approved a two percent reduction (overall 1,752 less projected students) from the FY 2022 CIP projected enrollment that was included in the Superintendent’s Proposed FY22 Budget.

The maker of the motion has provided the following information regarding the methodology behind the 2% enrollment reduction.
In adopting the FY22 operating budget on February 2, 2021, the School Board approved a 2% reduction (overall 1,752 less projected students) from the FY22 CIP projected enrollment. This resulted in a revised projected enrollment of 85,867, removing 65.8 positions, and saving $6,384,758.

Methodology:

Projected FY21 enrollment: 85,755 students

Actual FY21 enrollment: 81,504 students - 4,251 less than projected

Superintendent's proposed FY22 enrollment: 87,619

School Board approved FY22 enrollment: 85,867 (2% reduction from Superintendent's Proposed Budget)

There are two enrollment growth vectors in FY22:

(1) Some percentage of the 4,251 "lost" students will return to LCPS. These students break out into three cohorts of roughly equal size - Kindergarten, Grades 1-5 plus PreK, and Secondary.

(2) Some percentage of the "organic growth" based on population increase of 1,864 students (FY22 CIP projected of 87,619 minus FY21 CIP projected of 85,755) will enroll in LCPS.

The School Board estimated that for FY22, 70-80% of each of those growth vectors will occur - 80% for the kindergarten cohort returning and for the organic growth vector, and 70% for the other two lost cohorts returning. This methodology results in effectively flat enrollment compared to FY21 projected. That equates to a 2% decrease from the 87,619 enrollment number, which is the decrease the School Board approved.

Additionally, the School Board considered the enrollment projections from the nine nearby school districts that had published their FY22 enrollment projections as of February 2nd. After the 2% cut, our projected enrollment was in line with what our closest comparators, Fairfax and Prince William Counties, were estimating for FY22 enrollment.
How much money in total did LCPS receive in COVID relief? How much do you still have? How long do you have to spend it? Can you give an accounting of how COVID money was used (spent) thus far? Can you use any of it for one time behavioral and mental health needs for students?

LCPS has received a total of $32.8m in relief funding broken down as follows:

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>AMOUNT</th>
<th>EXPENDITURE DEADLINE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>County CARES</td>
<td>$12.0m</td>
<td>12/31/21</td>
<td>Fully spent; staff are working on providing all the necessary paperwork to County staff to fulfill the reporting requirements</td>
</tr>
<tr>
<td>VDOE CRF</td>
<td>$14.9m</td>
<td>12/31/21</td>
<td>Some funds likely to be spent in FY21; Balance to support unbudgeted pandemic-related expenditures in FY22</td>
</tr>
<tr>
<td>GEER/ESSER</td>
<td>$1.0m</td>
<td>9/30/22</td>
<td>Will support unbudgeted pandemic-related expenditures in FY22/FY23</td>
</tr>
<tr>
<td>ESSER II</td>
<td>$4.9m</td>
<td>9/30/23</td>
<td>Will support unbudgeted pandemic-related expenditures in FY22/FY23</td>
</tr>
</tbody>
</table>

Funds may be eligible to support one-time behavioral and mental health needs.
What is the savings realized from COVID? If there isn’t any, how is that so? If there is some, how much has been realized?

LCPS suspended in-person instruction when the pandemic began in March 2020. LCPS had $15.5m of savings and unspent funds that fiscal year (FY20) that were returned to the County. In FY21, we are halfway through the fiscal year and expect a similar return to the County.

Do you feel LCPS buildings are ready for students and teachers to come back?

Yes, numerous efforts have been implemented to prepare school facilities to welcome students and staff back. HVAC systems have been upgraded with MERV 13 filters, increased fresh air and portable HEPA filters in every classroom and administrative areas. Additionally, health mitigation measures are in place with accompanying signage for adherence to hygiene, mask wearing, physical distancing. Health Mitigation Monitors have been employed at every school to monitor the measures, report and improve adherence. An anonymous hotline for reporting of chronic lack of adherence has been established as a staff resource.

Please provide a budget for how much virtual learning costs. Why are we adding so much to our virtual learning program? What is different this year over previous years?

Given the changing landscape of the pandemic and education, LCPS had planned to offer distance learning opportunities to students who need or want distance learning in the 21-22 school year. This plan was solidified when Governor Northam and State Superintendent James Lane announced that all school divisions should plan to offer both in-person AND distance learning options for the coming school year. Dr. Lane
stated, "Schools should maintain remote options for students and staff who are safer at home, and no students will be required to attend in person as of March 15.

Schools must continue to implement mitigation measures with fidelity, including social distancing, mask wearing, enhanced cleaning and disinfecting, etc." LCPS is closely monitoring Senate Bill 1303 that would “require each local school division to make virtual and in-person learning available to all students by choice of the student's parent or guardian.”

Virtual Loudoun is currently designed to be an option for students to take an “8th period” course during the school year or a summer school course for acceleration. The current sole purpose is to provide flexibility and acceleration opportunities for students who need or want that option. Courses are delivered entirely asynchronously. Over the course of their high school career, students may take a maximum of 6 virtual credits for acceleration - a total of two summer virtual courses between grade 8 and grade 12 and one “eighth period” each school year during grades 9 through 12. Currently, each high school is allotted 125 students in total across both Terms 1 and 2. In total, that is 2,125 seats available at no charge to LCPS students during the academic school year who may take a Virtual Loudoun course. Term 3 is almost unlimited, as long as we have the hiring capacity. Virtual Loudoun is currently staffed with full time teachers who receive additional pay to teach a Virtual Loudoun class.

The proposal for Virtual Loudoun expansion in the 21-22 school year costs $4.3m and is to provide a second “branch” of the program to provide continued distance learning opportunities for middle and high school students in FY22 and beyond, to meet VDOE requirements, to serve as a plan for addressing the effects of the pandemic on secondary students, and to provide flexibility and options beyond FY22. The additional positions will be used centrally to support all middle and high schools in providing distance learning as needed. The additional program being proposed will be distinct and separate from the current asynchronous virtual learning provided through Virtual Loudoun and would allow us to provide distance learning to up to 10% of our secondary population.
The FY21 projection versus your FY21 actual enrollment is off by 4,251 students. If it was off by that much pre-COVID, it’s hard to believe the numbers are going to go up in COVID when we know quite a few students have left. Please explain.

The FY21 enrollment projections (for September 30, 2020) were developed and adopted as part of the FY2021 CIP in 2019. This timeline is consistent year over year and occurred prior to the onset of the COVID-19 pandemic. The FY22 enrollment projections (for September 30, 2021) were developed in fall 2020, in conjunction with the FY2022 CIP and anticipate students will return to LCPS for in-school instruction for the 2021-2022 school year. In adopting the FY22 operating budget on February 2, 2021, the School Board supported a 2% reduction (overall 1,752 less projected students) from that which is published in the School Board’s December 15, 2020 adopted FY22 CIP budget.

What is the plan for the Douglass School building?

The School Board is scheduled to consider staff and Finance and Operations Committee of the School Board recommendations for the facility utilization of the non-historic portion of the facility on February 23, 2021. Leading up to this proposed action, staff has conducted a number of community and private meetings with stakeholders to consider the future use of the historic portion of the building. The Finance and Operations Committee of the School Board has entertained stakeholder requests for dedicated space within the historical portion of the building. The Finance and Operations Committee recommendation to the School Board is to program the non-historic portion of the building with a continuation of a long standing partnership with Loudoun County Parks, Recreation and Community Services (PRCS), LCPS English Learners, Child Find, Welcome Center, Head Start and STEP. Moving forward, staff will continue discussions with stakeholders including PRCS to further develop the...
daytime and evening facility operations that considers all uses of the facilities. Staff anticipates building utilization input sessions on site to ensure a clear understanding of the renovation work planned and the multiple uses of the historical portion of the building. The history of the Finance and Operations Committee is provided for reference as Appendix 2.

<table>
<thead>
<tr>
<th>Item</th>
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<th>Staff Assignment</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 cont.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17  Randall Jones  2/8/21

Are there any federal HIPPA regulations that prevent LCPS from releasing the number of student suicides in the school system?

Regardless of the circumstance or cause of death, the loss of one student life is too many. The LCPS crisis response to the school community and family is the same, supportive and resourceful as needed despite the cause or circumstances of the death. LCPS does not report this information due to the confidential nature of the topic, respect for the student and family involved as some families prefer to keep it private, and potential legal concerns. To further explain what I reference as “legal concerns”, some individuals may assume a death is a suicide when in fact, the death may be later determined to have been caused by a medical issue or tragic accident. LCPS does not seek confirmation of the cause of death, and does not receive notification from the Loudoun County Health Department or medical examiner. Additionally, the Virginia Department of Education (VDOE) record collection for student data includes only one code that is used to document a student whose membership is terminated because of the student’s death.

Federal Laws:
In most cases, the HIPAA Privacy Rule does not apply to an elementary or secondary school because the school either: (1) is not a HIPAA covered entity or (2) is a HIPAA covered entity but maintains health information only on students in records that are by definition “education records” under Family Educational Rights and Privacy Act (FERPA) and, therefore, is not subject to the HIPAA Privacy Rule. While FERPA allows for the disclosure of data that contains no personally identifiable information, FERPA still requires parental written consent if other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the...
school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Moreover, the disclosure of de-identified data is not mandatory under FERPA. As such, parents of such children may still feel or perceive that their privacy was violated thus leading to legal issues if LCPS labeled or counted their child as a suicide even if there was no personally identifiable information disclosed, particularly if LCPS had no Health Department information as to cause of death.

The Virginia Department of Health maintains data related to causes of death that is publicly reported on their Virginia Online Injury Reporting System. Therefore, the data may be available through the Loudoun County Health Department.

18  Briskman  Jones  2/8/21

Can you confirm if the total number of students who have committed suicide is seven? Have there been any budgetary changes to add resources to mental health resources?

Please see the response to question 17. Yes, there continues to be budgetary enhancements to support mental health and wellness programming through the addition of school counselors, student assistance specialists, as well as expanded restorative practices, positive behavior intervention supports, and social emotional learning to further the promotion of trauma sensitive approaches at all grade levels.
If Loudoun is behind in per pupil expenditures ($1-$3k) in comparison with neighboring jurisdictions, how can we provide a comparable public education program?

For reference, the following table presents the FY21 cost per pupil amounts per the Washington Area Boards of Education publication. For the school divisions presented, the larger school divisions benefit from economies of scale.

<table>
<thead>
<tr>
<th>LCPS</th>
<th>$19,581</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACES</td>
<td>$18,147</td>
</tr>
<tr>
<td>FCPS</td>
<td>$16,505</td>
</tr>
<tr>
<td>LCPS</td>
<td>$15,214</td>
</tr>
<tr>
<td>PWCS</td>
<td>$12,641</td>
</tr>
</tbody>
</table>

LCPS is focused on good stewardship of tax dollars while providing students a top quality education. LCPS boasts test scores that are higher than the nation’s average, a 94.7% graduation rate, and provides additional opportunities through the Academies of Loudoun to name a few highlights.

What is the cost associated with full-time eligible employees receiving a step increase, a 3.5% market adjustment increase, or a one-time 1% payment if they are on the top step of the salary scale?

The FY22 School Board Adopted Budget contains $54.9m to provide for a step increase for eligible employees, a 3.5% market adjustment to salary scales, and a 1% one-time payment for those at the top of the scale.
What is the cost associated with part-time employees and employees earning a stipend receiving a 3.5% market adjustment increase?

The cost to increase part-time hourly rates and stipends with a 3.5% market adjustment is $710,207.

What is the cost for employees participating in LCPS’ health insurance program seeing a 2% rate increase effective January 1, 2022?

The cost to LCPS for the 2% health insurance premium increase is $4,163,458.

What is the cost to establish an Alternative School with 13.0 FTEs to support the personalized needs of students?

The Alternative School is budgeted at $1,473,187.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>FTE</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal, Alternative School</td>
<td>1.0</td>
<td>174,325</td>
</tr>
<tr>
<td>Teachers, Alternative School</td>
<td>10.0</td>
<td>1,027,611</td>
</tr>
<tr>
<td>Director, School Counseling - Alternative School</td>
<td>1.0</td>
<td>153,504</td>
</tr>
<tr>
<td>School Counselor, Alternative School</td>
<td>1.0</td>
<td>109,086</td>
</tr>
<tr>
<td>Supplies, postage, etc</td>
<td></td>
<td>8,661</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>13.0</td>
<td><strong>1,473,187</strong></td>
</tr>
</tbody>
</table>
What is the cost associated with adding 3.0 Contingency Teachers for The North Star School?

The cost to add 3.0 Contingency FTE to The North Star School is $308,283.

What is the cost to add 40 FTEs (Teachers, Counselor, Specialist, Instructional Facilitator, Director Counseling) to expand Virtual Loudoun’s distance learning framework?

The cost of the 40.0 FTE for the expansion of Virtual Loudoun is $4,260,609.
What is the cost for 15.0 Contingency Elementary Teachers?

The cost for 15.0 Contingency Elementary Teachers is $1,541,417.

What is the cost to enhance staffing standards for safety and security positions and add 15.0 additional FTEs for student and staff safety?

The cost for the 15.0 additional School Security Officers as a result of the staffing standard enhancement is $1,112,626.

What is the per pupil amount requested from Loudoun County for FY22?

The per pupil amount requested from Loudoun County for FY22 is $12,143.

What was the actual enrollment at the start of the 2020 school year?

The fall enrollment as of September 30, 2019 was 83,605.

What was the actual enrollment at the end of the 2020 school year?

The reported end of year enrollment for FY20 was 84,207.
<table>
<thead>
<tr>
<th>Item Number</th>
<th>Supervisor/ Staff</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Buffington</td>
<td>2/8/21</td>
</tr>
<tr>
<td></td>
<td>Willoughby</td>
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</table>

**What was the actual enrollment at the start of the 2021 school year?**

The fall enrollment as of September 30, 2020 was 81,504.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Supervisor/ Staff</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Buffington</td>
<td>2/8/21</td>
</tr>
<tr>
<td></td>
<td>Ziegler</td>
<td></td>
</tr>
</tbody>
</table>

**Is LCPS or LCPS school board members considering or will be considering any actions that would make the COVID-19 vaccines a mandatory requirement for children to attend LCPS? If so, is LCPS considering not allowing a religious exemption for this vaccine requirement?**

No.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Supervisor/ Staff</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>Glass</td>
<td>2/8/21</td>
</tr>
<tr>
<td></td>
<td>Ziegler</td>
<td></td>
</tr>
</tbody>
</table>

**Is everything equal priority on ranking in the budget? (i.e., is everything is a top priority – do you not have a ranking system for first priority, second, third, etc.)?**

The School Board has a statutory obligation to submit a needs-based budget to the Board of Supervisors: 'It shall be the duty of each division superintendent to prepare, with the approval of the school board, and submit to the governing body or bodies appropriating funds for the school division, by the date specified in §15.2-2503, the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division.' We do not utilize a priority or ranking system, as they are all needs based on the judgment of the Superintendent and School Board. Should the Board of Supervisors provide less or additional funding, the School Board will make the necessary adjustments to the FY22 budget.
Savings number for COVID-19 – what are the operational savings? (busses not running all routes, etc.)

LCPS suspended in-person instruction when the pandemic began in March 2020. LCPS had $15.5m of savings and unspent funds that fiscal year (FY20) that were returned to the County. In FY21, we are halfway through the fiscal year and expect a similar return to the County.

Over the last year, we have seen cost savings in overtime pay, fuel savings due to reduced mileage, and a slight reduction in maintenance costs due to reduced operations. Maintenance costs were only slightly reduced since many preventative maintenance requirements are driven by duration of time vs actual mileage. Additionally, as we have returned to hybrid in the Fall and again in the Spring requiring utilizing all of our buses, maintenance requirements have increased due to buses being idle for an extended period of time.

While our overall operations have been reduced over the last year, we have continued to pay all of our staff their base salary regardless of their function. Additionally, we have supported LCPS operations in other areas by utilizing buses to deliver school meals, delivery library books, serving as Health Mitigation Monitors in all of our schools and other facilities, supporting the LCPS Vaccine Distribution Center at Brambleton Middle School, supporting the LCPS Call Center in addition to transporting students for hybrid learning.

When are educators getting second vaccination shots?

The LCPS Point of Distribution began second vaccinations on February 12, 2021.
What is the monetary request tied to the expansion of Virtual Loudoun, can you detail the fiscal needs to this request?

The FY22 School Board Adopted Budget contains $4,260,609 for the expansion of Virtual Loudoun.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>FTE</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers, Virtual Loudoun</td>
<td>35.0</td>
<td>3,596,639</td>
</tr>
<tr>
<td>Teacher, Special Education - Distance Learning</td>
<td>1.0</td>
<td>124,266</td>
</tr>
<tr>
<td>Director, School Counseling - Virtual Loudoun</td>
<td>1.0</td>
<td>153,504</td>
</tr>
<tr>
<td>School Counselor, Virtual Loudoun</td>
<td>1.0</td>
<td>124,266</td>
</tr>
<tr>
<td>Specialist, Distance Learning</td>
<td>1.0</td>
<td>137,668</td>
</tr>
<tr>
<td>Instructional Facilitator, Distance Learning</td>
<td>1.0</td>
<td>124,266</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>40.0</td>
<td><strong>4,260,609</strong></td>
</tr>
</tbody>
</table>

Given the changing landscape of the pandemic and education, LCPS had planned to offer distance learning opportunities to students who need or want distance learning in the 21-22 school year. This plan was solidified when Governor Northam and State Superintendent James Lane announced that all school divisions should plan to offer both in-person AND distance learning options for the coming school year. Dr. Lane stated, "Schools should maintain remote options for students and staff who are safer at home, and no students will be required to attend in person as of March 15.

Schools must continue to implement mitigation measures with fidelity, including social distancing, mask wearing, enhanced cleaning and disinfecting, etc.” Additionally, LCPS is closely monitoring Senate Bill 1303 that, if passed, would “require each local school division to make virtual and in-person learning available to all students by choice of the student's parent or guardian.” The intent of this bill is to be in perpetuity, not a short term or emergency solution. This bill would likely require additional expansion of Virtual Loudoun in the future.
Virtual Loudoun is currently designed to be an option for students to take an “8th period” course during the school year or a summer school course for acceleration. The current sole purpose is to provide flexibility and acceleration opportunities for students who need or want that option. Courses are delivered entirely asynchronously. Over the course of their high school career, students may take a maximum of 6 virtual credits for acceleration - a total of two summer virtual courses between grade 8 and grade 12 and one “eighth period” each school year during grades 9 through 12. Currently, each high school is allotted 125 students in total across both Terms 1 and 2. In total, that is 2,125 seats available at no charge to LCPS students during the academic school year who may take a Virtual Loudoun course. Term 3 is almost unlimited, as long as we have the hiring capacity. Virtual Loudoun is currently staffed with full time teachers who receive additional pay to teach a Virtual Loudoun class.

The proposal for Virtual Loudoun expansion in the 21-22 school year is to provide a second “branch” of the program to provide continued distance learning opportunities for middle and high school students in FY22 and beyond, to meet VDOE requirements, to serve as a plan for addressing the effects of the pandemic on secondary students, and to provide flexibility and options beyond FY22. The additional positions will be used centrally to support all middle and high schools in providing distance learning as needed. The additional program being proposed will be distinct and separate from the current asynchronous virtual learning provided through Virtual Loudoun and would allow us to provide distance learning to up to 10% of our secondary population.

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<table>
<thead>
<tr>
<th>Item Number</th>
<th>Supervisor/Staff</th>
<th>Date of Assignment</th>
<th>Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 cont.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**37**

Randall Lewis 2/8/21

**Do you have the specific number of students, from third grade and above, who have left LCPS this year?**

Three years of data are provided - current year (SY2020-2021) and two years of historical data (SY2018-2019 and SY2019-2020).

Historical years include withdrawals during the school year, from a student’s first day to last. Current year (SY2020-2021) includes withdrawals from the first day through February 16, 2021. It is important to note that students withdraw for a variety of reasons during the year and not all of the most recent data is related to the pandemic.
There is nothing in the budget regarding the LCPS COVID strategy next year. How does the budget address various COVID situations?

There are initiatives to support various COVID-situations in the budget for next year. At the elementary level, 15.0 additional teacher contingency positions and the expansion of Virtual Loudoun will provide staffing flexibility to support various instructional modalities. Other COVID-related needs will be managed from the rollover of relief funding LCPS has received.
Can you break out numbers and dollars allocated specifically with Virtual Loudoun? How is that program going to work going forward for people who prefer to learn virtually? Does it add to the cost of education in Loudoun? Does it take resources from in class instruction?

The FY22 School Board Adopted Budget contains $4,260,609 for the expansion of Virtual Loudoun.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>FTE</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers, Virtual Loudoun</td>
<td>35.0</td>
<td>3,596,639</td>
</tr>
<tr>
<td>Teacher, Special Education - Distance Learning</td>
<td>1.0</td>
<td>124,266</td>
</tr>
<tr>
<td>Director, School Counseling - Virtual Loudoun</td>
<td>1.0</td>
<td>153,504</td>
</tr>
<tr>
<td>School Counselor, Virtual Loudoun</td>
<td>1.0</td>
<td>124,266</td>
</tr>
<tr>
<td>Specialist, Distance Learning</td>
<td>1.0</td>
<td>137,668</td>
</tr>
<tr>
<td>Instructional Facilitator, Distance Learning</td>
<td>1.0</td>
<td>124,266</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>40.0</td>
<td><strong>4,260,609</strong></td>
</tr>
</tbody>
</table>

Virtual Loudoun is currently designed to be an option for students to take an “8th period” course during the school year or a summer school course for acceleration. The purpose is to provide flexibility and acceleration opportunities for students who need or want that option. Courses are delivered entirely asynchronously. Over the course of their high school career, students may take a maximum of 6 virtual credits for acceleration - a total of two summer virtual courses between grade 8 and grade 12 and one “eighth period” each school year during grades 9 through 12. Currently, each high school is allotted 125 students in total across both Terms 1 and 2. In total, that is 2,125 seats available at no charge to LCPS students during the academic school year who may take a Virtual Loudoun course. Term 3 is almost unlimited, as long as we have the hiring capacity. Virtual Loudoun is currently staffed with full time teachers who receive additional pay to teach a Virtual Loudoun class.
The proposal for Virtual Loudoun expansion is to provide a second “branch” of the program to provide continued distance learning opportunities for middle and high school students in FY22 and beyond, both as a plan for addressing the effects of the pandemic on secondary students and to provide flexibility and options beyond FY22. The additional 35 teachers will be used centrally to support all middle and high schools in providing distance learning as needed. The additional program being proposed will be distinct and separate from the current asynchronous virtual learning provided through Virtual Loudoun and would allow us to provide distance learning to up to 10% of our secondary population.

The proposal does not take resources away from in-person instruction.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Supervisor/Staff</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>39 cont.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Will students/families have to pay for credit recovery programs?**

No, families will not have to pay for credit recovery programs.

LCPS specialized instructional programs such as Extended School Year (ESY) and the summer COVID Recovery Services for students with disabilities, per their Individualized Education Program (IEP), will be provided at no cost to the student. General education programs including elementary and middle school remediation, high school credit recovery, and EL summer programming are provided at no cost to the student. Students choosing to enroll in a Virtual Loudoun summer course for acceleration purposes are charged a fee. Term 3-Spring/Summer Virtual Loudoun courses are offered at the rate of $375 for a 1 credit course and $187.50 for a .5 credit semester course. If a student takes Health and PE 10 with Driver Education, the cost is $475. Discounts are provided for students eligible for free/reduced priced meals. Again, the fee is only for courses taken for acceleration purposes. All other summer programs are provided at no cost to the student.
Is Virtual Loudoun funding taking away from in person services?

No, the funds for Virtual Loudoun are not taking away from in-person services. The funds in the FY22 budget related to Virtual Loudoun are enhancements that will enable LCPS to be able to provide both in-person and distance learning options for students. SB1303 would require school divisions to offer both in-person and virtual learning options, by choice of a student’s parent/guardian.

Who are the students who attend the Virtual Loudoun program (which types of students does Virtual Loudoun serve)?

Virtual Loudoun is currently available to all students. Virtual Loudoun is currently designed to be an option for any student in grades 9-12. High school students typically enroll in 7 courses each year, and Virtual Loudoun is available for students to take an “8th period” course during the school year or a summer school course for acceleration. The purpose is to provide flexibility and acceleration opportunities for students who need or want that option. Courses are delivered entirely asynchronously. Over the course of their high school career, students may take a maximum of 6 virtual credits for acceleration - a total of two summer virtual courses between grade 8 and grade 12 and one “eighth period” each school year during grades 9 through 12. Currently, each high school is allotted 125 students in total across both Terms 1 and 2. In total, that is 2,125 seats available at no charge to LCPS students during the academic school year who may take a Virtual Loudoun course. Term 3 is almost unlimited, as long as we have the hiring capacity. Typically, students who want to get ahead in credits or have conflicts with AP courses and electives they wish to take will take advantage of Virtual Loudoun. The additional branch of Virtual Loudoun would be very different in purpose, delivery, and students. The new branch of Virtual Loudoun would allow LCPS to offer virtual courses to students in grades 6-12 whose families select it.
## Explain differences between Virtual Loudoun and Virtual Virginia Program.

Similar to Virtual Loudoun, Virtual Virginia has more than one program option. Originally intended to be a supplement to schools’ existing program, Virtual Virginia has 12,000 spaces available statewide for free enrollments. The 12,000 free enrollment slots are allocated on a first come, first served basis, and there is no guarantee that LCPS will be given slots. During the 2020-2021 school year, Virtual Virginia provided an “expanded enrollment program” to meet the needs of students related to COVID-19. This year, once Virtual Virginia has filled the 12,000 slots, school divisions may enroll students in their expanded enrollment program for a fee based on the division’s local composite index. The fee is per course each student is enrolled in. School divisions are also responsible for providing students with the necessary textbooks and resources which are often different from LCPS textbooks and resources for the same course. In terms of actual course offerings, the new branch of the Virtual Loudoun program and Virtual Virginia have similar course offerings to meet students’ needs. Currently, VDOE intends to continue to offer the expanded enrollment program in FY22.

## The North Star School & Douglass School. Is the North Star School part of the alternative school or separate?

The North Star School (formerly the Douglass School Programs) is separate from the new alternative high school. The North Star School contains several programs to support middle and high school students who stay concurrently enrolled in their home school while participating in the programs. Programs include credit recovery, an independent learning center, Individual Student Alternative Education Plan (ISAEP) - a GED preparation program for students age 16-18, middle school alternative program, and a Substance Use Education Program. The North Star School will maintain these programs as well as the Adult Education Practical Nursing program as we transition to the new facility. The new alternative high school (which will go through the official naming process outlined in LCPS policy this spring) will be an alternative to traditional high school, and students enrolled in the alternative high school will be able to take the required courses for graduation and graduate from the high school.
What happens to LCPS teacher pay when the state authorizes a raise, but the County provides the bulk of the funding for the LCPS budget? How do the state and County budgets interact in this situation?

The FY22 School Board Adopted Budget is balanced and supported by revenues received from Loudoun County, the State, and other charges/fees. The State revenue stream includes compensation funding that will partially support the pay increases programmed in the FY22 School Board Adopted Budget.
The FY22 budget request includes $6.2 million to make up for a healthcare premium holiday provided to employees during FY21. How many healthcare premium holidays were there during FY20? What was the total cost that had to be recovered during FY21 and where was that included in the increased budget request made of the Board of Supervisors during the FY21 budget process?

The FY20 Adopted Budget included 3 healthcare premium holidays and during the year, an additional 3 were added for a total of 6. The FY21 Adopted Budget included 1 healthcare premium holiday resulting in a net increase of $12.5m. The increase was combined with other benefit changes resulting in a net $6.2m reduction for Health Insurance as was shown in the presentation to the Board of Supervisors.

What is the average percentage of the step scale increase for FY22?

The average percentage of the step increase is 2.4%.

What would the cost be to provide an average 4% total increase (step and scale adjustment) for FY22?

With the annual step increase representing an average 2.4% pay increase, a market adjustment of 1.6% would result in an average 4% pay increase. This 4% pay increase would cost approximately $35.1m.
How much has teacher pay increased overall since 2016? What is the average increase year over year in terms of both percentage and actual dollar amount?

The following table shows the year over year average percentage and dollar increase teachers have received from 2016 through 2022.

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
<th>Adjustment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY16</td>
<td>3.5%</td>
<td>Step and 1% Scale Adjustment to offset mandatory VRS 1% rate increase for employees</td>
<td>$2,248</td>
</tr>
<tr>
<td>FY17</td>
<td>3.2%</td>
<td>Step and 1% Scale Adjustment to offset mandatory VRS 1% rate increase for employees</td>
<td>$2,906</td>
</tr>
<tr>
<td>FY18</td>
<td>4.0%</td>
<td>Step and Scale Restructure</td>
<td>$2,659</td>
</tr>
<tr>
<td>FY19</td>
<td>5.4%</td>
<td>Step and Scale Restructure</td>
<td>$3,555</td>
</tr>
<tr>
<td>FY20</td>
<td>8.8%</td>
<td>Step and Scale Restructure</td>
<td>$6,033</td>
</tr>
<tr>
<td>FY21</td>
<td>1.9%</td>
<td>Step Only</td>
<td>$1,436</td>
</tr>
<tr>
<td>FY22</td>
<td>5.4%</td>
<td>Step and Market Adjustment</td>
<td>$4,419</td>
</tr>
</tbody>
</table>
Loudoun County Public Schools
FY22 Board of Supervisor Questions
March 2, 2021

Item Number | Supervisor/ Aide | Staff Assignment | Date of Request
--- | --- | --- | ---
50 | Letourneau | Sebastian | 2/22/21

Please provide data on the attrition rate for teachers since 2016. How many of those reported that they left for a local competitor and what is the breakdown for each of those local competitors?

<table>
<thead>
<tr>
<th>School Year</th>
<th>Attrition</th>
<th>Total Resignations</th>
<th>Left for Local Competitor</th>
<th>Arlington</th>
<th>Fairfax</th>
<th>Frederick</th>
<th>Manassas</th>
<th>Prince William</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>3.74%</td>
<td>225</td>
<td>17</td>
<td>0</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>2017-2018</td>
<td>4.52%</td>
<td>271</td>
<td>26</td>
<td>3</td>
<td>15</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>2018-2019</td>
<td>4.14%</td>
<td>258</td>
<td>20</td>
<td>1</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>2019-2020</td>
<td>3.22%</td>
<td>205</td>
<td>21</td>
<td>0</td>
<td>14</td>
<td>2</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

These numbers are exclusively for “Teachers” and do not include data for other Licensed (Dean, School Counselor, Instructional Facilitator, Physical Therapist, etc.) and Auxiliary (Psychologist, Athletic Trainer, etc.) positions. Locations for local competitors are voluntarily self-reported from the separated employee.
How many teachers has Loudoun hired each year since 2016? Of those hires, how many came to Loudoun from a local competitor and what is the breakdown for each of those local competitors?

<table>
<thead>
<tr>
<th>Hiring Year</th>
<th>New Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>758</td>
</tr>
<tr>
<td>2017-2018</td>
<td>764</td>
</tr>
<tr>
<td>2018-2019</td>
<td>774</td>
</tr>
<tr>
<td>2019-2020</td>
<td>694</td>
</tr>
<tr>
<td>2020-2021</td>
<td>589</td>
</tr>
</tbody>
</table>

Teacher New Hires (Current Applicant Tracking System, or ATS, does not capture new hire source for incoming employees).

How many teachers at Step 10 or above have left LCPS for a local competitor each year since 2016?

<table>
<thead>
<tr>
<th>School Year</th>
<th>Left for Local Competitor</th>
<th>Fairfax</th>
<th>Frederick</th>
<th>Prince William</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>10</td>
<td>5</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2018-2019</td>
<td>8</td>
<td>5</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>2019-2020</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
52 cont.

Teacher Resignations at Step 10 & Above (2017 was the first year Applicant Tracking System (ATS) was able to track separation by step).

These numbers are exclusively for “Teachers” and do not include data for other Licensed (Dean, School Counselor, Instructional Facilitator, Physical Therapist, etc.) and Auxiliary (Psychologist, Athletic Trainer, etc.) positions. Locations for local competitors are voluntarily self-reported from the separated employee.

53  Letourneau Ellis  2/22/21

What is the total cost of the proposed Virtual Loudoun expansion? How much of this increased expense is to support expanding of the current programs? How much would support creating a distance learning option for students?

The cost of the 40.0 FTE for the expansion of Virtual Loudoun is $4,260,609. None of this increase is intended to expand the current program, as it will all be needed to support creating a distance learning option for students.

54  Letourneau Ellis  2/22/21

How is Virtual Loudoun different from Virtual Virginia? Would LCPS be able to provide additional access for students that need it to Virtual Virginia at a lower cost?

Virtual Loudoun is currently available to all students. Virtual Loudoun is currently designed to be an option for any student in grade 9 -12. High school students typically enroll in 7 courses each year, and Virtual Loudoun is available for students to take an “8th period” course during the school year or a summer school course for acceleration. The purpose is to provide flexibility and acceleration opportunities for students who need or want that option. Courses are delivered entirely asynchronously. Over the course of their high school career, students may take a maximum of 6 virtual credits for acceleration - a total of two summer virtual courses between grade 8 and grade 12 and one “eighth period” each school year during grades 9 through 12. Currently, each high school is allotted 125 students in total across both Terms 1 and 2. In total, that is 2,125 seats available at no charge to LCPS students during the academic school year who
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Similar to Virtual Loudoun, Virtual Virginia has more than one program option. Originally intended to be a supplement to schools' existing program, Virtual Virginia has 12,000 spaces available statewide for free enrollments. The 12,000 free enrollment slots are allocated on a first come, first served basis, and there is no guarantee that LCPS will be given slots. During the 2020-2021 school year, Virtual Virginia provided an "expanded enrollment program" to meet the needs of students related to COVID-19. This year, once Virtual Virginia has filled the 12,000 slots, school divisions may enroll students in their expanded enrollment program for a fee based on the division’s local composite index. The fee is per course each student is enrolled in. School divisions are also responsible for providing students with the necessary textbooks and resources which are often different from LCPS textbooks and resources for the same course. In terms of actual course offerings, the new branch of the Virtual Loudoun program and Virtual Virginia have similar course offerings to meet students’ needs. Currently, VDOE intends to continue to offer the expanded enrollment program in FY22. LCPS will certainly utilize Virtual VA when it is an appropriate solution for a student. However, there is no guarantee our students would be able to take the classes they need. Additionally, there are specific requirements of Virtual Virginia and we do not have the current staff, space, funding, or materials to offer this for all students who could potentially need to take Virtual Virginia. LCPS often must purchase additional textbooks, lab materials and software for students who enroll in Virtual VA courses so that students have the necessary materials. This is on top of the resources already provided to LCPS students for courses taught by LCPS teachers.

The proposal for Virtual Loudoun expansion is to provide a second “branch” of the program to provide continued distance learning opportunities for middle and high school students in FY22 and beyond, both as a plan for addressing the effects of the pandemic on secondary students and to provide flexibility and options beyond FY22. The additional positions will be used centrally to support all middle and high schools in providing distance learning as needed. The additional program being proposed will be distinct and separate from the current asynchronous virtual learning provided through Virtual Loudoun and would allow us to provide distance learning to up to 10% of our secondary population.
How do the proposals of State support for teacher pay raises impact the proposed budget request? Does this impact the level of raise LCPS needs to provide to receive the State’s match?

The pay raises in the FY22 School Board Adopted Budget meets the teacher pay raise funding criteria identified in the State budget proposals. The State funding partially supports the pay increases with local funding supporting the rest and providing the required match.

Since mid-March 2020, enrollment in LCPS has dropped for the first time in many years. A number of existing students have been withdrawn from LCPS. How many of them do you think will return, and how quickly? Over the next year, what do you think your enrollment trends will be? Do you think you will return to your typical annual growth rate? Please explain the reasoning and evidence you used to make the above projections.

The FY 2022 enrollment projections (September 30, 2021) were developed in fall 2020, in conjunction with the FY 2022 CIP and anticipate students will return to LCPS for in-school instruction for the 2021-2022 school year. LCPS’ decline in enrollment this year was primarily at the elementary level with half of the reduction occurring in K-3. Kindergartners represented ⅓ of the total decline and this mirrors a statewide trend seen where parents held their students back from beginning school. Virginia does not require kindergarten to start school, so there is the expectation that there will be a larger group of kindergarten and/or 1st grade students in the fall. Anecdotally, Principals have heard from their communities that once school resumed in-person instruction that students would return as well.

Further enrollment projection detail reviewed at the January 12, 2021 School Board budget work session is provided as Appendix 1 to these questions.

In adopting the FY 2022 operating budget on February 2, 2021, the School Board approved a two percent reduction (overall 1,752 less projected students) from the FY 2022 CIP projected enrollment that was included in the Superintendent’s Proposed FY22 Budget.
The maker of the motion has provided the following information regarding the methodology behind the 2% enrollment reduction.

In adopting the FY22 operating budget on February 2, 2021, the School Board approved a 2% reduction (overall 1,752 less projected students) from the FY22 CIP projected enrollment. This resulted in a revised projected enrollment of 85,867, removing 65.8 positions, and saving $6,384,758.

Methodology:

Projected FY21 enrollment: 85,755 students

Actual FY21 enrollment: 81,504 students - 4,251 less than projected

Superintendent's proposed FY22 enrollment: 87,619

School Board approved FY22 enrollment: 85,867 (2% reduction from Superintendent's Proposed Budget)

There are two enrollment growth vectors in FY22:

(1) Some percentage of the 4,251 "lost" students will return to LCPS. These students break out into three cohorts of roughly equal size - Kindergarten, Grades 1-5 plus PreK, and Secondary.

(2) Some percentage of the "organic growth" based on population increase of 1,864 students (FY22 CIP projected of 87,619 minus FY21 CIP projected of 85,755) will enroll in LCPS.

The School Board estimated that for FY22, 70-80% of each of those growth vectors will occur - 80% for the kindergarten cohort returning and for the organic growth vector, and 70% for the other two lost cohorts returning. This methodology results in effectively flat enrollment compared to FY21 projected. That equates to a 2% decrease from the 87,619 enrollment number, which is the decrease the School Board approved.

Additionally, the School Board considered the enrollment projections from the nine nearby school districts that had published their FY22 enrollment projections as of February 2nd. After the 2% cut, our projected enrollment was in line with what our closest comparators, Fairfax and Prince William Counties, were estimating for FY22 enrollment.
How much CARES Act funding did LCPS receive? How much has been spent? Please provide a breakdown by department, along with a summary of what the funds were spent on. How much has not yet been allocated? How much funding did LCPS receive for Broadband? How was this funding spent? Is there any revenue not yet allocated?

There have been no funds allocated by the local, state or federal government specifically for broadband. Broadband was simply just one of the many possible approved expenditure types. LCPS did utilize CARES Act funding to procure roughly 4400 wireless hotspots for families to bridge the connectivity gap students have between school and their homes. The cost of that program for 12 months of service is roughly $1M.

LCPS has received and appropriated a total of $32.8m in relief funding broken down as follows:

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>AMOUNT</th>
<th>EXPENDITURE DEADLINE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>County CARES</td>
<td>$12.0m</td>
<td>12/31/21</td>
<td>Fully spent; staff are working on providing all the necessary paperwork to County staff to fulfill the reporting requirements</td>
</tr>
<tr>
<td>VDOE CRF</td>
<td>$14.9m</td>
<td>12/31/21</td>
<td>Some funds likely to be spent in FY21; Balance to support unbudgeted pandemic-related expenditures in FY22</td>
</tr>
<tr>
<td>GEER/ESSER</td>
<td>$1.0m</td>
<td>9/30/22</td>
<td>Will support unbudgeted pandemic-related expenditures in FY22/FY23</td>
</tr>
<tr>
<td>ESSER II</td>
<td>$4.9m</td>
<td>9/30/23</td>
<td>Will support unbudgeted pandemic-related expenditures in FY22/FY23</td>
</tr>
</tbody>
</table>
What FY2021 funding for has not been spent yet, due to the absence of in-person education? Please provide an accounting by department.

LCPS suspended in-person instruction when the pandemic began in March 2020. LCPS had $15.5m of savings and unspent funds that fiscal year (FY20) that were returned to the County. In FY21, we are halfway through the fiscal year and expect a similar return to the County.

In February and March, LCPS will provide hybrid instruction to all students. As this is rolled out, additional needs may be identified to support instruction. Any savings that may occur during the year will be redirected to cover these unbudgeted and unanticipated costs.

For each year from FY18 – FY21, please provide the year-over-year local revenue transfer from Loudoun County to LCPS, the percentage of the increase year-over-year, and the percentage of student population growth for each year.

The table on the following page shows the County transfer, percentage increase, and actual enrollment increase per year. The FY21 Adopted is the amount the Board of Supervisors appropriated to LCPS. The FY21 Revised includes $30m of the Reserve that has been appropriated to LCPS so far this year.

The -3.2% actual enrollment decrease experienced this year is related to the pandemic and staff believes it is a temporary drop.
I am aware that LCPS has been delivering meals. But surely there have still been significant savings on gas and transportation due to not transporting students 5 days a week. How much of the FY 2021 transportation fund has not been spent yet? How much of the FY 2021 gas fund has not been spent yet? What are the per gallon fuel costs budgeted vs. actual for gasoline and diesel in FY19, FY20, FY21. Was there a surplus in the gas fund in any of these years? If so, how much for each year? What expenditures did the surplus fund? What are the budgeted/projected fuel costs for gasoline and diesel for FY22?

LCPS suspended in-person instruction when the pandemic began in March 2020. LCPS had $15.5m of savings and unspent funds that fiscal year (FY20) that were returned to the County. In FY21, we are halfway through the fiscal year and expect a similar return to the County.

Over the last year, we have seen cost savings in overtime pay, fuel savings due to reduced mileage, and a slight reduction in maintenance costs due to reduced operations. Maintenance costs were only slightly reduced since many preventative maintenance requirements are driven by duration of time vs actual mileage.

Additionally, as we have returned to hybrid in the Fall and again in the Spring requiring utilizing all of our buses, maintenance requirements have increased due to buses being idle for an extended period of time.
While our overall operations have been reduced over the last year, we have continued to pay all of our staff their base salary regardless of their function. Additionally, we have supported LCPS operations in other areas by utilizing buses to deliver school meals, delivering library books, serving as Health Mitigation Monitors in all of our schools and other facilities, supporting the LCPS Vaccine Distribution Center at Brambleton Middle School, supporting the LCPS Call Center in addition to transporting students for hybrid learning.

### Fuel Costs per Gallon

<table>
<thead>
<tr>
<th></th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021 YTD</th>
<th>FY 2022</th>
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<tbody>
<tr>
<td>Gas</td>
<td>$2.69</td>
<td>$2.53</td>
<td>$2.18</td>
<td>$2.28</td>
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<tr>
<td>Diesel</td>
<td>$2.85</td>
<td>$2.69</td>
<td>$2.56</td>
<td>$2.57</td>
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<tr>
<td><strong>Budget $/gal</strong></td>
<td>$2.69</td>
<td>$2.53</td>
<td>$2.18</td>
<td>$2.28</td>
</tr>
<tr>
<td>Actual $/gal</td>
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<td>$2.04</td>
<td>$1.30</td>
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<tr>
<td><strong>TBD</strong></td>
<td>$2.32</td>
<td>TBD</td>
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<tr>
<td><strong>Variance $/gal</strong></td>
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<td>$0.49</td>
<td>$0.88</td>
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<td><strong>TBD</strong></td>
<td>$0.42</td>
<td><strong>TBD</strong></td>
<td><strong>TBD</strong></td>
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### Fuel Budget Summary

<table>
<thead>
<tr>
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<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
<td>$4.35M</td>
<td>$4.27M</td>
<td>$4.12M</td>
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<td><strong>Actual</strong></td>
<td>$3.70M</td>
<td>$2.53M</td>
<td>$0.64M YTD</td>
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<td><strong>Variance</strong></td>
<td>$0.65M</td>
<td>$1.74M</td>
<td>$3.48M YTD</td>
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The School Board Adopted Budget includes 509.7 new FTEs. Please provide a breakdown on how these FTEs are allocated within LCPS.

The following pages list the new positions in the FY22 School Board Adopted Budget.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Supervisor/ Aide</th>
<th>Staff Assignment</th>
<th>Date of Request</th>
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<tbody>
<tr>
<td>61</td>
<td>Kershner</td>
<td>Willoughby</td>
<td>2/23/21</td>
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## FY22 Position Change List -- Department/Division Sort (Operating Fund only)

<table>
<thead>
<tr>
<th>Departments</th>
<th>Super Divisions</th>
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<tbody>
<tr>
<td>DOI-Instruction</td>
<td>SUPT-Superintendent</td>
</tr>
<tr>
<td>PS-Pupil Services</td>
<td>SI-Self Insurance</td>
</tr>
<tr>
<td>DDI-Digital Innovation</td>
<td>GR-Grants</td>
</tr>
<tr>
<td>BFS-Business &amp; Financial Services</td>
<td>SN-School Nutrition</td>
</tr>
<tr>
<td>HRTD-Human Resources &amp; Talent Dev.</td>
<td>CHT-Charter Schools</td>
</tr>
<tr>
<td>NON-Non-Departmental</td>
<td>SPSV-Support Services</td>
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<tr>
<td></td>
<td>T&amp;L-Teaching &amp; Learning</td>
</tr>
<tr>
<td></td>
<td>IP-Instructional Programs</td>
</tr>
<tr>
<td></td>
<td>SA-School Administration</td>
</tr>
<tr>
<td></td>
<td>ELEM-Elementary Education</td>
</tr>
<tr>
<td></td>
<td>HS-High School</td>
</tr>
<tr>
<td></td>
<td>FS-Financial Services</td>
</tr>
<tr>
<td></td>
<td>STSV-Student Services</td>
</tr>
<tr>
<td></td>
<td>EBR-Employee Benefits and Retirement</td>
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</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Division</th>
<th>Position Title</th>
<th>FTE</th>
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</thead>
<tbody>
<tr>
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<td>Budget and Financial Analytics</td>
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<tr>
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<tr>
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FY22 Position Change List -- Department/Division Sort (Operating Fund only)
<table>
<thead>
<tr>
<th>Department</th>
<th>Division</th>
<th>Position Title</th>
<th>FTE</th>
</tr>
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## FY22 Position Change List -- Department/Division Sort
(Operating Fund only)

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<td>DOI-Instruction</td>
<td>SUPT-Superintendent</td>
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<td>PS-Pupil Services</td>
<td>SI-Self Insurance</td>
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<td>DDI-Digital Innovation</td>
<td>GR-Grants</td>
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<td>ELE-Elementary Education</td>
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<td>SA-School Administration</td>
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<td>HS-High School</td>
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<td>FS-Financial Services</td>
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<td>STV-Student Services</td>
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<th>Position Title</th>
<th>FTE</th>
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<td>Coordinator, Internal/External Communications</td>
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<tr>
<td>SUPT-Superintendent</td>
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FY22 Position Changes: 509.70
In the FY22 adopted budget, are there additional resources allocated to summer school given the pandemic and expected need for additional instruction for students? Will summer school in FY22 be different in years past given COVID? If so, how will it be different? If not, why not? Has special attention to equity for disproportionately impacted students been considered or factored in to your projections?

Summer school opportunities will be available at elementary, middle and high school levels as well as for students receiving special education and English learner services. For elementary school, the program will run for five weeks instead of the traditional three week program. The elementary program will continue to focus on engaging students in language arts and math instruction. Class size will be adjusted to accommodate all students each day while observing all health mitigation and safety guidelines. Elementary Summer School will be held at six Title I sites and six regional sites. Students attending regional sites will be provided transportation from their home/feeder school. At the middle school level, each middle school will host a 5-week virtual or concurrent summer school program to meet the needs of identified students who need reinforcement in math and English/language arts. This program is not a credit recovery program where students’ grades change upon successful completion of the summer program. The focus is on key concepts and preparation for the next level of learning. At the high school level, traditional high school summer credit recovery includes four core subject areas (English, math, science, social studies) and Economics/Personal Finance. This summer will include World Languages, CTE, and other courses required for graduation. The focus is on credit recovery and flexibility for students.

The middle and high school programs will be a combination of in-person, virtual and concurrent instruction to meet the needs of students. All English Learner (EL) programs will be five weeks this summer. EL summer programming will be in-person with limited virtual options to support students who require it. The EL program will include expanded availability for EL students of higher proficiency levels than in a typical summer. Specialized summer programming is also available for students with disabilities as determined by their Individualized Education Program (IEP). Specialized programming will be available five days per week for five weeks using in-person and virtual learning models that best meet the individualized needs of the student. In addition to the summer programming provided within the general education environment and Extended School Year (ESY) services, COVID Recovery services will be provided in accordance with guidance provided by the Virginia Department of Education.
include a focus on academic and skill development, social emotional learning, and related services. Specialize program locations will overlap with the locations providing general education summer programming.

63  Randall  Ellis  3/1/21

I recall seeing specific mention of class proctors in the hybrid environment. Can you provide a specific definition of class proctors? How are these positions different than class teaching assistants? What impact will the need for proctors have on your budget if the students return to school full time? Can those costs be eliminated?

Proctors are LCPS substitute teachers or student teachers that have been cleared through the LCPS hiring process (reference check, fingerprints, TB test, CPS). The requirement to substitute is a person 18 years old and has a high school diploma. Student teachers are in a VDOE approved education program.

The duties of the proctor include:

- Being present in a secondary classroom Tuesday – Friday with the same group of students.
- Monitoring students in the classroom while the teacher is delivering content online through distance learning.
- Supporting students with engagement, technology, and classroom needs.
- Rate of pay is $22.00 per hour (equivalent to the long-term substitute pay)

LCPS has a variety of teacher assistants who are LCPS employees who collaborate with classroom teachers on instructional delivery. Some have other unique roles such as behavioral assistant, Kindergarten teacher assistant, etc.

LCPS may still have a need for some number of proctors in FY22, as we may still have teachers who will work from home. This number is likely to be significantly lower than in FY21.
Loudoun County Public Schools
FY22 Board of Supervisor Questions
March 11, 2021

<table>
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<th>Item Number</th>
<th>Supervisor/Staff</th>
<th>Date of Request</th>
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</thead>
<tbody>
<tr>
<td>64</td>
<td>Briskman</td>
<td>3/4/21</td>
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Last year, we discussed the inequity of athletic fees and LCPS cut the athletic fees in half for FY21 with a commitment to cut the other half in the next budget. Can we get confirmation that this has been accomplished? I’m happy to ask this from the dais tonight if that would be more appropriate.

During last year’s budget adoption, the athletic fees were reduced in half from $150 per sport to $75 per sport and there is no further reduction at this time.

<table>
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<th>Supervisor/Staff</th>
<th>Date of Request</th>
</tr>
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<tbody>
<tr>
<td>65</td>
<td>Letourneau</td>
<td>3/5/21</td>
</tr>
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</table>

February 26th answer packet, question 6: This answer states that the average increase from FY21 to the FY22 Market Adjusted Scale is 5.4%. It also states that the value of a step increase on the FY22 School Board Adopted scale is 1.9%. How can the average only be 5.4% when there are certain steps that will be receiving 4% in addition to the 1.9% step increase?

LCPS has 4 salary scales: Licensed, Administrative, Classified, and Auxiliary. Some of the questions have been specific regarding the teachers only, which are paid according to the Licensed Salary Scale. Question 6 was specific to teachers and the average pay increase that they would receive is 5.7%. The previous response of 5.4% did not take into account the School Board action to provide 0.5% additional market increases for steps 11-25. Further, the 1.9% step increase is an average for the Licensed Salary Scale.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Supervisor/Staff</th>
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<tbody>
<tr>
<td>66</td>
<td>Letourneau</td>
<td>3/5/21</td>
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</table>

March 3rd answer packet, questions 47: This answer states that the average step increase for FY22 is 2.4%. Which is correct? Is the average step increase 1.9% or 2.4%?

LCPS has 4 salary scales: Licensed, Administrative, Classified, and Auxiliary. Some of the questions have been specific regarding the teachers only, which are paid according to the Licensed Salary Scale, while other questions have encompassed all employees. The response to question 47 was related to employees across the entire division. The average step increase across all four salary scales is 2.4%. The average step increase for employees on the Licensed Salary Scale is 1.9%.
March 3rd answer packet, questions 47 & 48: This answer states that the average step increase for FY22 is 2.4%. If the average step increase is actually 2.4%, when added to the 3.5% and 4% market adjustments, wouldn’t we be looking at pay increases of 5.9%-6.4% depending on the step of the employee?

The 2.4% step increase is an average, so there are some step increases that are less. Therefore, the minimum pay increase is not 5.9% (2.4% step + 3.5% market adjustment).
Do you plan on increasing distance learning or virtual learning past the next school year?

LCPS intends on maintaining the virtual learning opportunities for students beyond FY22. Virtual learning is an important alternative learning option for many students. COVID-19 has shown that, while distance learning is not for everyone, some students thrive in the distance learning environment. While we do not have plans to expand significantly beyond FY22, we do not anticipate that it is just a one-year option.

If Virtual/Distance only for one year, why could we not use one time money for that?

See answer to question 39. We do not anticipate nor are we planning for virtual learning to be a one-year solution.

Have all educators and staff received their COVID vaccine?

The COVID-19 vaccination is not an employment requirement for LCPS employees. However, LCPS has partnered with the Loudoun County Health Department to provide the COVID-19 vaccination to any LCPS employee who desires to receive the vaccination. As of March 15, 2021, the LCPS POD has administered a total of 21,865 vaccinations to LCPS employees. This total number of vaccinations includes 10,554 second dose administrations. This represents a significant portion of employees.
When will you have a written plan to return students to school five days a week?

The Superintendent has clearly stated that schools will operate on a five day per week in-person schedule for the majority of students beginning in August, 2021. Plans regarding on-going mitigation methods will be developed based on emerging guidance before the start of the school year.

Do you believe that your enrollment projections are still on target?

Yes.

If the Board wished to fund the salary increases on average to 2% raises, what would the savings be in the overall funding request from LCPS?

The average step increase across all four salary scales is 2.4%. Therefore, the market adjustment for full time employees of $35.6m would be removed as well as $700k for part-time employees and stipends, for a total savings of $36.3m. If this were to occur, state funding for compensation would be reduced as LCPS would not meet the 5% pay increase requirement to be eligible for full funding.
I would like to see a chart showing the percentage raise options for LCPS employees and the impact to local tax funding. This chart should show the impact of an average raise at 1%, 2%, 3%, 4% and 5% and the corresponding impacts to both state funding and local funding.

There are two distinct concepts related to compensation funding from the state: the funding component and the actual costs. There is not a one-for-one relationship between the two, therefore, it is extremely difficult and complex to present one table outlining the information requested.

The state provides funding for pay increases based on the prevailing state salary for the minimum number of mandated SOQ positions. However, LCPS, like most other school divisions, provides staffing above the minimum SOQ requirements to provide smaller class sizes, richer student experiences, and better student support. Because of this, the state’s compensation funding only partially covers their share of a pay increase. Despite this, school divisions are mandated to provide pay increases for all their employees.

The tables below show an example of a 5% pay increase. The first table shows the maximum funding LCPS will receive from the State and the required local match. The second table shows the actual costs for LCPS to provide the pay increase to all employees. Because of the difference between the funding amount and actual amounts, LCPS exceeds the required local match.

<table>
<thead>
<tr>
<th>5% Pay Increase Scenario</th>
<th>State Funding</th>
<th>Required Local Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding for Instructional and Support SOQ minimum staffing</td>
<td>13,564,960</td>
<td>16,353,345</td>
<td>29,918,305</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5% Pay Increase Scenario</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual costs for all employees in LCPS</td>
<td>48,368,516</td>
</tr>
</tbody>
</table>

Loudoun County must fund at least a 3.1% pay increase before negatively impacting the state funding.
What is the number of students that will enroll in virtual Loudoun? How many teachers are currently in the virtual Loudoun program?

Current Virtual Loudoun teachers are a contracted 1.0 FTE with their brick and mortar school and work on a stipend for Virtual Loudoun's Asynchronous Supplemental Program. Most teachers only instruct one Virtual Loudoun class, with a handful that instruct 2-3 sections with a smaller number of students. Currently, there are approximately 35 teachers supporting 750-850 students in Terms 1 (fall) and 2 (spring), with 75-80 teachers in Term 3 (summer).

35 FTEs supporting Virtual Loudoun’s Distance Learning Program would allow LCPS to offer the basic core courses for secondary students as well as the courses needed for graduation. Select elective courses would be offered with the potential use of Virtual Loudoun’s Asynchronous branch to offer World Languages and Cultures. This program would allow approximately 5,000 LCPS students in grades 6-12 to complete their coursework in a distance learning environment. The new branch of Virtual Loudoun would be a way to support students with medical considerations requiring them to remain in a distance learning environment.

Are athletic fees on track to be further reduced or eliminated in the upcoming budget? If not, how much would it cost to eliminate all athletic fees?

The Athletic Fees are a revenue source for LCPS and as mentioned in question 64, the athletic fees were reduced in half from $150 per sport to $75 per sport and there is no further reduction at this time. LCPS provides waivers for fees and charges for students who participate in the free and reduced meal program. The athletic fee revenue budgeted in FY22 is $810,000. If the School Board should remove athletic fees entirely, either the revenues must be increased or expenditures decreased to maintain a balanced budget.
Please clarify what pay increase educators would be getting under the proposed budget? Is it roughly five and half percent or would it be even more with state funds, up to around eight percent? What state funds are contingent on local funds?

LCPS has 4 salary scales: Licensed, Administrative, Classified, and Auxiliary. Step increases and adjustments vary by scale. Employees on the Licensed Salary scale will receive a 5.7% pay increase in FY22.

LCPS expects to receive $13,564,960 in state funds to support pay increases for SOQ instructional and support positions. Please see question 74 for further information about state funding.

Can the American Recovery Plan Act funds be used to support Virtual Learning as a pandemic-related expense?

No based on our current guidance related to COVID relief funds. Official American Recovery Act guidance, along with the exact amount LCPS may receive, has not been released yet.

LCPS expects to receive funding through the Virginia Department of Education, has reporting responsibility to this agency, and works closely with them in ensuring relief funds are spent properly. Supplanting is currently not allowed with relief funds. The School Board adopted their FY22 Budget on February 2, 2021, which included expenditures to support the Virtual Loudoun expansion. Any subsequent appropriation action by the County could require the School Board to revise their adopted FY22 Budget. Since the budget adoption occurred before the American Recovery Act was passed on March 11, we believe this would be supplanting. Without clear guidance at this time, it is prudent to be more cautious when determining funding.
The Virtual Loudoun expansion is to provide continued distance learning opportunities for middle and high school students in FY22 and beyond, to meet VDOE requirements, to serve as a plan for addressing the effects of the pandemic on secondary students, and to provide flexibility and options for students beyond FY22. 35 FTEs supporting Virtual Loudoun’s Distance Learning Program would allow LCPS to offer the basic core courses for secondary students as well as the courses needed for graduation. Select elective courses would be offered with the potential use of Virtual Loudoun’s Asynchronous branch to offer World Languages and Cultures. This program would allow approximately 5,000 LCPS students in grades 6-12 to complete their coursework in a distance learning environment. The new branch of Virtual Loudoun would be a way to support students with medical considerations requiring them to remain in a distance learning environment.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Supervisor/ Aide</th>
<th>Staff Assignment</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>78 cont.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
As you know, we are receiving statements from LCPS employees regarding a potential motion that would reduce the overall transfer to the schools in an amount that approximates a 4% overall salary increase versus the 5.4% overall salary increase that is proposed by LCPS. Several of the comments from LCPS employees state that their pay increase for the current fiscal year was eliminated due to the $60 million reserve implemented by the Board. The County released $30 million of this reserve for LCPS in the December 2020 timeframe. Our understanding is that LCPS utilized the $30 million reserve release to provide their planned pay increases for this fiscal year, including a retroactive payment. Did LCPS implement their planned pay increases for FY 2021? If so, when did this occur? Could LCPS provide a timeline that shows when LCPS paid out pay increases and if the increases were retroactively paid?

FY21 step increases were provided in the employee's January 29, 2021 paycheck. The pay increase was retroactive to July 1, 2020. The average employee pay increase was 2.4%.
Please provide FY22 Cost per pupil based on the Board’s final straw poll actions.

The FY22 cost per pupil is $16,831.

Please provide the Percentage increase in total FY22 LCPS budget and local transfer based on the Board’s final straw poll actions.

After taking into account the $60m reserve appropriation, the increase to the total FY22 LCPS budget is 7.9% and the increase to the local transfer is 7.2%.

Provide the average salary at Loudoun County Public Schools.

The current average salary of all Loudoun County Public Schools employees is $63,431.
School Bus Replacement and Acquisition (11-22): What is driving the need for over $87 million in new school buses for the current 6 year period and future years? What is the anticipated cost per bus and replacement schedule? How many total buses are currently in the LCPS fleet?

There are currently 823 buses in the LCPS fleet. The projected costs for future bus purchases in the CIP are in line with the School Board's Vision 2020 Strategic Plan. Fleet Management was one of the Strategic Actions within the Strategic Plan and was shared with the Joint Committee in previous years. The Fleet Management Strategic Action of right sizing the bus fleet was achieved by reducing the route to bus ratio to below 1:1.18. The plan also includes purchasing 60 buses per year to manage growth as well as the aging and mechanically disabled vehicle replacements. The FY 22 CIP reflects an acknowledgment that fewer buses are needed for the coming year and the Transportation Division is currently studying the need for future years. Results and recommendations for changes in the Fleet Management plan will be provided in the development of the FY2023 CIP.

Valley Service Center (11-25): Is this supposed to be the primary bus maintenance facility for LCPS. If so, why in that location and what about the recently completed Consolidated Shop project in Leesburg? If it isn’t, why would we decentralize bus maintenance and would smaller maintenance projects really justify having this size facility?

The Valley Service Center is not planned as the primary School Bus maintenance facility. It is intended to provide a western Loudoun location to serve two major purposes. The first is to provide the much needed relief to the Central Vehicle Maintenance (CVM) Facility located on Sycolin Road in Leesburg. As the school system and bus fleet continues to grow, required scheduled maintenance for the buses as well as the LCPS light fleet exceed the capacity of the CVM. Secondly, the western location provides efficiency and costs savings from mileage and driver hourly salary for “dead head” (empty) miles driven to Leesburg for required maintenance. The existing facility located at the Valley Service Center is at the end of its life from a maintenance
2-CIP cont.

perspective and is extremely limited in terms of maintenance activity accommodations. Specifically, the facility was designed as an agricultural equipment sales and service facility with medium heights in the service bays. This ceiling height precludes the use of lifts for maintenance activities which requires technicians to perform work laying on the floor under the vehicle.
FY22 Budget Enrollment Update

January 14, 2021
School Board Budget Worksession
Projection Methodology

LCPS uses Cohort-Survival Ratio methodology, also known as a Grade Progression Ratio method, to project student enrollment that:

- Utilizes techniques standard in the field of school demography;
- Involves universal data sources (e.g., historic enrollments, birth counts, housing pipeline) and tools (i.e., Geographic Information System, also known as GIS, analysis); and
- Includes critical contributing elements (e.g., student generation factors, regional/cluster patterns, residential development, birth rate eligibility).
FY22 CIP Projected Enrollment

87,619  FY22 CIP Projected Enrollment
81,504  FY21 Actual Enrollment
6,115   Number of Returning and New Students

What data do we have to support the projected increase of 6,115 students?

➢ Kindergarten Data ➢ Residential Development Stats
➢ Housing Sales Data ➢ Personalized Student Device Counts

*High-Confidence that the present declines in student enrollment are temporary and attributed to the COVID pandemic.*
FY22 Enrollment Projection Drivers

Kindergarten Students

Of this year’s variance from the projection, 1,231 (29.0%) fewer kindergarten students enrolled this year.

Since kindergarten enrollment is not mandatory in Virginia, the FY22 projection assumes that the majority of these students will return to LCPS as 1st grade students.

A drop in kindergarten students has been seen nationwide and school districts are expecting a large bubble next year. A recent AP article attributes 30% of total enrollment reduction across 33 states to the drop in kindergarten students.¹

¹ Yahoo News!, December 22, 2020, “US public school enrollment dips as virus disrupts education.”
## FY22 Enrollment Projection Drivers

### Housing Sales Data
**Loudoun County - Home Sales (New and Resale)**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Units Sold</strong></td>
<td>6816</td>
<td>6938</td>
<td>7763</td>
</tr>
<tr>
<td><strong>Units Sold - % Attached Units (TH/Duplex/Condo)</strong></td>
<td>52%</td>
<td>54%</td>
<td>52%</td>
</tr>
<tr>
<td><strong>Units Sold - % Detached Units</strong></td>
<td>48%</td>
<td>46%</td>
<td>48%</td>
</tr>
<tr>
<td><strong>Average Days on Market</strong></td>
<td>66</td>
<td>25</td>
<td>19</td>
</tr>
<tr>
<td><strong>Average Sold Price to Original List Price Ratio</strong></td>
<td>98.6%</td>
<td>98.9%</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Average Sold Price</strong></td>
<td>$523,497</td>
<td>$543,985</td>
<td>$599,070</td>
</tr>
<tr>
<td><strong>Median Sold Price</strong></td>
<td>$480,750</td>
<td>$500,000</td>
<td>$545,000</td>
</tr>
</tbody>
</table>

Source: Bright MLS
FY22 Enrollment Projection Drivers

Residential Development Stats

- As of September 2020, Loudoun had over 25,000 new homes approved for building, with nearly 40% being single family homes.
- Building permit activity did slow in 2020, but in the latter half of the year single family home permitting returned to 2019 levels.
- The Planning Team in Support Services spoke with various builders who reported that COVID has not negatively impacted overall sales or the influx of new residents.
FY22 Enrollment Projection Drivers

Housing Sales Data

[Graph showing total housing units sold in Loudoun County, Virginia from January to December, comparing 2020 and 2019.]
FY22 Enrollment Projection Drivers

Housing Sales Data - Shifting to the Suburbs

- The Washington Post\(^1\) reports a shift from the metropolitan areas to the suburbs. “Realtor.com’s quarterly Cross Market Demand report found that 51% of the property searches from city residents in the nation’s 100 largest metro areas were for homes in the suburbs which was a record high.”

- This will certainly include the rise of the millennials in the housing market.

- In conjunction with more telework options, it is anticipated that millennials will emerge more from the entry-level market to ‘move up’ buyers as they have children and need more space.

\(^1\) The Washington Post, October 16, 2020, “Choosing the suburbs over city life during the pandemic.”
FY22 Enrollment Projection Drivers

Personalized Student Device Counts

DDI closely manages the inventory of our personalized student devices.

They report 1,043 devices have been retained by students based on communication from the family that the student will return to LCPS once 100% in-school instruction resumes.
FY22 Budget Enrollment Update

January 14, 2021
School Board Budget Worksession
On November 29, 2016, the Loudoun County School Board approved the Capital Improvement Program (CIP) designating appropriations for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School.

On November 28, 2017, the Loudoun County School Board approved the use of the Construction Management at Risk delivery method for the Douglass High School renewal.

On June 25, 2019, the Loudoun County School Board approved the contract award for Beyer, Blinder, Belle as the Architect of Record for the Douglass High School renewal.

Prior appropriations were approved for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School. The North Star School is currently under construction and will expand and relocate educational programs currently offered at the Douglass High School in Leesburg. The new facility will also house the Adult Education program, and the General Educational Development (GED) test preparation program. Once The North Star School opens in the fall of 2021, the current occupants of the Douglass High School will move to the new facility, allowing for the complete renewal of the Douglass High School building. The Douglass High School building will provide space for historical artifact displays by community stakeholders, Loudoun County Parks Recreation and Community Services (PRCS), LCPS English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

On September 15, 2020, the Finance and Facilities Committee reviewed Item 4.02 Support Services: Douglass High School Renovation Update (Attachment 1) and requested additional information including details on the Loudoun County Parks, Recreation and Community Services (PRCS) programs, input received from the community regarding instructional programs and additional information regarding requests for community stakeholder office space.

The 'Douglass High School Renovation – Daily Operations Narrative' presented on September 15, 2020, outlines the daily uses and activities within the building upon completion.

As also presented on September 15, 2020, LCPS staff has held public informational presentations and gathered feedback from several community stakeholders including the Loudoun Douglass High School Alumni Association (LDAA), the Loudoun Chapter of the National Association for the Advancement of Colored People (NAACP), the Edwin Washington Project, the Martin Luther King, Jr. March Event organizers and Loudoun County PRCS. It should be noted that artifact display opportunities and furnishings will be incorporated into the design of the historical space to allow stakeholders the opportunity to share historical resources with the community. Key requests regarding space are included in Attachment 1.

At its meetings from October through December 2020, the Finance and Facilities Committee reviewed a series of items relative to the Douglass High School Renovation and Policy 6310 Facility Use.

**Facility Use Policy and Regulation 6310**

School Board Policy and Regulation 6310 provides governance of the limited use of Loudoun County Public Schools’ facilities and grounds by non-LCPS organizations, when not being used for instructional purposes, extra-curricular activities, non-curricular student club and/or athletic events. Due to the Policy and Regulation’s specificity, for “limited use” as well as the prioritization of use and fee rate structure outlined within Regulation, a review of Policy 6310 was conducted by the Finance and Facilities Committee and raised to the School Board.

Policy 6310 was discussed at the September 15, October 6, October 20, and December 8, 2020, Finance and Facilities Committee meetings. After discussion regarding the need for the School Board to approve the policy changes before any determinations can be made about space, Mr. Morse moved that the Finance and Facilities Committee approve and recommend that the Loudoun County School Board adopt revisions to Policy 6310 as presented. The motion was approved 3-0. Mr. Morse also moved to lay on the table the discussion and use of unneeded office spaces. The motion was approved 3-0. Staff was directed to bring this back to the Finance and Facilities Committee after the School Board finalized Policy 6310.

At its convened meeting on January 14, 2021, the School Board adopted revisions to Policy 6310 (Attachment 2). The newly revised policy includes provisions for space utilization for LCPS-related Historical Organizations at the former Douglass High School if office space is deemed unneeded by LCPS.

**Additional Information Regarding Requests for Office Space**

In the ‘Douglass High School Renovation – Daily Operations Narrative’ presented on September 15, 2020, the table below summarized the existing spaces available in the current program and design. Please note, the table excludes the Stage and large Multi-Purpose space in front of the stage as this space is planned and available for use by the community in evening/weekend operations.

<table>
<thead>
<tr>
<th>Program/Design</th>
<th>Program/Design Area (in Square Feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(9/15/20)</td>
<td></td>
</tr>
<tr>
<td>Child Play Area</td>
<td>345 SF</td>
</tr>
</tbody>
</table>
Since September, the design development for the project has continued and additional feedback has been incorporated into the design. This includes feedback received through the public process as well as a continued review of the historic rehabilitation opportunities. The 1941, original portion of the building has been further considered and the floor plan arrangement developed within the project seeks to maintain the original classroom locations as well as original elements, where possible.

Working with Beyer Blinder Belle, the project Architects of Record, Attachment 3 has been developed to describe the rehabilitation efforts for the 1941 original building interiors. The floor plan reflects the original four (4) classroom layout whereby three (3) classrooms are proposed as Meeting Rooms 1 – 3 and the fourth classroom is proposed as the Family Break Room and Wellness Room.

<table>
<thead>
<tr>
<th>Revised Program/Design Area (in Square Feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised Program/Design</td>
</tr>
<tr>
<td>2/2/21</td>
</tr>
<tr>
<td>Child Play Area</td>
</tr>
<tr>
<td>345 SF</td>
</tr>
<tr>
<td>Wellness Room</td>
</tr>
<tr>
<td>127 SF</td>
</tr>
<tr>
<td>Family Break Room</td>
</tr>
<tr>
<td>535 SF</td>
</tr>
<tr>
<td>Meeting Room 1</td>
</tr>
<tr>
<td>596 SF</td>
</tr>
<tr>
<td>Meeting Room 2</td>
</tr>
<tr>
<td>596 SF</td>
</tr>
<tr>
<td>Meeting Room 3</td>
</tr>
<tr>
<td>596 SF</td>
</tr>
<tr>
<td>Flex Space</td>
</tr>
<tr>
<td>288 SF</td>
</tr>
</tbody>
</table>
Meeting Room 1 is programmatically required to support LCPS programs in typical weekday daytime operations. The Flex Space and Meetings Rooms 2 and 3 would be available for public use in typical weekday daytime operations as well as during evening and weekend operations, when not in use by LCPS. All of the community stakeholder groups have requested meeting space to support their membership, programs and community engagement events.

At the February 2, 2021, Finance and Operations Committee Meeting, the Finance and Operations Committee approved and recommended that the Loudoun County School Board recommend the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration. The motion passed 3-0.

The committee members agreed to defer further discussion related to requests from the Loudoun Douglass Alumni Association (LDAA), The Edwin Washington Project and the Loudoun Chapter of the NAACP until more planning is completed related to the after-hours operations of the facility and requirements of the historical artifact display(s). Staff will continue discussions with these stakeholder groups, including PRCS, and begin development of terms of agreement required by Policy 6310 in the form of a Memorandum of Understanding (MOU). As the details of the space utilization by the aforementioned stakeholders, as well as other community use groups are developed, staff will further develop revisions to Regulation 6310 to include the definition of LCPS-related Historical Organizations that support all future uses of the facility.

Unless otherwise directed, this will be brought forward to the School Board as a Consent Item on the agenda of the February 23, 2021, meeting. The recommendation for action will be as follows:

That the Loudoun County School Board recommend the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Staff Reference: Kevin Lewis
Telephone: 571-252-1385
The above links take you to the attachments in BoardDocs. To view the items within this document use the below links or the bookmarks to the left:

9-15-20 Finance and Facilities Meeting
1-14-21 School Board Meeting
Rehabilitation of 1941 Building Interior
Policy 6310 1-14-21
2-2-21 Finance and Operations Meeting
Loudoun County taxpayers should not be providing space to private organizations like the NAACP. If that is the case then equal space should be provided for Hispanic and Asian organizations. Those communities represent 33% of the county's population vice 7% for the Black community.
Good evening Chair Corbo, Board Member Mahedavi, Chair Randall and Supervisor Turner,

As planning for the Douglass School and Community Center proceeds, I am writing to urge you to ensure sufficient office space is allocated for the NAACP Loudoun Branch.

In 1941, the only secondary school available to Black children offered a limited curriculum in an unsafe building. Black families appealed to the Loudoun School Board to purchase a plot of land on which to build a school. After being rebuffed, the families organized themselves into a group that raised the $4,000 to purchase the land themselves and transferred it to the School Board for $1. The Douglass School was then built on this land and that group of parents became the NAACP Loudoun Branch.

The NAACP Loudoun Branch is not a national organization, but an all-volunteer group of local residents from all backgrounds, ethnicities, religions and political affiliations. Its mission is as important today as it has ever been: to ensure the political, educational, social, and economic equity of all persons and to eliminate race-based discrimination. In fact, as part of that mission, NAACP Loudoun is a major fundraiser and distributor of scholarships for Loudoun County Public Schools’ students.

No other community has had to put forward so much of its own funding, along with advocating in the face of now unimaginable threats of violence and economic pressure, in order to simply have its children educated. The Douglass School would not have come into existence without the tireless efforts of the members of the NAACP Loudoun. It is therefore reasonable for the Loudoun County School Board to acknowledge this contribution with dedicated space for the NAACP Loudoun to continue in its mission for all Loudoun County students and the community at large.

There may be those who counter that if LCPS allows for space for NAACP Loudoun, it will be a slippery slope to allowing other organizations to have office space. This is a misdirection. No other organization that I am aware of paid to have a school built for the children of its members because LCPS refused to educate them in humane conditions otherwise. Therefore, no other organization has the claim that NAACP Loudoun does to dedicated space.

Thank you for your time and attention in this matter,
Amanda Tandy
Ashburn District
208-891-5027
Dear Douglass Renovation Team,

As planning for the Douglass School and Community Center proceeds, I am writing to urge you to ensure sufficient office space is allocated for the operations of the NAACP Loudoun Branch.

In 1941, the only secondary school available to Black children offered a limited curriculum in an unsafe building. Black families appealed to the Loudoun School Board to purchase a plot of land on which to build a school. After being rebuffed, the families organized themselves into a group that raised the $4,000 to purchase the land themselves and transferred it to the School Board for $1. The Douglass School was then built on this land and that group of parents became the NAACP Loudoun Branch.

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Thank you for your time and attention in this matter.

Sincerely,

Harvetta Spann
Member
Loudoun NAACP Branch
REHABILITATION OF 1941 BUILDING INTERIOR

Though not required by the National Register’s designation, the proposed design is sensitive to the historic character of the 1941 building’s main interior space. Several historic elements will be rehabilitated, and others that have been covered up by subsequent additions to the building will be recreated in the image of the original space.
A major goal of the interior effort is to re-establish the volume of the original gymnasium and open the stage of the 1941 portion of the building. The large gymnasium was at the center, flanked by sets of smaller rooms. This project includes a recreation of the stage that was a central feature of this space (pictures below, right). The interior effort will also include the restoration of original elements (pictured above) such as interior wood doors, built-in cabinetry, the arched wall niches in the main space, and the wood flooring.

PROPOSED FLOOR PLAN

PROPOSED STAGE

All new elements are designed to be compatible and contextual with the historic materials remaining to be sensitive to the significant details of the original space. The wainscot, chair rail, and paint on the interior walls enclosing the central space will be recreated from historic photographs and research, as shown in the photographs of the space on this page. This includes wood trim, wainscoting, and the chamfered ceiling feature along the front entrance wall.

New features, like the ramps on either side of the stage, have been added to be more sensitive to the historic space, while also improving accessibility to meet current standards.
Loudoun County Public Schools (LCPS) facilities are designed and constructed to support the educational programs of the school division. When not being used for instructional purposes, extra-curricular activities, non-curricular student clubs and/or athletic events, or LCPS administrative purposes, LCPS facilities are available for limited “per event” short-term use by other organizations and individuals as outlined in this policy in paragraphs A through C and its regulation. Long-term use of office space at the former Douglass School when deemed unneeded for the above activities, programs and purposes are governed by paragraph D of this policy and its regulation.

The Division Superintendent is authorized to promulgate regulations to implement this policy as needed and shall establish a priority of use, a fee rate structure if applicable, and rules of use. For facilities for which there are no outstanding tax-exempt bonds due, the Superintendent may assess fees in excess of actual costs to organizations.

A. Definitions

1. Organizations. Governmental (local, state and federal official, governmental units), LCPS-related historical organizations (as defined in Regulation 6310), youth organizations, non-profit (non-commercial) organizations, and commercial (for-profit) organizations having an office or similar physical presence in Loudoun County.

   a. The organization must be one structured and managed to meet a need or pursue collective goals. Non-commercial (non-profits and religious entities) community organizations must have a management structure that determines relationships between the different activities and the members, and subdivides and assigns roles, responsibilities and authority to carry out different tasks, or,

   b. The organization must serve a commercial, professional services, or governmental purpose; or be a non-commercial community organization that promotes an educational, recreational, civic or political, the arts, or cultural purpose.

2. Individuals. Persons over the age of 18, except a minor child under 18 years of age escorted by an adult at all times is permitted.

3. Facilities. As identified in the implementing regulations, facilities are limited to school buildings, school grounds and the LCPS Administration Building conference rooms and School Board rooms not otherwise needed for any of the following uses: instructional, extra-curricular, non-curricular student clubs, or any other school or LCPS official business including, but not limited to, the meetings or activities of the School Board, its committees, sub-committees, ad hoc committees, board-
appointed advisory groups, Minority Student Achievement Advisory Committee, Loudoun Education Foundation, a school’s PTA/PTO and a school’s Booster Club. These uses shall be granted first priority of use and no fees shall be charged.

B. **General Rules of Organization Facility Use**

1. Organizations seeking to use LCPS facilities must apply and follow the procedures and rules set forth in the Superintendent’s regulation.

2. All organizations seeking approval for use of LCPS facilities will comply with applicable laws, School Board policies, regulations and rules. Organizations shall ensure that the use of LCPS facilities for any activity or meeting, including dramas, plays, concerts, artwork or other presentations or performances is lawful at all times.

3. When using LCPS facilities, property or grounds, organizations shall not discriminate against attendees at events held on property of LCPS as prohibited by the laws or Constitution of the United States of America or the Commonwealth of Virginia. A school or building administrator is entitled to attend any activity held on LCPS property at any time. No person shall be evicted from or otherwise be removed from LCPS property by or at the request of any organization without the express approval of the LCPS facility administrator.

C. **General Rules for Individual Facility Use**

1. Individual community members may only access and use outdoor school areas for their intended purposes at the times and locations provided for in the Superintendent’s regulation and only when not being used for any official school or LCPS business or by an organization which has been previously approved for use. Individuals may not reserve the use of LCPS facilities or grounds.

2. Any individual who has been issued a no-trespass letter is prohibited from using facilities under this policy. The facility administrator is authorized to remove any person from LCPS property, as needed, in their discretion, to maintain order, discipline and safety of school students, staff and others.

3. The Superintendent shall promulgate regulation and rules for individual use which may include pre-registration prior to individual use.

4. Fees will not be charged for individual use.

D. **Former Douglass High School.** This section is intended only for long-term facility use at the former Douglass High School and does not preclude short-term facility use as described above.
1. The former Douglass High School may house Child Find, Head Start/STEP, a Welcome Center for English Learner students and other educational programming, as well as other LCPS activities and LCPS administrative uses may change from time to time and activities administered by Loudoun County Parks and Recreation (PRCS) in the Douglass Community Center.

2. The facility may also house community activities administered by LCPS and PRCS in accordance with the accompanying regulation.

3. If office space is deemed unneeded by LCPS, it is the intent of this policy and its regulations to make these nonpublic office spaces available for limited use in accordance with the regulations and on a basis that does not open these nonpublic spaces to general public use, that serves the educational mission of the school division and that is viewpoint neutral. The details of the limited use and applicable compensation, as identified in the accompanying regulation, shall be defined in a Memorandum of Understanding executed for a time certain period. LCPS-related Historical Organizations must demonstrate a benefit to LCPS that justifies the nominal rent on the basis of good business judgment and sound business principles.

4. It is not the intent of this policy or its regulations to create a public forum of any kind. The Superintendent is directed to develop implementing regulations.

[Former Policies 6-27, 6-28, 6-29]
Adopted: 11/27/18
Current Revision: 1/14/21

Cross Ref: Regulation 6310
Dear Mrs. Howard,

This is Arnold Ambers, I was one of the LDAA members on the LCPS board meeting Conference call last evening that for some technical reason, I could not be heard when given the chance to speak. Thank you and the Board for allowing me to send in my response via email.

Sincerely,

Arnold Ambers
My name is Arnold Ambers, I am a member of the LDAA and also a member of the Douglass High School graduating class of 1960; I WILL MAKE THIS AS BRIEF AS POSSIBLE. Most importantly I appreciate this opportunity that you have given me to speak in favor of granting LDAA dedicated space in our newly renovated Alma-mater, Douglass High School/Douglass School.

In light of the realization of racism still in the school system, I believe that it is very important for an opportunity for the display of artifacts and information from those of us who endured the segregated period as students at Douglass High School as we can speak to the true version of BLACK HISTORY and not the watered-down version. LDAA can be an asset to LCPS as we are willing to assist LCPS in any way that we can to change the culture in the school system. Allowing space for LDAA would also be a tribute to our parents and love ones who worked tirelessly to provide the land upon which this school was built. Land that we consider hallowed ground.
I will leave you with a bit of my family; BLACK HISTORY. My mother, Blanche Beard Ambers was the first teacher of color to be hired in Loudoun County. She taught in a ONE ROOM School in a BLACK community called Scattersville, in Lucketts. My father, Robert Ambers Sr., was one of the people whose signature was on the deed to the land that the Loudoun School Board purchased for one dollar.

Thank you for your time and consideration.

Respectfully,

Arnold Ambers, LDAA/President emeritus
Good afternoon Ms. O’Brien:

I spoke to you earlier today and stated that I would email, to you, a copy of Ms. Mary Lee Roberts Perry’s comments regarding Policy 6310. Ms. Perry would like the following thoughts to be considered by the Loudoun County School Board.

“My name is Mary Lee Roberts Perry. I am a 1953 graduate of the former Douglass High School. I am also on the Board of Directors of the Loudoun Douglass Alumni Association (LDAA). I’m writing in regards to Policy 6310 (Facility Use). My concern is that our parents worked hard to raise $4,000.00 to purchase the land for Douglass High School and they had to sign the Deed over to the School Board in order for it to be built. So now, I think that it would be fitting for the Loudoun County School Board to see that the LDAA have a room dedicated for its use in the ORIGINAL part of the building.”

Please ensure that her thoughts are considered.

Thanks for your assistance!

Janet S. Wiggins
Good evening Ms. O’Brien:

I have been unable to access the meeting to speak regarding Policy 6310. If possible, please submit my following statement for consideration by the School Board.

My name is Janet S. Wiggins and I am a graduate of Douglass High School – class of 1965. I have been on the Loudoun Douglass Alumni Association (LDAA) Board of Directors for over 30 years. I’m very proud of the school and it holds an abundance of precious memories. I ask that the Loudoun County Public Schools grant the LDAA a room in the original part of the school building. Having this space available would facilitate our continued service activities in the Loudoun County community. Thank you for your consideration.

Janet S. Wiggins

Sent from Mail for Windows 10
1. That the Finance and Operations Committee approve and recommend that LCPS-related Historical Organizations are defined as non-profit or federal tax-exempt organizations located in Loudoun County whose primary or exclusive purpose is to support the educational mission of LCPS with historical research, knowledge or understanding of the written or oral history of LCPS or of public K-12 education in Loudoun County.

2. That the Finance and Operations Committee approve and recommend that the Loudoun County School Board recommend the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Recommendation 2: Alternate Motion 1
That the Finance and Operations Committee approve and recommend that the Loudoun County School Board recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further, that the School Board shall deem the space labeled as _______________ (Flex Space or Meeting Room 2 or Meeting Room 3) as unneeded office space at the Douglass High School and would be available for use by an LCPS-related Historical Organization. Such uses shall be recorded with a Memorandum of Understanding for space designated as unneeded by LCPS and include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.

Further that the Douglass High School develop a Memorandum of Understanding (MOU) with the Loudoun Douglass Alumni Association (LDAA) regarding the use of office space designated as unneeded by LCPS.

Recommendation 2: Alternate Motion 2
That the Finance and Operations Committee approve and recommend that the Loudoun County School Board recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further, that the School Board shall deem the space labeled as _______________ (Flex Space or Meeting Room 2 or Meeting Room 3) as unneeded office space at the Douglass High School and would be available for use by an LCPS-related Historical Organization. Such uses shall be recorded with a Memorandum of Understanding for space designated as unneeded by LCPS and include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.

Further that the Douglass High School develop a Memorandum of Understanding with the Loudoun NAACP regarding the use of office space designated as unneeded by LCPS.
Recommendation 2: Alternate Motion 3
That the Finance and Operations Committee approve and recommend that the Loudoun County School Board recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

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Further that the Douglass High School develop a Memorandum of Understanding with The Edwin Washington Project regarding the use of office space designated as unneeded by LCPS.

Recommendation 2: Alternate Motion 4
That the Finance and Operations Committee approve and recommend that the Loudoun County School Board recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further, that the School Board shall deem the space labeled as _______________ (Flex Space and Meeting Room 2 and Meeting Room 3) as unneeded office space at the Douglass High School and would be available for use by an LCPS-related Historical Organization. Such uses shall be recorded with a Memorandum of Understanding for space designated as unneeded by LCPS and include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.

Further that the Douglass High School develop a Memorandum of Understanding with the Loudoun Douglass Alumni Association (LDAA), the Loudoun NAACP, and The Edwin Washington Project regarding the use of office space designated as unneeded by LCPS.

Recommendation 2: Alternate Motion 5
That the Finance and Operations Committee approve and recommend that the Loudoun County School Board recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further, that the School Board shall deem the space labeled as _______________ (Flex Space or Meeting Room 2 or Meeting Room 3) as unneeded office space at the Douglass High School and would be available for use by an LCPS-related Historical Organization. Such uses shall be recorded with a Memorandum of Understanding for space designated as unneeded by LCPS and include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.

Further that the Douglass High School develop a Memorandum of Understanding with the _______________ and _______________ regarding the use of office space designated as unneeded by LCPS.

Background:
On November 29, 2016, the Loudoun County School Board approved the Capital Improvement Program (CIP) designating appropriations for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School.

On November 28, 2017, the Loudoun County School Board approved the use of the Construction Management at Risk delivery method for the Douglass High School renewal.

On June 25, 2019, the Loudoun County School Board approved the contract award for Beyer, Blinder, Belle as the Architect of Record for the Douglass High School renewal.
On January 14, 2020, the Loudoun County School Board approved the contract award for Gilbane Construction as the Construction Management at Risk General Contractor for the Douglass High School renewal.

Prior appropriations were approved for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School. The North Star School is currently under construction and will expand and relocate educational programs currently offered at the Douglass High School in Leesburg. The new facility will also house the Adult Education program, and the General Educational Development (GED) test preparation program. Once The North Star School opens in the fall of 2021, the current occupants of the Douglass High School will move to the new facility, allowing for the complete renewal of the Douglass High School building. The Douglass High School building will provide space for the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

On September 15, 2020, the Finance and Facilities Committee reviewed Item 4.02 Support Services: Douglass High School Renovation Update (Attachment 1) and requested additional information including details on the Loudoun County Parks, Recreation and Community Services (PRCS) programs, input received from the community regarding instructional programs and additional information regarding requests for community stakeholder office space.

The 'Douglass High School Renovation – Daily Operations Narrative' presented on September 15, 2020, outlines the daily uses and activities within the building upon completion.

As also presented on September 15, 2020, LCPS staff has held public informational presentations and gathered feedback from several community stakeholders including the Loudoun Douglass High School Alumni Association (LDAA), the Loudoun Chapter of the National Association for the Advancement of Colored People (NAACP), the Edwin Washington Project, the Martin Luther King, Jr. March Event organizers and Loudoun County PRCS. It should be noted that artifact display opportunities and furnishings will be incorporated into the design of the historical space to allow stakeholders the opportunity to share historical resources with the community. Key requests regarding space are included in Attachment 1.

At its meetings from October through December 2020, the Finance and Facilities Committee reviewed a series of items relative to the Douglass High School Renovation and Policy 6310 Facility Use.

**Facility Use Policy and Regulation 6310**

School Board Policy and Regulation 6310 provides governance of the limited use of Loudoun County Public Schools’ facilities and grounds by non-LCPS organizations, when not being used for instructional purposes, extra-curricular activities, non-curricular student club and/or athletic events. Due to the Policy and Regulation’s specificity, for “limited use” as well as the prioritization of use and fee rate structure outlined within Regulation, a review of Policy 6310 was conducted by the Finance and Facilities Committee and raised to the School Board.

Policy 6310 was discussed at the September 15, October 6, October 20, and December 8, 2020, Finance and Facilities Committee meetings. After discussion regarding the need for the School Board to approve the policy changes before any determinations can be made about space, Mr. Morse moved that the Finance and Facilities Committee approve and recommend that the Loudoun County School Board adopt revisions to Policy 6310 as presented. The motion was approved 3-0. Mr. Morse also moved to lay on the table the discussion and use of unneeded office spaces. The motion was approved 3-0. Staff was directed to bring this back to the Finance and Facilities Committee after the School Board finalized Policy 6310.

At its reconvened meeting on January 14, 2021, the School Board adopted revisions to Policy 6310 (Attachment 2). The newly revised policy includes provisions for space utilization for LCPS-related Historical Organizations at the former Douglass High School if office space is deemed unneeded by LCPS. In December 2020, Committee member Serotkin, in consultation with Division Counsel, proposed the following definition of LCPS related Historical Organizations with the recommendation that the language appear in Regulation 6310 to be consistent with the policy structure. LCPS-related Historical Organizations are defined as non-profit or federal tax-exempt organizations located in Loudoun County whose primary or exclusive purpose is to support the educational mission of LCPS with historical research, knowledge or understanding of the written or oral history of LCPS or of public K-12 education in Loudoun County.

**Additional Information Regarding Requests for Office Space:**

In the ‘Douglass High School Renovation – Daily Operations Narrative’ presented on September 15, 2020, the table below summarized the existing spaces available in the current program and design. Please note, the table excludes the Stage and large Multi-Purpose space in front of the stage as this space is planned and available for use by the community in evening/weekend operations.

<table>
<thead>
<tr>
<th>Program/Design (9/15/20)</th>
<th>Program/Design Area (in Square Feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Play Area</td>
<td>345 SF</td>
</tr>
<tr>
<td>Wellness Room</td>
<td>127 SF</td>
</tr>
<tr>
<td>Family Break Room</td>
<td>535 SF</td>
</tr>
<tr>
<td>Meeting Room 1</td>
<td>670 SF</td>
</tr>
<tr>
<td>Meeting Room 2</td>
<td>524 SF</td>
</tr>
<tr>
<td>Meeting Room 3</td>
<td>464 SF</td>
</tr>
<tr>
<td>Meeting Room 4</td>
<td>398 SF</td>
</tr>
<tr>
<td>Flex Space</td>
<td>330 SF</td>
</tr>
</tbody>
</table>
Since September, the design development for the project has continued and additional feedback has been incorporated into the design. This includes feedback received through the public process as well as a continued review of the historic rehabilitation opportunities. The 1941, original portion of the building has been further considered and the floor plan arrangement developed within the project seeks to maintain the original classroom locations as well as original elements, where possible.

Working with Beyer Blinder Belle, the project Architects of Record, Attachment 3 has been developed to describe the rehabilitation efforts for the 1941 original building interiors. The floor plan reflects the original four (4) classroom layout whereby three (3) classrooms are proposed as Meeting Rooms 1 – 3 and the fourth classroom is proposed as the Family Break Room and Wellness Room.

<table>
<thead>
<tr>
<th>Revised Program/Design 2/2/21</th>
<th>Revised Program/Design Area (in Square Feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Play Area</td>
<td>345 SF</td>
</tr>
<tr>
<td>Wellness Room</td>
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<tr>
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<td>535 SF</td>
</tr>
<tr>
<td>Meeting Room 1</td>
<td>596 SF</td>
</tr>
<tr>
<td>Meeting Room 2</td>
<td>596 SF</td>
</tr>
<tr>
<td>Meeting Room 3</td>
<td>596 SF</td>
</tr>
<tr>
<td>Flex Space</td>
<td>288 SF</td>
</tr>
</tbody>
</table>
Meeting Room 1 is programmatically required to support LCPS programs in typical weekday daytime operations. The Flex Space and Meetings Rooms 2 and 3 would be available for public use in typical weekday daytime operations as well as during evening and weekend operations, when not in use by LCPS. All of the community stakeholder groups have requested meeting space to support their membership, programs and community engagement events.

Unless directed otherwise, this will be brought forward to the School Board as an Information Item on February 9, 2021. The recommendation for action will be as approved by the Finance and Operations Committee.

**Staff Reference:** Kevin Lewis
**Telephone:** 571-252-1385

The above links take you to the attachments in BoardDocs. To view the items within this document use the below links or the bookmarks to the left:

- Attachment 1 - F&F Item 4.02 Douglass High School Renovation Update 09-15-20.pdf (7,033 KB)
- Attachment 2 - School Board Action Item 10.03 Finance and Facilities Committee Policy 6310, Facilities Use, Review 01-14-21.pdf (762 KB)
- Attachment 3 - Rehabilitation of 1941 Building Interior.pdf (2,198 KB)
- Attachment 4 - Policy 6310.pdf (85 KB)

9-15-20 Finance and Facilities Meeting
1-14-21 School Board Meeting
Rehabilitation of 1941 Building Interior
Policy 6310 1-14-21
Agenda Item Details

Meeting: Jan 14, 2021 - 2nd Tuesday School Board Meeting - Recessed and Reconvened from January 12, 2021 at 10:40 p.m. - Start Time Will Be Immediately Following the FY 2022 Operating Budget Work Session (Virtual Meeting)

Category: 10. Action Items [Items 10.06 and 10.07 were addressed at January 12, 2021 meeting]

Subject: 10.03 Finance and Facilities Committee: Policy 6310, Facilities Use, Review

Type: Action

Recommended Action: That the Loudoun County School Board adopt revisions to Policy 6310 as presented.

SUMMARY:

School Board Policy and Regulation 6310 provides governance of the limited use of Loudoun County Public Schools’ facilities and grounds by non-LCPS organizations, when not being used for instructional purposes, extra-curricular activities, non-curricular student club and/or athletic events. Due to the Policy and Regulation’s specificity, for “limited use” as well as the prioritization of use and fee rate structure outlined within Regulation, long-term allocation of dedicated office space would not be permitted. School Board Policy and Regulation 6310 was originally drafted and adopted with the intent to provide guidance for the limited use of LCPS facilities on an event or activity basis and not considered guidance for long-term continuous use or allocation to another organization.

On October 6, 2020, the Finance and Facilities Committee discussed revisions to Policy 6310 regarding unneeded space for “LCPS-Related Historical Organizations” during a review of Item 4.04 Support Services: Douglass High School Renovation Update / Policy 6310 Review.

Division Counsel was consulted on revised policy language. Mr. DeVita attended the October 20, 2020, meeting and provided guidance for the Committee’s consideration. At the October 20, 2020, meeting, the Finance and Facilities Committee further discussed revisions to Policy 6310 during a review of Item 3.06 Support Services: Douglass High School Renovation Update / Policy 6310 Review. During that discussion, staff was directed to bring this item back as an Action Item. On December 8, 2020, the Finance and Facilities Committee voted (3-0) to approve and recommend Policy 6310 to the School Board as an Information Item on December 15, 2020.

This was an Information Item on December 17, 2020, at the reconvened December 15, 2020, meeting to be brought back for action at the January 12, 2021, meeting with anticipated amendments from Board members. A revised draft is attached.

Staff Reference: Kevin Lewis
Telephone: 571-252-1385

Proposed Revisions to Policy 6310 11-12-20.pdf (324 KB)
6310 Revised Draft - Serotkin Reaser version 1-5-21.pdf (320 KB)

The above links take you to the attachments in BoardDocs. To view the items within this document use the below links or the bookmarks to the left

Policy 6310 11-12-20
Policy 6310 1-5-21
FACILITY USE

Loudoun County Public Schools (LCPS) facilities are designed and constructed to support the educational programs of the school division. When not being used for instructional purposes, extra-curricular activities, non-curricular student clubs and/or athletic events, and LCPS administrative purposes, LCPS facilities are available for limited “per event” short-term use by other organizations and individuals as outlined in this policy in paragraphs A through C and its regulation. Long-term use of office space at the former Douglass School when deemed unneeded for the above activities, programs and purposes are governed by paragraph ED of this policy and its regulation.

The Division Superintendent is authorized to promulgate regulations to implement this policy as needed and shall establish a priority of use, a fee rate structure if applicable, and rules of use. For facilities for which there are no outstanding tax-exempt bonds due, the Superintendent may assess fees in excess of actual costs to organizations.

A. Definitions

1. Organizations. Governmental (local, state and federal official, governmental units), LCPS-related historical organizations (as defined in Regulation 6310), youth organizations, non-profit (non-commercial) organizations, and commercial (for-profit) organizations. Commercial (for-profit), professional services (for-profit), governmental (local, state and federal official, governmental units), and non-commercial (non-profits and religious entities) community organizations having an office or similar physical presence in Loudoun County.

   a. The organization must be one structured and managed to meet a need or pursue collective goals. Non-commercial (non-profits and religious entities) community organizations must have a management structure that determines relationships between the different activities and the members, and subdivides and assigns roles, responsibilities and authority to carry out different tasks, or,

   b. The organization must serve a commercial, professional services, or governmental purpose; or be a non-commercial community organization that promotes an educational, recreational, civic or political, the arts, or cultural purpose.

2. Individuals. Persons over the age of 18, except a minor child under 18 years of age escorted by an adult at all times is permitted.

3. Facilities. As identified in the implementing regulations, facilities are limited to school buildings, school grounds and the LCPS Administration Building conference rooms and School Board rooms not otherwise needed for any of the following uses: instructional, extra-curricular, non-curricular student clubs, or any other
FACILITY USE

school or LCPS official business including, but not limited to, the meetings or activities of the School Board, its committees, sub-committees, ad hoc committees, board-appointed advisory groups, Minority Student Achievement Advisory Committee, Loudoun Education Foundation, a school’s PTA/PTO and a school’s Booster Club. These uses shall be granted first priority of use and no fees shall be charged.

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2. All organizations seeking approval for use of LCPS facilities will comply with applicable laws, School Board policies, regulations and rules. Organizations shall ensure that the use of LCPS facilities for any activity or meeting, including dramas, plays, concerts, artwork or other presentations or performances is lawful at all times.

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1. Individual community members may only access and use outdoor school areas for their intended purposes at the times and locations provided for in the Superintendent’s regulation and only when not being used for any official school or LCPS business or by an organization which has been previously approved for use. Individuals may not reserve the use of LCPS facilities or grounds.

2. Any individual who has been issued a no-trespass letter is prohibited from using facilities under this policy. The facility administrator is authorized to remove any person from LCPS property, as needed, in their discretion, to maintain order, discipline and safety of school students, staff and others.

3. The Superintendent shall promulgate regulation and rules for individual use which may include pre-registration prior to individual use.

4. Fees will not be charged for individual use.
D. Former Douglass High School. This section is intended only for long-term facility use at the former Douglas High School and does not preclude short-term facility use as described above.

1. The former Douglass High School renovation will house Child Find, Head Start/STEP classrooms and students, a Welcome Center for English Learner students and other educational programming, as well as other LCPS activities and LCPS administrative uses as may change from time to time and activities administered by Loudoun County Parks and Recreation (PRCS) in the Douglass Community Center.

2. The facility may also house community activities administered by LCPS and PRCS Loudoun County Parks and Recreation in the Douglass Community Center, in accordance with the accompanying regulation.

3. If office space is deemed unneeded by LCPS, it is the intent of this policy and its regulations to make these nonpublic office spaces available for limited use in accordance with the regulations and on a basis that does not open these nonpublic spaces to general public use, that serves the educational mission of the school division and that is viewpoint neutral. The details of the limited use and applicable compensation, as identified in the accompanying regulation, shall be defined in a Memorandum of Understanding executed for a time certain period. LCPS-related Historical Organizations must demonstrate a benefit to LCPS that justifies the nominal rent on the basis of good business judgment and sound business principles. Organizations that engage in any form of political activity, advocacy of any kind, lobbying on behalf of others, or litigation on behalf of others are excluded.

4. It is not the intent of this policy or its regulations to create a public forum of any kind. The Superintendent is directed to develop implementing regulations.

Former Policies 6-27, 6-28, 6-29
Adopted: 11/27/18
Current Revision: 11/12/20

Cross Refs: Regulation 6310, Policy and Regulation 5-11
FACILITY USE

Loudoun County Public Schools (LCPS) facilities are designed and constructed to support the educational programs of the school division. When not being used for instructional purposes, extra-curricular activities, non-curricular student clubs and/or athletic events, and LCPS administrative purposes, LCPS facilities are available for limited "per event" short-term use by other organizations and individuals as outlined in this policy in paragraphs A through C and its regulation. Long-term use of office space at the former Douglass School when deemed unneeded for the above activities, programs and purposes are governed by paragraph ED of this policy and its regulation.

The Division Superintendent is authorized to promulgate regulations to implement this policy as needed and shall establish a priority of use, a fee rate structure if applicable, and rules of use. For facilities for which there are no outstanding tax-exempt bonds due, the Superintendent may assess fees in excess of actual costs to organizations.

A. Definitions

1. Organizations. Governmental (local, state and federal official, governmental units), LCPS-related historical organizations (as defined in Regulation 6310), youth organizations, non-profit (non-commercial) organizations, and commercial (for-profit) organizations, Commercial (for-profit), professional services (for-profit), governmental (local, state and federal official, governmental units), and non-commercial (non-profits and religious entities) community organizations having an office or similar physical presence in Loudoun County.

   a. The organization must be one structured and managed to meet a need or pursue collective goals. Non-commercial (non-profits and religious entities) community organizations must have a management structure that determines relationships between the different activities and the members, and subdivides and assigns roles, responsibilities and authority to carry out different tasks, or,

   b. The organization must serve a commercial, professional services, or governmental purpose; or be a non-commercial community organization that promotes an educational, recreational, civic or political, the arts, or cultural purpose.

2. Individuals. Persons over the age of 18, except a minor child under 18 years of age escorted by an adult at all times is permitted.

3. Facilities. As identified in the implementing regulations, facilities are limited to school buildings, school grounds and the LCPS Administration Building conference rooms and School Board rooms not otherwise needed for any of the following uses: instructional, extra-curricular, non-curricular student clubs, or any other
FACILITY USE

school or LCPS official business including, but not limited to, the meetings or activities of the School Board, its committees, sub-committees, ad hoc committees, board-appointed advisory groups, Minority Student Achievement Advisory Committee, Loudoun Education Foundation, a school’s PTA/PTO and a school’s Booster Club. These uses shall be granted first priority of use and no fees shall be charged.

B. General Rules of Organization Facility Use

1. Organizations seeking to use LCPS facilities must apply and follow the procedures and rules set forth in the Superintendent’s regulation.

2. All organizations seeking approval for use of LCPS facilities will comply with applicable laws, School Board policies, regulations and rules. Organizations shall ensure that the use of LCPS facilities for any activity or meeting, including dramas, plays, concerts, artwork or other presentations or performances is lawful at all times.

3. When using LCPS facilities, property or grounds, organizations shall not discriminate against attendees at events held on property of LCPS as prohibited by the laws or Constitution of the United States of America or the Commonwealth of Virginia. A school or building administrator is entitled to attend any activity held on LCPS property at any time. No person shall be evicted from or otherwise be removed from LCPS property by or at the request of any organization without the express approval of the LCPS facility administrator.

C. General Rules for Individual Facility Use

1. Individual community members may only access and use outdoor school areas for their intended purposes at the times and locations provided for in the Superintendent’s regulation and only when not being used for any official school or LCPS business or by an organization which has been previously approved for use. Individuals may not reserve the use of LCPS facilities or grounds.

2. Any individual who has been issued a no-trespass letter is prohibited from using facilities under this policy. The facility administrator is authorized to remove any person from LCPS property, as needed, in their discretion, to maintain order, discipline and safety of school students, staff and others.

3. The Superintendent shall promulgate regulation and rules for individual use which may include pre-registration prior to individual use.

4. Fees will not be charged for individual use.
D. Former Douglass High School. This section is intended only for long-term facility use at the former Douglas High School and does not preclude short-term facility use as described above.

1. The former Douglass High School renovation will house Child Find, Head Start/STEP classrooms and students, a Welcome Center for English Learner students and other educational programming, as well as other LCPS activities and LCPS administrative uses as may change from time to time and activities administered by Loudoun County Parks and Recreation (PRCS) in the Douglass Community Center.

2. The facility may also house community activities administered by LCPS and PRCS Loudoun County Parks and Recreation in the Douglass Community Center, in accordance with the accompanying regulation.

3. If office space is deemed unneeded by LCPS, it is the intent of this policy and its regulations to make these nonpublic office spaces available for limited use in accordance with the regulations and on a basis that does not open these nonpublic spaces to general public use, that serves the educational mission of the school division and that is viewpoint neutral. The details of the limited use and applicable compensation, as identified in the accompanying regulation, shall be defined in a Memorandum of Understanding executed for a time certain period. LCPS-related Historical Organizations must demonstrate a benefit to LCPS that justifies the nominal rent on the basis of good business judgment and sound business principles. Organizations that engage in any form of political activity, advocacy of any kind, lobbying on behalf of others, or litigation on behalf of others are excluded.

4. It is not the intent of this policy or its regulations to create a public forum of any kind. The Superintendent is directed to develop implementing regulations.

[Former Policies 6-27, 6-28, 6-29]

Adopted: 11/27/18

Current Revision: 1/5/21


Cross Refs: Regulation 6310, Policy and Regulation 5-11
1. That the Finance and Facilities Committee approve and recommend that the Loudoun County School Board adopt revisions to Policy 6310 as presented.

2. That the Finance and Facilities Committee approve and recommend that the Loudoun County School Board recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program. Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Recommendation 2: Alternate Motion 1
That the Finance and Facilities Committee approve and recommend that the Loudoun County School Board recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program. Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Recommendation 2: Alternate Motion 2
That the Finance and Facilities Committee approve and recommend that the Loudoun County School Board recommend that the Douglass High School develop a Memorandum of Understanding (MOU) with the Loudoun Douglass Alumni Association (LDAA) regarding the use of office space designated as unneeded by LCPS. Further, that the School Board shall deem the spaces labeled as Flex Space or Meeting Room 2 or Meeting Room 3 or Meeting Room 4 as unneeded office space at the Douglass High School and that a Memorandum of Understanding for space designated as unneeded by LCPS include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.

Recommendation 2: Alternate Motion 3
That the Finance and Facilities Committee approve and recommend that the Loudoun County School Board recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program. Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further that the Douglass High School develop a Memorandum of Understanding with the Loudoun NAACP regarding the use of office space designated as unneeded by LCPS; Further, that the School Board shall deem the spaces labeled as Flex Space or Meeting Room 2 or Meeting Room 3 or Meeting Room 4 as unneeded office space at the Douglass High School and that a Memorandum of Understanding for space designated as unneeded by LCPS include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.
Further that the Douglass High School develop a Memorandum of Understanding with The Edwin Washington Project regarding the use of office space designated as unneeded by LCPS;
Further, that the School Board shall deem the spaces labeled as Flex Space or Meeting Room 2 or Meeting Room 3 or Meeting Room 4 as unneeded office space at the Douglass High School and that a Memorandum of Understanding for space designated as unneeded by LCPS include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.
Recommendation 2: Alternate Motion 4
That the Finance and Facilities Committee approve and recommend that the Loudoun County School Board recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.
Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.
Further that the Douglass High School develop a Memorandum of Understanding with the Loudoun Douglass Alumni Association (LDAA), the Loudoun NAACP, and The Edwin Washington Project regarding the use of office space designated as unneeded by LCPS.
Further, that the School Board shall deem the spaces labeled as Flex Space, Meeting Room 2, Meeting Room 3 and Meeting Room 4 as unneeded office space at the Douglass High School and that a Memorandum of Understanding for space designated as unneeded by LCPS include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.

Public Content

Background:

On November 29, 2016, the Loudoun County School Board approved the Capital Improvement Program (CIP) designating appropriations for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School.

On November 28, 2017, the Loudoun County School Board approved the use of the Construction Management at Risk delivery method for the Douglass High School renewal.

On June 25, 2019, the Loudoun County School Board approved the contract award for Beyer, Blinder, Belle as the Architect of Record for the Douglass High School renewal.

On January 14, 2020, the Loudoun County School Board approved the contract award for Gilbane Construction as the Construction Management at Risk General Contractor for the Douglass High School renewal.

Prior appropriations were approved for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School. The North Star School is currently under construction and will expand and relocate educational programs currently offered at the Douglass High School in Leesburg. The new facility will also house the Adult Education program, and the General Educational Development (GED) test preparation program. Once The North Star School opens in the fall of 2021, the current occupants of the Douglass High School will move to the new facility, allowing for the complete renewal of the Douglass High School building. The Douglass High School building will provide space for the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

On September 15, 2020, the Finance and Facilities Committee reviewed Item 4.02 Support Services: Douglass High School Renovation Update (Attachment 1) and requested additional information including details on the Loudoun County Parks, Recreation and Community Services (PRCS) programs, input received from the community regarding instructional programs and additional information regarding requests for community stakeholder office space.

The 'Douglass High School Renovation – Daily Operations Narrative' presented on September 15, 2020, outlines the daily uses and activities within the building upon completion.

As also presented on September 15, 2020, LCPS staff has held public informational presentations and gathered feedback from several community stakeholders including the Loudoun Douglass High School Alumni Association (LDAA), the Loudoun Chapter of the National Association for the Advancement of Colored People (NAACP), the Edwin Washington Project, the Martin Luther King, Jr. March Event organizers and Loudoun County PRCS. It should be noted that artifact display opportunities and furnishings will be incorporated into the design of the historical space to allow stakeholders the opportunity to share historical resources with the community. Key requests surrounding dedicated space are summarized below and included in Attachment 1.

On October 6, 2020, the Finance and Facilities Committee reviewed Item 4.04 Support Services: Douglass High School Renovation Update / Policy 6310 Review (Attachment 2) and discussed revisions to Policy 6310 regarding dedicated space for “LCPS-Related Historical Organizations”.

On October 20, 2020, the Finance and Facilities Committee reviewed Item 3.06 Support Services: Douglass High School Renovation Update / Policy 6310 Review (Attachment 3) and further discussed revisions to Policy 6310.

Facility Use Policy and Regulation 6310
School Board Policy and Regulation 6310 provides governance of the limited use of Loudoun County Public Schools' facilities and grounds by non-LCPS organizations, when not being used for instructional purposes, extra-curricular activities, non-curricular student club and/or athletic events. Due to the Policy and Regulation's specificity, for “limited use” as well as the prioritization of use and fee rate structure outlined within Regulation, long-term allocation of dedicated office space would not be permitted. School Board Policy and Regulation 6310, with sections highlighted where conflicts with these proposed arrangements exist, are attached for review. School Board Policy and Regulation 6310 was originally drafted and adopted with the intent to provide guidance for the limited use of LCPS facilities on an event or activity basis and not considered guidance for long-term continuous use or allocation to another organization.

Division Counsel was consulted on the revised policy language. Mr. DeVita attended the October 20, 2020, meeting and provided guidance for the Committee’s consideration.

The Loudoun Douglass High School Alumni Association (LDAA) has provided additional information dated October 28, 2020, and November 6, 2020, included as Attachment 5.

Additional Information Regarding Requests for Office Space:
In the 'Douglass High School Renovation – Daily Operations Narrative' presented on September 15, 2020, the table below summarized the existing spaces available in the current program and design as well as the spaces requested from the community stakeholders. Please note, the table excludes the Stage and large Multi-Purpose space in front of the stage as this space is planned and available for use by the community in evening/weekend operations.

<table>
<thead>
<tr>
<th>Current Program/Design</th>
<th>Current Program/Design Area (in Square Feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Play Area</td>
<td>345 SF</td>
</tr>
<tr>
<td>Wellness Room</td>
<td>127 SF</td>
</tr>
<tr>
<td>Family Break Room</td>
<td>535 SF</td>
</tr>
<tr>
<td>Meeting Room 1</td>
<td>670 SF</td>
</tr>
<tr>
<td>Meeting Room 2</td>
<td>524 SF</td>
</tr>
<tr>
<td>Meeting Room 3</td>
<td>464 SF</td>
</tr>
<tr>
<td>Meeting Room 4</td>
<td>398 SF</td>
</tr>
<tr>
<td>Flex Space</td>
<td>330 SF</td>
</tr>
</tbody>
</table>

Meeting Room 1 is programmatically required to support LCPS programs in typical weekday daytime operations. The Flex Space and Meetings Rooms 2 - 4 would be available for public use in typical weekday daytime operations as well as during evening and weekend operations. All of the community stakeholder groups have requested meeting space to support their membership, programs and community engagement events. Alternatively, concept layouts for office functionality in those spaces could be considered. Sample conceptual layouts include, but are not limited to the following:
Attachment 4, included with the October 6, 2020, and October 20, 2020, items, also depicts overall utilization of the building.

**Staff Request:**
Staff requests confirmation of the programmatic uses of daily and after hours uses of the facility as well as guidance regarding the requests for office and meeting space identified during the public process. During discussion of this Information Item at the October 20, 2020, Finance and Facilities Committee meeting, staff was directed to bring this item back as an Action Item at the next Committee meeting. Unless directed otherwise, this will be brought forward to the School Board as an Information Item on December 15, 2020. The recommendation for action will be as approved by the Finance and Facilities Committee.

**Staff Reference:** Kevin Lewis  
**Telephone:** 571-252-1385

The above links take you to the attachments in BoardDocs. To view the items within this document use the below links or the bookmarks to the left:

- 9-15-20 School Board Meeting
- 10-6-20 Finance and Facilities Meeting
- 10-20-20 Finance and Facilities Meeting
- Renovation Progress Plans
- Stakeholder Input from Oct/Nov 2020
- Response to LDAA Questions
- Policy 6310 Proposed 11-12-20
- Commemorative Concepts Presentation
NOTE IF THIS SHEET IS NOT 30"W x 42"L THEN IT IS NOT THE INTENDED SIZE. IN ALL CASES, WORK TO FIGURED DIMENSIONS.

PROGRAMMING DIAGRAM - LOWER LEVEL

PROGRAMMING DIAGRAM - MAIN LEVEL

DOUGLASS HIGH SCHOOL RENOVATION - PROGRESS PLANS
Good morning LCPS Finance & Facilities Committee:

On behalf of the Douglass High School Alumni Association (LDAA) and as a follow-up to the October 20, 2020, Finance and Facilities Committee Meeting for LCPS, LDAA would like to reiterate who we are – a separate and independent organization with no ties or alliances to any other organization in this endeavor.

Please see the attached letter from LDAA regarding our request for dedicated space in the renovated Douglass school.

Regards,

Carlotta Coates, President, LDAA
October 28, 2020

Members of the LCPS Finance & Facilities Committee:

Douglass High School was erected in 1941 after the Black residents of Loudoun County formed an association to build an accredited high school for children “of color.” The group raised the required funds to purchase land for the school. To us, “Douglass” is more than just a building. It is more than a school. It is more than a community center. To us, Douglass is a testament that the most difficult and unjust of challenges can be overcome. Douglass is our legacy and Douglass is our history.

The Loudoun Douglass High School Alumni Association (LDAA) has provided more than $250,000 in scholarships to high school and college students. In addition to providing scholarships each year, our organization participates in civic activities that highlight the history and accomplishments of the county’s black residents. LDAA supports community organizations including but not limited to local charities and foodbanks. LDAA participates in diversity outreach projects and activities with multicultural organizations and diverse religious organizations.

Having a dedicated space in the renovated Douglass building will not only allow us to continue our mission, but our presence in the building will be a reminder of all the obstacles we overcame to ensure a better future for our community. Our parents, grandparents, and great grandparenst were determined to build a high school for their children to receive an accredited formal education not just a training school for domestic service. We purchased the foundation that the school sits upon and gave it to Loudoun County and now the entire county benefits from our efforts. Living alumni who bring the history from the Loudoun Training School and Douglass High School are able to provide first-person narratives. As inhabitants of the building we will be in a position to serve as guides and provide historical information to those seeking to learn more about Douglass High School. We look forward to participating in the commemorative planning and displaying artifacts and memorabilia unique to the school itself.

The LCPS recently issued an apology to the Loudoun County black community, for past transgressions and the unfair treatment of black residents. The LCPS acknowledged the apology is the first of several steps to heal the wounds of the past and move forward. The LDAA, with our strong and deeply rooted presence in the community, could help build the bridge from the past to our future; one in which the narrative is not solely focused on past wrongdoings but instead on how we as a community can work together and persevere. Our eponym, Frederick Douglass, once said, “If there is no struggle, there is no progress.” Our organization is verification of these words. Despite the hurdles we faced in the past, we are flourishing. We are the living history, and through us, our story will continue to be told.

We thank you for your consideration of our request.

Sincerely,

Carlotta Coates

Carlotta Coates, President, LDAA
From: Carlotta Ann Coates  
To: Sara Howard-O'Brien; Melissa Tello  
Subject: [EXTERNAL] FW: Additional Information for Dedicated Space Allocation for the Loudoun Douglass Alumni Association  
Date: Friday, November 6, 2020 2:07:19 PM

Fyi...

From: Carlotta Ann Coates [mailto:cacoates@verizon.net]  
Sent: Friday, November 06, 2020 2:06 PM  
To: Leslee.King@lcps.org; Jeff.Morse@lcps.org; Ian.Serotkin@lcps.org  
Cc: Erica Bush; Ramona Payne; LDAA Admin  
Subject: Additional Information for Dedicated Space Allocation for the Loudoun Douglass Alumni Association

Members of the LCPS Finance & Facilities Committee:

As a follow on to the previous correspondence dated October 28, 2020, Loudoun Douglass High School Alumni Association (LDAA) would like to provide additional information in support of our claim for sole dedicated space in the Douglass High School building.

1. The National Association for the Advancement of Colored People (NAACP) and the Edwin Washington Project (EWP) have recently sought interest in LDAA, BUT have not supported our organization throughout the years. Why now?

- The NAACP is a national organization dedicated to social justice for the advancement of minorities on a national scale using grass roots chapter.

- LDAA is not a political or social justice organization; there is no financial conflict of interest or bias within our organization as our sole purpose is educational (providing scholarships) and community service (volunteering and donating to local organizations).

- Unlike the other organizations, LDAA can serve as a resource to the community as we have the knowledge and history of the building. Those who founded and attended Douglass High School will provide historical context and content.

2. Although EWP is documenting our history, their organization has no history in Loudoun or in the black community. EWP only holds the history because Loudoun County Public Schools (LCPS) asked EWP to document OUR history from the documents LCPS recovered.

- EWP document collection and preservation is a short-term project. EWP currently has space provided by the county to conduct research and house documents. LDAA has longevity. LDAA will continue to provide activities and sponsor events to educate Loudoun County residents and neighbors about diversity and
multiculturalism.

- NAACP is a national organization with enormous resources. They have access to other facilities for their meetings and events. Alternatively, since its inception, LDAA has relied on the Douglass High School building for operations.

3. LDAA is unique to the school – we are living history; our members are the actual people who attended the school and are the children of those who provided resources to build the very foundation that the Douglass school sits.

LDAA’s members and ancestors are the roots and the trunk of the tree. From the growth of the tree grew branches, one branch - Loudoun Chapter of the NAACP, another branch - Carver School Alumni. The blooms and buds of the tree died and fell on the ground – other organizations are picking up what the squirrel has gathered and stored for the winter. They are who they are because of who WE are!

Thank you for allowing our voice to be heard.

Regards,

Carlotta Coates, President, LDAA
On October 10, 2020, LCPS provided a brief presentation on the status of the Douglass High School Renovation project in the Loudoun Douglass High School Alumni Association virtual annual meeting. During the meeting, three (3) questions were posed for follow-up information by LCPS. Those questions and responses are provided below.

1. **With the discussion on Policy 6310 and noting that the policy does not allow for dedicated space, does any 501(c)3 non-profit have dedicated space in an LCPS facility currently?**

   **Response:** The only not-for-profit organization that currently has dedicated space within LCPS is the Loudoun Education Foundation (LEF). The LEF has dedicated office space for staff at the Administration Building at 21000 Education Court, Ashburn, VA. This organization was developed at the direction of the Loudoun County School Board via the attached resolution whereas it states the following:

   "BE IT RESOLVED THAT The Superintendent is hereby authorized and directed to do all things necessary to accomplish the formation of a Loudoun County School-Business Partnership, an Executive Council of the Loudoun County School-Business Partnership and an Educational Foundation and to bring to the School Board proposed Bylaws for an Executive Council and an Educational Foundation and to propose founding members for such Executive Council and such Educational Foundation."

   Additionally, it should be noted that the LEF is explicitly listed as an “LCPS official business” group within our current Policy 6310, also attached, in section A. Definitions, 3. Facilities where it states the following:

   "3. Facilities. As identified in the implementing regulations, facilities are limited to school buildings, school grounds and the LCPS Administration Building conference rooms and School Board rooms not otherwise needed for any of the following uses: instructional, extra-curricular, non-curricular student clubs, or any other school or LCPS official business including, but not limited to, the meetings or activities of the School Board, its committees, sub-committees, ad hoc committees, board-appointed advisory groups, Minority Student Achievement Advisory Committee, Loudoun Education Foundation, a school’s PTA/PTO and a school’s Booster Club. These uses shall be granted first priority of use and no fees shall be charged."

2. **Several years ago, records were found at the Union Street building – does LCPS know where those records are located? If the Edwin Washington Project has those records and/or if they were located at Round Hill Center, would the LDAA have the opportunity to review the records?**

   **Response:** The records removed from the Union Street building in approximately 2004 are stored at the LCPS Round Hill Center facility. LCPS has a Memorandum of Understanding with the Edwin Washington Project to utilize these documents, along with others, to study the evolution of education in Loudoun County. The Edwin Washington Project has been developing a catalog of these records. Many of these documents are fragile and are being scanned. Interested parties may see the documents. An appointment would need to be made and representatives from LCPS and the Edwin Washington Project will be present to help facilitate the review. LCPS is developing a more formal process for "requests to review", however, in the meantime, please contact Ms. Donna Torraca in the Division of Planning Services at Donna.Torraca@lcps.org to schedule a convenient time to visit the Round Hill Center facility.
3. The final question was regarding the historic plate marker at the building. The LDAA has been looking into making modifications to the existing historic plate marker on the building. Would the modifications to the marker be under consideration with the project?

**Response:** Potential modification of the marker can be discussed with LCPS with the review of commemorative opportunities.
DOUGLASS HIGH SCHOOL RENOVATION

COMMENORATIVE CONCEPTS

November 2020

Photo Credit: Beyer Blinder Belle
Presentation Objectives:

- Project Overview and Status
- Commemorative Concepts for Community Input
- How to Provide Input
- Questions
Project Overview & Status:

- Renovation of the interior and repair of exterior
- Replacement of major building systems and infrastructure (HVAC, Electrical, Plumbing, etc.)
- Site improvements including parking, site accessibility, etc.
Project Overview & Status:
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

PROGRAMMING DIAGRAM - MAIN LEVEL
Appendix 2
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

Commemorative Concepts:
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

Main Level – Entry Area:
Main Level – Entry Area:
Main Level – Family Break Room:
Main Level – Child Play Area:
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

Lower Level – Gym:
Corridors or Public Spaces:
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

Corridors or Public Spaces:
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

Corridors or Public Spaces:
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

Interior Signage:

Commemorative Plaques and Room Dedication Signage
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

Exterior Signage:
Exterior Historic Markers:

Before the construction of this high school, there were no schools beyond 7th grade for black students in Loudoun County. Late in the 1930s, the parent-teacher associations of various black schools formed the County-Wide League to raise money to build a high school. The league hired well-known civil rights attorney Charles H. Houston to help persuade county officials to allocate funds for the new school. In 1941, the league succeeded in obtaining a loan of $35,000 from the State Literary Fund. Frederick Douglass, the noted black abolitionist and orator, the school still serves the county today.
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

Site – Main Entry Plaza:
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

Site Elements:
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

Site Elements – Murals:
Site Elements – Statue:

Martin Luther King, Jr. Statue
by Sculptor Jeff L. Hall
Other Commemorative Concepts Shared to Date:

- Exterior Signage
- Name of Pavilion or Other Outdoor Spaces

- Interior
- At WO&D Trail Connection
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

How to Provide Input:
LCPS Department of Support Services
Construction Services Division
Douglass High School Renovation

How to Provide Input:

DouglassRenovation@lcps.org

https://www.lcps.org/Page/224865
Questions?
### Agenda Item Details

**Meeting**
Oct 20, 2020 - Finance and Facilities Committee 5:00 p.m. (Virtual Meeting)

**Category**
3. Action Items

**Subject**
3.06 Support Services: Douglass High School Renovation Update / Policy 6310 Review

**Access**
Public

**Type**
Action
**Recommended Action**

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program. Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration. Additionally, that the Finance and Facilities Committee recommend revisions to Policy 6310, Facility Use, to the full School Board for consideration.

Alternate Motion 1

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program. Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration. Further that LCPS develop a Memorandum of Understanding (MOU) with the Loudoun Douglass Alumni Association (LDAA) regarding the dedicated use of office space at the Douglass High School. Further that a Memorandum of Understanding for dedicated space include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility. Additionally, that the Finance and Facilities Committee recommend revisions to Policy 6310, Facility Use, to the full School Board for consideration.

Alternate Motion 2

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program. Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration. Further that LCPS develop a Memorandum of Understanding with the Loudoun NAACP regarding the dedicated use of office space at the Douglass High School. Further that a Memorandum of Understanding for dedicated space include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility. Additionally, that the Finance and Facilities Committee recommend revisions to Policy 6310, Facility Use, to the full School Board for consideration.

Alternate Motion 3

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program. Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration. Further that LCPS develop a Memorandum of Understanding with The Edwin Washington Project regarding the dedicated use of office space at the Douglass High School. Further that a Memorandum of Understanding for dedicated space include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility. Additionally, that the Finance and Facilities Committee recommend revisions to Policy 6310, Facility Use, to the full School Board for consideration.

Alternate Motion 4

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program. Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration. Further that LCPS develop a Memorandum of Understanding with The Loudoun Douglass Alumni Association (LDAA), the Loudoun NAACP, and The Edwin Washington Project regarding the dedicated use of office space at the Douglass High School. Further that a Memorandum of Understanding for dedicated space include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility. Additionally, that the Finance and Facilities Committee recommend revisions to Policy 6310, Facility Use, to the full School Board for consideration.

**Public Content**

**Background:**
On November 29, 2016, the Loudoun County School Board approved the Capital Improvement Program (CIP) designating appropriations for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School.

On November 28, 2017, the Loudoun County School Board approved the use of the Construction Management at Risk delivery method for the Douglass High School renewal.

On June 25, 2019, the Loudoun County School Board approved the contract award for Beyer, Blinder, Belle as the Architect of Record for the Douglass High School renewal.

On January 14, 2020, the Loudoun County School Board approved the contract award for Gilbane Construction as the Construction Management at Risk General Contractor for the Douglass High School renewal.

Prior appropriations were approved for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School. The North Star School is currently under construction and will expand and relocate educational programs currently offered at the Douglass High School in Leesburg. The new facility will also house the Adult Education program, and the General Educational Development (GED) test preparation program.

On September 15, 2020, the Finance and Facilities Committee reviewed Item 4.02 Support Services: Douglass High School Renovation Update (Attachment 1) and requested additional information including details on the Loudoun County Parks, Recreation and Community Services (PRCS) programs, input received from the community regarding instructional programs and additional information regarding requests for community stakeholder office space.

The ‘Douglass High School Renovation – Daily Operations Narrative’ presented on September 15, 2020, outlines the daily uses and activities within the building upon completion.

As also presented on September 15, 2020, LCPS staff has held public informational presentations and gathered feedback from several community stakeholders including the Loudoun Douglass High School Alumni Association (LDA), the Loudoun Chapter of the National Association for the Advancement of Colored People (NAACP), the Edwin Washington Project, the Martin Luther King, Jr. March Event organizers and Loudoun County PRCS. As the use of the spaces has further developed, as summarized in this narrative, specific requests for dedicated space have also developed in more detail from community stakeholders. It should be noted that artifact display opportunities and furnishings will be incorporated into the design of the historical space to allow stakeholders the opportunity to share historical resources with the community. Key requests surrounding dedicated space are summarized below and included in Attachment 1.

On October 6, 2020, the Finance and Facilities Committee reviewed Item 4.04 Support Services: Douglass High School Renovation Update / Policy 6310 Review (Attachment 2) and discussed revisions to Policy 6310 regarding dedicated space for organizations making such a request.

Facility Use Policy and Regulation 6310
School Board Policy and Regulation 6310 provides governance of the limited use of Loudoun County Public Schools’ facilities and grounds by non-LCPS organizations, when not being used for instructional purposes, extra-curricular activities, non-curricular student club and/or athletic events. Due to the Policy and Regulation’s specificity, for “limited use” as well as the prioritization of use and fee rate structure outlined within Regulation, long term allocation of dedicated office space would not be permitted. School Board Policy and Regulation 6310, with sections highlighted where conflicts with these proposed arrangements exist, are attached for review.

School Board Policy and Regulation 6310 was originally drafted and adopted with the intent to provide guidance for the limited use of LCPS facilities on an event or activity basis and not considered guidance for long-term continuous use or allocation to another organization.

Attachment 3 presents draft policy updates for discussion provided by Mr. Serotkin.

Staff has reviewed the draft policy submitted by Mr. Serotkin and offers the following language for clarification proposed as new “Section B.”

B. LCPS-Related Historical Organizations Long-Term Use of LCPS Facilities

At the School Board’s direction, an “LCPS-Related Historical Organization” can enter into a long-term agreement, such as a Memorandum of Understanding (MOU) or Lease agreement, for the allocation of space for their organization’s day-to-day use that would supersede the adopted policy and regulation for Facility Use. Additionally, the terms and conditions negotiated between the School Board and the LCPS-Related Historical Organization, within the agreement (MOU or Lease), would provide staff the School Board guidance for the management of the agreement.

Division Counsel was consulted on the revised policy language. Mr. DeVita will attend the October 20, 2020, meeting and provide guidance for the committee’s consideration.

During the discussion on October 6, 2020, Mr. Morse asked about the meeting space available at the Thomas Balch Library in Leesburg. Staff has ascertained that the facility offers one meeting room available for reservation to individuals or organizations.

Additional Information Regarding Requests for Office Space:
In the ‘Douglass High School Renovation – Daily Operations Narrative’ presented on September 15, 2020, the table below summarized the existing spaces available in the current program and design as well as the spaces requested from the community stakeholders. Please note, the table excludes the Stage and large Multi-Purpose space in front of the stage as this space is planned and available for use by the community in evening/weekend operations.

<table>
<thead>
<tr>
<th>Current Program/Design</th>
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</tr>
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<tbody>
<tr>
<td>Child Play Area</td>
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</table>
Meeting Room 1 is programmatically required to support LCPS programs in typical weekday daytime operations. The Flex Space and Meetings Rooms 2 – 4 would be available for public use in typical weekday daytime operations as well as during evening and weekend operations. All of the community stakeholder groups have requested meeting space to support their membership, programs and community engagement events. Alternatively, concept layouts for office functionality in those spaces could be considered. Sample conceptual layouts include, but are not limited to the following:

Attachment 4, included with the October 6, 2020, item, also depicts overall utilization of the building.

**Staff Request:**

Staff requests confirmation of the programmatic uses of daily and after hours uses of the facility as well as guidance regarding the requests for dedicated office and meeting space identified during the public process. During discussion of this Information Item at the October 6, 2020, Finance and Facilities Committee meeting, staff was directed to bring this item back as an Action Item on October 20, 2020. Unless directed otherwise, this will be brought forward to the School Board as an Information Item on November 10, 2020. The recommendation for action will be as approved by the Finance and Facilities Committee.
The above links take you to the attachments in BoardDocs. To view the items within this document use the below links or the bookmarks to the left:

- 9-15-20 Finance and Facilities Meeting
- 10-06-20 Finance and Facilities Meeting
- Policy 6310 Proposed 10-7-20
- Renovation Progress Plans
FACILITY USE

Loudoun County Public Schools (LCPS) facilities are designed and constructed to support the educational programs of the school division. When not being used for instructional purposes, extra-curricular activities, non-curricular student clubs and/or athletic events, LCPS facilities are available for limited use by other organizations and individuals as outlined in this policy and its regulation.

The Division Superintendent is authorized to promulgate regulation to implement this policy as needed and shall establish a priority of use, a fee rate structure if applicable, and rules of use. For facilities for which there are no outstanding tax-exempt bonds due, the Superintendent may assess fees in excess of actual costs to organizations.

A. Definitions

1. Organizations. Governmental (local, state and federal official, governmental units), LCPS-related historical organizations, youth organizations, non-profit (non-commercial) organizations, and commercial (for-profit) organizations. Commercial (for-profit), professional services (for-profit), governmental (local, state and federal official, governmental units), and non-commercial (non-profits and religious entities) community organizations having an office or similar physical presence in Loudoun County.

   a. The organization must be one structured and managed to meet a need or pursue collective goals. Non-commercial (non-profits and religious entities) community organizations must have a management structure that determines relationships between the different activities and the members, and subdivides and assigns roles, responsibilities and authority to carry out different tasks, or,

   b. The organization must serve a commercial, professional services, or governmental purpose; or be a non-commercial community organization that promotes an educational, recreational, civic or political, the arts, or cultural purpose.

2. Individuals. Persons over the age of 18, except a minor child under 18 years of age escorted by an adult at all times is permitted.

3. Facilities. As identified in the implementing regulations, facilities are limited to school buildings, school grounds and the LCPS Administration Building conference rooms and School Board rooms not otherwise needed for any of the following uses: instructional, extra-curricular, non-curricular student clubs, or any other school or LCPS official business including, but not limited to, the meetings or activities of the School Board, its committees, sub-committees, ad hoc committees, board-appointed advisory groups, Minority Student Achievement Advisory Committee,
FACILITY USE

Loudoun Education Foundation, a school’s PTA/PTO and a school’s Booster Club. These uses shall be granted first priority of use and no fees shall be charged.

B. General Rules of Organization Facility Use

1. Organizations seeking to use LCPS facilities must apply and follow the procedures and rules set forth in the Superintendent’s regulation.

2. All organizations seeking approval for use of LCPS facilities will comply with applicable laws, School Board policies, regulations and rules. Organizations shall ensure that the use of LCPS facilities for any activity or meeting, including dramas, plays, concerts, artwork or other presentations or performances is lawful at all times.

3. When using LCPS facilities, property or grounds, organizations shall not discriminate against attendees at events held on property of LCPS as prohibited by the laws or Constitution of the United States of America or the Commonwealth of Virginia. A school or building administrator is entitled to attend any activity held on LCPS property at any time. No person shall be evicted from or otherwise be removed from LCPS property by or at the request of any organization without the express approval of the LCPS facility administrator.

C. General Rules for Individual Facility Use

1. Individual community members may only access and use outdoor school areas for their intended purposes at the times and locations provided for in the Superintendent’s regulation and only when not being used for any official school or LCPS business or by an organization which has been previously approved for use. Individuals may not reserve the use of LCPS facilities or grounds.

2. Any individual who has been issued a no-trespass letter is prohibited from using facilities under this policy. The facility administrator is authorized to remove any person from LCPS property, as needed, in their discretion, to maintain order, discipline and safety of school students, staff and others.

3. The Superintendent shall promulgate regulation and rules for individual use which may include pre-registration prior to individual use.

4. Fees will not be charged for individual use.

[Former Policies 6-27, 6-28, 6-29]
Adopted: 11/27/18
Current Revision: 10/7/20
FACILITY USE


Cross Refs: Regulation 6310, Policy and Regulation 5-11
Agenda Item Details
Meeting Oct 06, 2020 - Finance and Facilities Committee 5:00 p.m. (Virtual Meeting)
Category 4. Information Items
Subject 4.04 Support Services: Douglass High School Renovation Update / Policy 6310 Review
Access Public
Type Information

Public Content

Background:
On November 29, 2016, the Loudoun County School Board approved the Capital Improvement Program (CIP) designating appropriations for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School.

On November 28, 2017, the Loudoun County School Board approved the use of the Construction Management at Risk delivery method for the Douglass High School renewal.

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Prior appropriations were approved for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School. The North Star School is currently under construction and will expand and relocate educational programs currently offered at the Douglass High School in Leesburg. The new facility will also house the Adult Education program, and the General Educational Development (GED) test preparation program. Once The North Star School opens in the fall of 2021, the current occupants of the Douglass High School will move to the new facility, allowing for the complete renewal of the Douglass High School building. The Douglass High School building will provide space for the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

On September 15, 2020, the Finance and Facilities Committee reviewed Item 4.02 Support Services: Douglass High School Renovation Update (Attachment 1) and requested additional information including details on the Loudoun County Parks, Recreation and Community Services (PRCS) programs, input received from the community regarding instructional programs and additional information regarding requests for community stakeholder office space.

The ‘Douglass High School Renovation – Daily Operations Narrative’ presented on September 15, 2020, outlines the daily uses and activities within the building upon completion. There are spaces in the original Douglass High School building that have been programmed around and designed to be available and useful to community organizations and events. These areas include the main central area with the stage, and several rooms available for reservation for meetings and events.

As also presented on September 15, 2020, LCPS staff has held public informational presentations and gathered feedback from several community stakeholders including the Loudoun Douglass High School Alumni Association (LDAA), the Loudoun Chapter of the National Association for the Advancement of Colored People (NAACP), the Edwin Washington Project, the Martin Luther King, Jr. March Event organizers and Loudoun County PRCS. As the use of the spaces has further developed, as summarized in this narrative, specific requests for dedicated space have also developed in more detail from community stakeholders groups. It should be noted that artifact display opportunities and furnishings will be incorporated into the design of the historical space to allow stakeholders the opportunity to share historical resources with the community. Key requests surrounding dedicated space are summarized below and included in Attachment 1.

Loudoun Douglass High School Alumni Association (LDAA):
- The LDAA has requested dedicated and exclusive office space primarily for the use of the Board of Directors and other LDAA staff on a weekly basis. The space would be utilized during the day and evenings.
- Office space would be secure with general office storage and secure storage for files and historic records. Artifacts and/or memorabilia may also be stored.

Loudoun NAACP:
- The NAACP has requested dedicated and exclusive office space for the administrative operations of the NAACP on a regular basis. The space would be utilized during the day and evenings.
- Office space would be secure with general office storage and secure storage for files and historic records. Artifacts and/or memorabilia may also be stored.
The Edwin Washington Project:
- Representatives from The Edwin Washington Project have requested dedicated space at the Douglass High School. The space would be used during the day and evenings.
- The space would need to be secured when not in use by the researchers and include secure storage for documents and artifacts.

Facility Use Policy and Regulation 6310
School Board Policy and Regulation 6310 provides governance of the limited use of Loudoun County Public Schools’ facilities and grounds by non-LCPS organizations, when not being used for instructional purposes, extra-curricular activities, non-curricular student club and/or athletic events. Due to the Policy and Regulation’s specificity, for “limited use” as well as the prioritization of use and fee rate structure outlined within Regulation, long term allocation of dedicated office space would not be permitted. School Board Policy and Regulation 6310, with sections highlighted where conflicts with these proposed arrangements exist, are attached for review. School Board Policy and Regulation 6310 was originally drafted and adopted with the intent to provide guidance for the limited use of LCPS facilities on an event or activity basis and not considered guidance for long-term continuous use or allocation to another organization.

Information Item:
On September 15, 2020, the Finance and Facilities Committee requested additional information.

Douglass Community Center: Loudoun County Parks, Recreation and Community Services (PRCS) Programs:
Since at least 1980, LCPS has had a lease agreement with Loudoun County PRCS for use of a portion of the Douglass High School site as the Douglass Community Center. Widely used by the community, the building and site offer many programs administered by PRCS. PRCS tracks daily uses at the center (not unique users) and sees approximately 300,000 daily uses in a typical year. Programs include the following:
- Licensed preschool serving 60 children from September through May.
- Numerous summer camps including popular Trip Camps for elementary through middle school age children; serving 80-100 children daily from June through August.
- Various out of school programs for students including Schools Out Camp, Winter/Spring Break Camps, Snow Day Camps, 1 Day Fun Trips.
- Large Special Events onsite including the International Festival (3,000-4,000 attendees) and Latino Festival (1,500-2,500 attendees).
- Picnic pavilion rentals are heavy from May through September.
- Meeting Room rentals are popular including but not limited to Weight Watchers (25 people), DMV (over 100 people), churches (50-75 people) and other meetings, etc.
- Outdoor basketball, in-line skating rink, athletic fields and playground areas for active uses.
- Douglass Dunes (Beach) for active use, very popular.
- Open passive use areas.
- Paved connection to the W&OD Trail.
- Indoor Gym for athletics and events including but not limited to Travel Basketball (20-100 people), Volleyball programs (20-30 people), Garden and Home Improvement Shows (2,000-3,000 attendees), Martin Luther King Jr. Day March (over 1,000 attendees) and family reunions (100-300 attendees), among other events.

Through the community process as well as detailed space programming with PRCS during the design phase, input was received supporting the continued PRCS functions at the Douglass High School building and site. Comments received supported the outdoor recreational uses in place and improvements for the playground and site as well as expansion of programs to include multi-purpose spaces for public use and youth and teen programs specifically, among others.

Instructional Programs:
During the Programming Phase of design for the Douglass High School Renovation project, interviews were held with the Department of Instruction and the Department of Pupil Services regarding instructional program needs including the short-term and long-term future needs for the EL Welcome Center, Head Start/STEP and Child Find.

Community input regarding instructional programs was also considered. LCPS hosted community input meetings at the Douglass High School on December 5, 2019 and February 12, 2020. Comments and feedback on existing uses of the building and site at the Douglass High School were received as well as ideas and input for future uses with the renovation project. Among the input received were comments and requests for space for instructional programs outside of current LCPS programs. The following requests or comments were documented during the community process:

- “A place to encourage education and citizen participation and ownership of their community.”
- “Adult education classes: single moms, language classes etc.”
- Charter School:
  - “Secondary Charter School to provide school choice and innovative curriculum at the middle school level.”
  - “A facility that provides students with alternative educational options. Would love to continue this history of choice with a charter school.”
- LCPS Arts Academy
  - “As a place for advanced arts and humanities students to pursue advanced training.”
- “FCC Education”
- Mental Health Center
  - “As an example, the space could be used as a safe “oasis” for kids to come when they need a quiet, calm place to practice self-coping – using learned coping skills, access to coping tools, etc. Additionally, the space could be used for programs such as the FORT, or other Mental Health programs geared towards Middle/High School kids.”

While these programs were not specifically in the adopted project scope for the Douglass High School Renovation project, many of the uses can be accommodated by the public meeting spaces available with the renovation.
Additional Information Regarding Requests for Office Space:
In the ‘Douglass High School Renovation – Daily Operations Narrative’ presented on September 15, 2020, the table below summarized the existing spaces available in the current program and design as well as the spaces requested from the community stakeholders. Please note, the table excludes the Stage and large Multi-Purpose space in front of the stage as this space is planned and available for use by the community in evening/weekend operations.

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<tr>
<th>Current Program/Design</th>
<th>Current Program/Design Area (in Square Feet)</th>
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</thead>
<tbody>
<tr>
<td>Child Play Area</td>
<td>345 SF</td>
</tr>
<tr>
<td>Wellness Room</td>
<td>127 SF</td>
</tr>
<tr>
<td>Family Break Room</td>
<td>535 SF</td>
</tr>
<tr>
<td>Meeting Room 1</td>
<td>670 SF</td>
</tr>
<tr>
<td>Meeting Room 2</td>
<td>524 SF</td>
</tr>
<tr>
<td>Meeting Room 3</td>
<td>464 SF</td>
</tr>
<tr>
<td>Meeting Room 4</td>
<td>398 SF</td>
</tr>
<tr>
<td>Flex Space</td>
<td>330 SF</td>
</tr>
</tbody>
</table>

Meeting Room 1 is programatically required to support LCPS programs in typical weekday daytime operations. The Flex Space and Meetings Rooms 2 – 4 would be available for public use in typical weekday daytime operations as well as during evening and weekend operations.

Staff Request:
Staff requests confirmation of the programmatic uses of daily and after hours uses of the facility as well as guidance regarding the requests for dedicated office and meeting space identified during the public process. Unless directed otherwise, this will be brought forward to the Finance and Facilities Committee as an Action Item on October 20, 2020. The recommendation for action as well as alternative motions will be as follows:

Recommendation:
That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Alternate Motion 1
That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.
Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further that the Douglass High School develop a Memorandum of Understanding (MOU) with the Loudoun Douglass Alumni Association (LDAA) regarding the dedicated use of office space.

Further that a Memorandum of Understanding for dedicated space include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.

Alternate Motion 2

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further that the Douglass High School develop a Memorandum of Understanding with the Loudoun NAACP regarding the dedicated use of office space;

Further that a Memorandum of Understanding for dedicated space include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.

Alternate Motion 3

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further that the Douglass High School develop a Memorandum of Understanding with The Edwin Washington Project regarding the dedicated use of office space;

Further that a Memorandum of Understanding for dedicated space include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.

Alternate Motion 4

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further that the Douglass High School develop a Memorandum of Understanding with the Loudoun Douglass Alumni Association (LDAA), the Loudoun NAACP, and The Edwin Washington Project regarding the dedicated use of office space.

Further that a Memorandum of Understanding for dedicated space include specific guidance related to access to spaces and operational parameters that avoid conflict with the primary functions of the facility.

Staff Reference: Kevin Lewis
Telephone: 571-252-1385
The above links take you to the attachments in BoardDocs. To view the items within this document use the below links or the bookmarks to the left:

9-15-20 Finance and Facilities Meeting

Policy 6310

Regulations 6310

Renovation Progress Plans
Agenda Item Details
Meeting Sep 15, 2020 - Finance and Facilities Committee 5:00 p.m. (Virtual Meeting)
Category 4. Information Items
Subject 4.02 Support Services: Douglass High School Renovation Update
Type Information

Background:

On November 29, 2016, the Loudoun County School Board approved the Capital Improvement Plan designating appropriations for the replacement of C.S. Monroe Technology Center with The North Star School, and the renewal of the Douglass High School.

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Information Item:

The Douglass High School has significant cultural and historic significance and with that in mind LCPS staff set out to retain the highest qualified historical architects to assist with the renewal of this significant facility. The design intent is to renovate the original Douglass High School building to as near to original condition as practicable and provide for access to the community and the ability for the community to utilize the facility in coordination with the designated LCPS programs housed.

The attached document ‘Douglass High School Renovation – Daily Operations Narrative’ outlines the daily uses and activities within the building upon completion. There are spaces in the original Douglass High School building that have been programmed around and designed to be available and useful to community organizations and events. These areas include the main central area with the stage, and several rooms available for reservation for meetings and events.

LCPS staff has held public informational presentations and has gathered feedback from several community stakeholders including the Loudoun Douglass High School Alumni Association (LDAA), the Loudoun Chapter of the National Association for the Advancement of Colored People (NAACP), the Edwin Washington project, the Martin Luther King Jr. March Event organizers and Loudoun County Parks, Recreation and Community Services. As the use of the spaces has further developed as summarized in this narrative, specific requests for dedicated space have also developed in more detail from community stakeholder groups. It should be noted that artifact display opportunities and furnishings will be incorporated into the design of the historical space to allow stakeholders the opportunity to share historical resources with the community. Key requests surrounding dedicated space are shown in the attached document and summarized below.
Loudoun Douglass High School Alumni Association (LDAA):

- The LDAA has requested dedicated and exclusive office space primarily for the use of the Board of Directors and other LDAA staff on a weekly basis. The space would be utilized during the day and evenings.
- Office space would be secure with general office storage and secure storage for files and historic records. Artifacts and/or memorabilia may also be stored.

Loudoun NAACP:

- The NAACP has requested dedicated and exclusive office space for the administrative operations of the NAACP on a regular basis. The space would be utilized during the day and evenings.
- Office space would be secure with general office storage and secure storage for files and historic records. Artifacts and/or memorabilia may also be stored.

The Edwin Washington Project:

- Representatives from The Edwin Washington Project have requested dedicated space at the Douglass High School. The space would be used during the day and evenings.
- The space would need to be secured when not in use by the researchers and include secure storage for documents and artifacts.

Staff Request:

Staff requests confirmation of the programmatic uses of daily and after hours uses of the facility as well as guidance regarding the requests for dedicated office and meeting space identified during the public process. Unless directed otherwise, this will be brought forward to the Finance and Facilities Committee as an Action Item on October 6, 2020. The recommendation for action as well as alternative motions will be as follows:

Recommendation:

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Alternate Motion 1

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further that the Douglass High School develop a Memorandum of Understanding with the Loudoun Douglass Alumni Association (LDAA) regarding the dedicated use of office space,

Alternate Motion 2

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current system wide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further that the Douglass High School develop a Memorandum of Understanding with the Loudoun NAACP regarding the dedicated use of office space,
Alternate Motion 3

That the Loudoun County Finance and Facilities Committee recommend that the Douglass High School provide space for historical artifact display by community stakeholders, Loudoun County Parks, Recreation and Community Services (PRCS), the English Learners (EL) Welcome Center, Head Start, STEP (Starting Towards Excellence in Preschool), and the Child Find program.

Further that the Douglass High School offer after school and weekend availability in accordance with current systemwide practice via Policy 6310, Facility Use whereas public spaces mostly associated with the historic portion of the facility will be available through reservations in coordination with school administration.

Further that the Douglass High School develop a Memorandum of Understanding with The Edwin Washington Project regarding the dedicated use of office space.

Staff Reference: Gary VanAlstyne
Telephone: 571-252-1161

Staff Reference: Kevin Lewis
Telephone: 571-252-1385

The above links take you to the attachments in BoardDocs. To view the items within this document use the below links or the bookmarks to the left:

Daily Operations Narrative
Stakeholder Input as of 9-9-20
Douglass High School Meeting Minutes
Furniture Layouts
Policy 6310 11-27-18
Regulation 6310 REG - Facility Use.pdf (196 KB)
Loudoun County Public Schools (LCPS) began design for the Douglass High School Renovation in July 2019. With the consulting architects, Beyer Blinder Belle, LCPS has continued to develop the design of the renovation with input from the LCPS program representatives – Child Find, English Learners Welcome Center and Head Start/STEP – as well as from Loudoun County Department of Parks, Recreation and Community Services (PRCS) as the other primary program onsite. Concurrent to this input, LCPS has held two (2) community meetings to garner comments and ideas on the public spaces in the building including the site. Community meetings were held on December 5, 2019 and February 12, 2020 and subsequent feedback has been provided from community stakeholder groups including the Loudoun Douglass High School Alumni Association (LDAA), the Loudoun NAACP and representatives from the Martin Luther King, Jr. Day March and the Edwin Washington Project.

From the design input received to date, daily operations of the renovated Douglass High School may function as follows:

- **Week Day Daytime Operations:**
  - **LCPS Programs:** The LCPS programs generally operate during standard business hours. Upon arrival, all visitors for Child Find, English Learners Welcome Center and Head Start/STEP will enter through the main front door of the building and check in with an LCPS staff representative at a main desk.
    
    LCPS program areas are shown in the Week Day Daytime Operations Floor Plan Exhibits in blue.
    
    - Child Find staff is generally in the office from 7:30 AM to 5:00 PM on weekdays. In a typical week, Child Find may see 25 – 30 families as well as an additional 12 – 15 intervention conferences. January through April are generally the busiest months during the year.
    
    - The English Learners Welcome Center office operations are typically from 8:00 AM to 5:00 PM weekdays. At certain times throughout the year, hours may be extended to accommodate appointment needs of families. April through October are the busiest months during the year and the Welcome Center may see 100 scheduled appointments during that period. Eighteen (18) kindergarten appointments can occur every 45 minutes. In 2018, the Welcome Center saw 3,183 students; in SY 2019-2020, 1,928 students visited the Welcome Center, however it should be noted that the lower number is due to the COVID-19 closure from mid-March to June 2020 where approximately 1,000 students would have been seen in that period.
    
    - Head Start/STEP staff is generally in the office from 7:30 AM to 5:00 PM on weekdays. In a typical week, Head Start/STEP have approximately 25 visitors to the main office location. Head Start/STEP serves approximately 400 students at 16 different schools throughout LCPS.
  - **PRCS Programs:** PRCS programs vary greatly from licensed pre-school programs to summer camps as well as recreational and educational programs for all ages. The general hours of operation are from 8:00 AM to 10:00 PM on weekdays and 8:00 AM to 4:00 PM on Saturdays. PRCS coordinates rentals for several spaces available to the public. With the renovation, PRCS visitors will enter through the lower level entries and, as needed, will check in with a PRCS staff representative at the main PRCS desk. The Gym will be available for PRCS use as well.

    PRCS program areas are shown in the Week Day Daytime Operations Floor Plan Exhibits in green.

- **Public Events and Programs:** Outside of LCPS and PRCS program areas, there are meeting spaces in the original building footprint that will be available by reservation for public use during typical daytime operations.
operations. Generally, reservations would follow School Board Policy and Regulation 6310 - Facility Use whereby facility use for school and administrative purposes would have priority. Because they are located immediately adjacent to active LCPS daytime program use, it is anticipated that LCPS will schedule the use of these spaces and the LCPS staff representative at the main desk will provide direction during normal business operating hours.

These spaces are shown in the Week Day Daytime Operations Floor Plan Exhibits in yellow.

**Week Day Daytime Operations Floor Plan Exhibits:**

**Main Level – Week Day Daytime**

![Main Level Floor Plan](image1)

**Lower Level – Week Day Daytime**

![Lower Level Floor Plan](image2)
Evening and Weekend Operations:

- **LCPS Programs**: Occasionally throughout the year, Child Find, English Learners Welcome Center and Head Start/STEP will hold events whereby public meeting spaces as well as the Gym may be used. These events would be scheduled in accordance with School Board Policy and Regulation 6310 - Facility Use.

  LCPS program areas are shown in the Evening and Weekend Operations Floor Plan Exhibits in blue, however, these spaces would remain secured and not available for public use.

- **PRCS Programs**: PRCS evening and weekend operations are expected to be relatively continuous and as summarized with the Daytime Operations.

  PRCS program areas are shown in the Evening and Weekend Operations Floor Plan Exhibits below in green.

- **Public Events and Programs**: With initial building programming, LCPS planned for spaces available for public use and the need for these spaces was confirmed through input received from community stakeholder groups. It was anticipated that areas in the original building footprint (largely areas shown in yellow below) would be highly desirable for public use when not in week day daytime use by LCPS.

  For the LDAA, the Loudoun NAACP and the Martin Luther King, Jr. Day event coordinators among others, organizational meetings would be ideally held in these areas.

  Details on the spaces follow in this narrative, however, it should be noted that there are three spaces in particular that may be available for use but they are not spaces that would be reserved individually for meetings due to their functions and configurations. Those spaces include a Child Play area, a Wellness Room and a Family Break Room on the west side of the building. Although these spaces may not be reserved as meeting spaces, they may be available for their designated use in conjunction with events held in the spaces reserved. It is anticipated that LCPS will schedule the use of the meeting spaces, however, it may be that a PRCS representative is stationed at the main desk in the evening and weekend hours.
These spaces are shown in the Evening and Weekend Operations Floor Plan Exhibits below in yellow. Refer also to the attached Public Spaces Alternative Furniture Layouts for reference. These plans show furniture placement with seating in a lecture style and a banquet style as sample layouts to support an array of events and uses; all furniture is planned to be flexible with storage.

Evening and Weekend Operations Floor Plan Exhibits:

Main Level – Evening and Weekend

Lower Level – Evening and Weekend
As the use of the spaces has further developed as summarized in this narrative, specific requests for dedicated space have also developed in more detail from community stakeholder groups. The community stakeholder groups have shared that they are seeking more permanent space for the purposes of their administrative office and meeting needs as they currently do not have a permanent location elsewhere in the community. It should be noted that artifact display opportunities and furnishings will be incorporated into the design of the historical space to allow stakeholders the opportunity to share historical resources with the community. Key requests surrounding dedicated space are as follows:

- **Loudoun Douglass High School Alumni Association (LDAA):**
  - The LDAA has requested dedicated and exclusive office space primarily for the use of the Board of Directors and other LDAA staff on a weekly basis. The space would be utilized during the day and evenings. The space would include possibly 2 workstations and a small meeting/work area.
  - Office space would be secure with general office storage and secure storage for files and historic records. Artifacts and/or memorabilia may also be stored.
  - The requested functions are estimated to require a minimum of 450-500 SF pending further review.

- **Loudoun NAACP:**
  - The NAACP has requested dedicated and exclusive office space for the administrative operations of the NAACP on a regular basis. The space would be utilized during the day and evenings. The space would include 2-3 workstations for the officers and a meeting space for visitors presenting concerns or civil claims. Privacy and confidentiality is important.
  - Office space would be secure with general office storage and secure storage for files and historic records. Artifacts and/or memorabilia may also be stored.
  - The requested functions are estimated to require a minimum of 500-550 SF pending further review; a space the size of a classroom was requested.

- **The Edwin Washington Project:**
  - Representatives from The Edwin Washington Project have requested dedicated space at the Douglass High School. The space would be used during the day and evenings. They are willing to share the space, however the space would be used regularly for active research and include 1 – 2 workstations with typical office support equipment.
  - The space would need to be secured when not in use by the researchers and include secure storage for documents and artifacts.
  - The requested functions are estimated to require a minimum of 400 SF pending further review; a space the size of a Classroom was requested.

The Martin Luther King, Jr. Day event representatives have not requested dedicated office space. They would plan to continue to use the Douglass High School for their organizational meetings and for the event day.
Staff requests guidance on how to address the requests for dedicated office and meeting space from the public process. The desired location for dedicated office space for the community stakeholders is in the original building footprint due to both its historic significance and the proximity to the main building entrance. The table below summarizes the existing spaces available in the current program and design as well as the spaces requested from the community stakeholders. Please note, the table excludes the Stage and large Multi-Purpose space in front of the stage as this space is planned and available for use by the community in evening/weekend operations.

<table>
<thead>
<tr>
<th>Current Program/Design</th>
<th>Current Program/Design Area (in Square Feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Play Area</td>
<td>345 SF</td>
</tr>
<tr>
<td>Wellness Room</td>
<td>127 SF</td>
</tr>
<tr>
<td>Family Break Room</td>
<td>535 SF</td>
</tr>
<tr>
<td>Meeting Room 1</td>
<td>670 SF</td>
</tr>
<tr>
<td>Meeting Room 2</td>
<td>524 SF</td>
</tr>
<tr>
<td>Meeting Room 3</td>
<td>464 SF</td>
</tr>
<tr>
<td>Meeting Room 4</td>
<td>398 SF</td>
</tr>
<tr>
<td>Flex Space</td>
<td>330 SF</td>
</tr>
</tbody>
</table>

**Summary**

To accommodate the requests for dedicated office space, an offset in the developed program requirements to date would have to be considered. With accommodation of dedicated office space, the availability of meeting rooms would be impacted which are also requirements for the community stakeholder groups. Meeting Room 1 is required for LCPS program use in Week Day Daytime operations, however, it would be available for evening and weekend use.

Staff requests guidance on how to address the requests for dedicated office and meeting space from the public process.
May 6, 2020

Ms. Almayna Coates  
14203 Ballinger Ct  
Burtonsville, MD 20866  
Almaynacoates@gmail.com  
(240) 646-4428

To Whom It May Concern:

My name is Almayna Coates. I am a member of the Loudoun Douglass High School Alumni Association (LDAA). I am also a descendent of a proud graduate of Douglass High School, Class of 1954.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

LDAA has deep roots within this community, as all members are either alumnus or descendants of alumnus, and we respectfully propose that we obtain space for Douglass High School. After careful consideration, we would like to express our keen interest in the following:

- To have an assigned and dedicated room specifically for LDAA use only. We request the original library, as that space to hold meetings and to house historic memorabilia – it is important that the LDAA have a dedicated space in the original building as it holds great sentimental value for the members of the Association and those who attended;
- Continue to use the school free of charge as the staff of Douglass and the Parks and Recreation have so graciously allowed us over the years;
- Continue to have access to the kitchen and cafeteria for special events, such as the MLK celebration and other LDAA-sponsored activities;
- Continue to use the pavilion on the 2nd Saturday in July for our annual summer Picnic where we award scholarships;
- We would like to have the auditorium stage restored and have a display area to store our historical papers and showcase memorabilia; and
- Lastly, we would like the name to remain Douglass High School.

It is imperative for the LDAA to obtain the requested space to continue to help our youth and to give back to the community. Thank you for your continued consideration of my interest and recommendations for Douglass High School.

I would like to request to be included in all correspondences and meetings that have/will be planned in the near future. I am happy and open to receive all notifications via text/email.

Sincerely,

Almayna Coates, LDAA Member
My name is Alvin Dodson. I am a member of the Loudoun Douglass High School Alumni Association (LDAA) in addition a sitting Board Member. I am also a proud graduate of Douglass High School, Class of 1955.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

LDAA has deep roots within this community, as all members are either alumnus or descendants of alumnus, and we respectfully propose that we obtain space for Douglass High School. After careful consideration, we would like to express our keen interest in the following:

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- Continue to use the school free of charge as the staff of Douglass and the Parks and Recreation have so graciously allowed us over the years;
- Continue to have access to the kitchen and cafeteria for special events, such as the MLK celebration and other LDAA-sponsored activities;
- Continue to use the pavilion on the 2nd Saturday in July for our annual summer Picnic where we award scholarships;
- We would like to have the auditorium stage restored and have a display area to store our historical papers and showcase memorabilia; and
- Lastly, we would like the name to remain Douglass High School.

It is imperative for the LDAA to obtain the requested space to continue to help our youth and to give back to the community. Thank you for your continued consideration of my interest and recommendations for Douglass High School.

Sincerely,

Alvin Dodson, Class of 1955
46408 Woodlake Place
Potomac Falls, VA 20165
alvddod@aol.com
(703) XXX-XXXX
My name is Alvin Dodson. I am a member of the Loudoun Douglass High School Alumni Association (LDAA) in addition a sitting Board Member. I am also a proud graduate of Douglass High School, Class of 1955.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

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- To have an assigned and dedicated room specifically for LDAA use only. We request the original library, as that space to hold meetings and to house historic memorabilia – it is important that the LDAA have a dedicated space in the original building as it holds great sentimental value for the members of the Association and those who attended;
- Continue to use the school free of charge as the staff of Douglass and the Parks and Recreation have so graciously allowed us over the years;
- Continue to have access to the kitchen and cafeteria for special events, such as the MLK celebration and other LDAA-sponsored activities;
- Continue to use the pavilion on the 2nd Saturday in July for our annual summer Picnic where we award scholarships;
- We would like to have the auditorium stage restored and have a display area to store our historical papers and showcase memorabilia; and
- Lastly, we would like the name to remain Douglass High School.

It is imperative for the LDAA to obtain the requested space to continue to help our youth and to give back to the community. Thank you for your continued consideration of my interest and recommendations for Douglass High School.

Sincerely,

Alvin Dodson, Class of 1955
46408 Woodlake Place
Potomac Falls, VA 20165
alvdod@aol.com
(703) XXX-XXXX
My name is Barbara Scott (nee Evans). I am a member of the Loudoun Douglass High School Alumni Association (LDAA) in addition, a sitting Board Member. I am also a proud graduate of Douglass High School, Class of 1956.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them. They formed an organization – The Countywide League and they secretly found land, purchased it for 4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the Africa American community had to raise ALL OF THE FUNDS to furnish the School and purchase books. This was accomplished and the first class graduated in 1941.

LDAA has deep roots within this community, as all member are either alumnus or descendants of alumnus, and we respectfully propose that we obtain space for Douglass High School. After careful consideration, we would like to express our keen interest in the following:

- To have an assigned and dedicated room specifically for LDAA use only. We request the original library as that space to hold meetings and to house historic memorabilia – it is important that the LDAA have a dedicated space in the original building as it holds great sentimental value for the members of the Association and those who attended.

- Continue to use the school free of charge as the staff of Douglass the Parks and Recreation have so graciously allowed us over the years.

- Continue to have access to the kitchen and cafeteria for special events, such as the MLK Celebration and the LDAA-sponsored activities.

- Continue to use the pavilion on the 2nd Saturday in July for our annual summer Picnic Where we award scholarships.

- We would like to have the auditorium stage restored and have a display area to store our historical papers and showcase memorabilia, and

- Lastly, we would like the name to remain Douglass High School.

It is imperative for the LDAA to obtain the requested space to continue to help our youth and to give back to the community. Thank you for your continued consideration of my interest and recommendations for Douglass High School.

Sincerely,
BARBARA EVANS SCOTT, Class of 1956
7 Country Club Dr., S.W.
Leesburg, VA 20175

Email: bscott8355@comcast.net
Phone: (H) 571-291-9216
Hello Betsy,

We will certainly include you in any updates as we develop next steps for the project. We also have a project webpage:  https://www.lcps.org/Page/224865

Thank you for your message.

Division of Construction Services
Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148
DouglassRenovation@lcps.org
O: 571.252.1161

From: Betsy Arnett <BArnett@LEESBURGVA.GOV>
Sent: Thursday, March 5, 2020 9:28 AM
To: LCPS-DCS-RENOVATION <DouglassRenovation@lcps.org>
Subject: [EXTERNAL] next community meeting about the Douglass Community Center renovation?

Will you be holding more community meetings about the Douglass Community Center renovation project? Can you add me to the distribution list for project updates?

Thanks,

Betsy Arnett
Public Information Officer
Town of Leesburg, Virginia

Office – 703-771-2734
Cell – 571-246-8095
Email – barnett@leesburgva.gov
Website – www.leesburgva.gov
Facebook – @LeesburgVirginia
Twitter - @TownofLeesburg
Instagram - @townofleesburgva
May 6, 2020

Ms. Carlotta Coates  
2636 Antler Court  
Silver Spring, MD 20904  
cacoates@verizon.net  
(301) 775-4106

To Whom It May Concern:

My name is Carlotta Coates. I am currently on the Board of Directors, and serve as the President of the Loudoun Douglass High School Alumni Association (LDAA). I am also a descendent of a proud graduate of Douglass High School, Class of 1954.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

LDAA has deep roots within this community, as all members are either alumnus or descendants of alumnus, and we respectfully propose that we obtain space for Douglass High School. After careful consideration, we would like to express our keen interest in the following:

- To have an assigned and dedicated room specifically for LDAA use only. We request the original library, as that space to hold meetings and to house historic memorabilia – it is important that the LDAA have a dedicated space in the original building as it holds great sentimental value for the members of the Association and those who attended;

- Continue to use the school free of charge as the staff of Douglass and the Parks and Recreation have so graciously allowed us over the years;

- Continue to have access to the kitchen and cafeteria for special events, such as the MLK celebration and other LDAA-sponsored activities;

- Continue to use the pavilion on the 2nd Saturday in July for our annual summer Picnic where we award scholarships;

- We would like to have the auditorium stage restored and have a display area to store our historical papers and showcase memorabilia; and

- Lastly, we would like the name to remain Douglass High School.
It is imperative for the LDAA to obtain the requested space to continue to help our youth and to give back to the community. Thank you for your continued consideration of my interest and recommendations for Douglass High School.

I would like to request to be included in all correspondences and meetings that have/will be planned in the near future. I am happy and open to receive all notifications via text/email.

Sincerely,

Carlotta Coates

Carlotta Coates, LDAA President
Thank you for this example, Ms. Evans. We appreciate your comments and this input and will share this with the team.

Division of Construction Services
Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148
DouglassRenovation@lcps.org
O: 571.252.1161

From: Gertrude Evans <gertiepert@gmail.com>
Sent: Monday, December 9, 2019 8:08 AM
To: LCPS-DCS-RENOVATION <DouglassRenovation@lcps.org>
Subject: [EXTERNAL] Follow-up to December 5 Douglass School Listening Meeting

I attended last weeks meeting and put an idea on the board, which was to include a pictorial display in the original auditorium area. I located a photo of a similar display that is present at the Frederick Douglass Elementary School down the street, that was rebuilt in 2012 and is also of historical significance.

HISTORICAL PICTORIAL WALL WITH KIOSKS
Thank you.

Gertrude A. Evans
Loudoun Douglass High School Alumni Association Historian
Friends of Thomas Balch Library Black History Committee
Volunteer with Edwin Washington Project
In order to keep and preserve the history of Douglass High School, The Loudoun-Douglass Alumni Association (LDAA) would like to propose the following plans for the original part of Douglass High School.

1. Our goal is to keep each room as a testimony to recognize every person who had the fortitude to meet each and every stumbling block that was put before them in order to have a high school for Black Students in Loudoun County.

   Each room could be named after a different group or person(s) with info and documents about each. Examples include:
   - Charles Houston, Gertrude Alexander, members of NAACP who were instrumental in fighting for the building of Douglass High School
   - Principals, teachers, staff of Douglass High School
   - Former students that have continued to live the Douglass High School legacy in the community.

2. In addition to naming the rooms within the original part of Douglass High School, we would like to have the office to use for LDAA documentation and communications, and a portion of the auditorium to showcase Douglass High School photos and memorabilia.

To support the efforts of the LDAA and to promote the excellence that will be preserved in the original part of Douglass High School. We will have volunteers available to assist in school visitations and tours. We will also use the auditorium for community programs and events to raise money for the scholarships provided by the LDAA.
December 15, 2019

Loudoun Renovations Committee:

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

The Loudoun Douglass High School Alumni Association (LDAA), a 501(C) 3 organization, was formed in 1985. The Association was formed primarily to raise funds for scholarships to award descendants of those who attended Loudoun Training and/or Douglass High School. Since the LDAA inception, over $200,000 has been awarded in scholarships to date. Today the Board is served by 20 members. The Association has and continues to make yearly contributions, as well as, volunteer time and money to community organizations to include the annual “I Have a Dream MLK March” and other organizations as needed. The Association holds a Life Membership in the NAACP and has provided donations to the Loudoun Museum’s effort to preserve slave quarters in Loudoun County, donations to the Leesburg African American Walking Tour, Interfaith Relief, and Hospice of Northern Virginia. When called upon the Association has also donated funds to the Red Cross for hurricane and flood victims.

The LDAA is very proud of Douglass High School’s rich heritage and wishes to keep the building and to form a partnership with other organizations that have expressed interest as well, such as the County Parks and Recreation and the YMCA. Douglass High School has been a key landmark in Loudoun County for all of its current uses, one of which is the annual MLK Celebration and it’s important to continue this tradition.

The Association currently awards eight $1,000 scholarship awards each year. The Board holds the following fundraisers: dances, yard sales, golf tournaments, and offers the Giving Club for members to join.

LDAA has deep roots within this community, as all members are either alumnus or descendants of alumnus, and we respectfully propose that we obtain space in Douglass High
School. After careful consideration, we would like to express our keen interest in the following:

- To have an assigned and dedicated room specifically for LDAA use only. We request the original library, as that space to hold meetings and house supplies.
- Continue to use the school free of charge as the staff of Douglass and the Parks and Recreation have so graciously let us over the years.
- Continue to have access to the kitchen and cafeteria for special events, such as the MLK celebration and other LDAA sponsored activities.
- Continue to use the pavilion for our annual summer Picnic where we award Scholarships.
- We would like to have the auditorium stage restored and have a display area to store our historical papers and showcase memorabilia.
- And lastly, we would like for the name to remain Douglass High School.

It is imperative for the LDAA to obtain the requested space to continue to help our youth and to give back to the community. Thank you for your consideration of our interest and recommendations for Douglass High School. Please feel free to contact me if you have any questions. We look forward to working with you.

Sincerely,

Carlotta Coates
President
Loudoun Douglass High School Alumni Association
info@loudoundouglassalumni.org
Hi Sara,

I am emailing you on behalf of Mary Randolph. Please see the attached suggestions for room use of Douglass.

Please reach out to Mary Randolph at 703-777-8270 if you have any questions.

Regards,
Terri Randolph
May 12, 2020

Ms. Crabbe
506 Mantle Drive
Lynchburg, VA  24501
Kacey_crabbe@hotmail.com
434.665.0879

To Whom It May Concern:

My name is Kacey Crabbe. My mother, Mary Lee Crabbe is a proud member of the Loudoun Douglass High School Alumni Association (LDAA) and I was a recipient of an LDAA college scholarship in 1997, 1998, and 2000! My mother, Mary Lee Payne (at the time) is a very proud, honored graduate of Douglass High School, Class of 1967.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

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- Continue to use the pavilion on the 2nd Saturday in July for our annual summer picnic where we award scholarships;
• We would like to have the auditorium stage restored and have a display area to store our historical papers and showcase memorabilia; and

• Lastly, we would like the name to remain Douglass High School.

It is imperative for the LDAA to obtain the requested space to continue to help our youth and to give back to the community. Thank you for your continued consideration of my interest and recommendations for Douglass High School.

I would like to request to be included in all correspondences and meetings that have/will be planned in the near future. I am happy and open to receive all notifications via text/email.

Sincerely,

Kacey M. Crabbe
LDAA Scholarship Recipient
April 24, 2020

On behalf of the Loudoun-Douglass High School Alumni Association (LDAA) and as follow-on to our meeting on March 10, 2020, at the Douglass School with Ms. Sara Howard-O’Brien and Ms. Donna Tarraca of the Planning Services Division, LDAA would like to reiterate who our organization is, and our long history in the Loudoun County community.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

The LDAA, a 501(c) 3 organization, was formed in 1985. The Association was formed primarily to raise funds for scholarships to award descendants of those who attended Loudoun Training and/or Douglass High School. Since the LDAA inception, over $200,000 has been awarded in scholarships to date. Today the Board is served by 15 members. The Association has and continues to sponsor the annual “I Have a Dream MLK March”, as well as making yearly contributions, volunteer time and money to community organizations to include the Loudoun Hunger Relief and other organizations as needed. The Association holds a Life Membership in the NAACP and has provided donations to the Loudoun Museum’s effort to preserve slave quarters in Loudoun County, donations to the Leesburg African American Walking Tour, Interfaith Relief, and Hospice of Northern Virginia. When called upon the Association has also donated funds to the Red Cross for hurricane and flood victims.

The LDAA is very proud of Douglass High School’s rich heritage and wishes to keep the building and to form a partnership with other organizations that have expressed interest as well, such as the County Parks and Recreation and the YMCA. Douglass High School has been a key landmark in Loudoun County for all of its current uses, one of which is the annual MLK Celebration and its importance to continue this tradition.

The Association currently awards eight $1,000 scholarship awards each year. The Board holds the following fundraisers: dances, yard sales, golf tournaments, and offers the Giving Club for members to join.

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loudoundouglassalumni.org email: loudoundouglassalumni.org@loudoundouglassalumni.org
LDAA, P.O. 1638; Leesburg, VA 20177
• Continue to use the school free of charge as the staff of Douglass and the Parks and Recreation have so graciously allowed us over the years;

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• Lastly, we would like the name to remain Douglass High School.

It is imperative for the LDAA to obtain the requested space to continue to help our youth and to give back to the community. Thank you for your continued consideration of our interest and recommendations for Douglass High School. Please feel free to contact me if you have any questions. We look forward to working with you.

Sincerely,

Carlotta Coates, President

Loudoun Douglass High School Alumni Association

info@loudoundouglassalumni.org

cc: Board of Directors:
December 15, 2019

Loudoun Renovations Committee:

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

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Sincerely,

Carlotta Coates
President
Loudoun Douglass High School Alumni Association
info@loudoundouglassalumni.org
My name is Janet S. Wiggins. I am a member of the Loudoun Douglass High School Alumni Association (LDAA) in addition to being a sitting Board Member. I am also a proud graduate of Douglass High School, Class of 1965.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

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Sincerely,

Janet S. Wiggins, Class of 1965
17542 Tobermory Place
Leesburg, VA 20175
jawsss@msn.com
703-771-7126
My name is Mary Lee Payne Crabbe. I am a member of the Loudoun Douglass High School Alumni Association (LDAA) in addition a sitting Board Member. I am also a proud graduate of Douglass High School, Class of 1967.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

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Sincerely,

Mary Lee Payne Crabbe, Class of 1967
2031 Royal Fern Ct Unit 21C
Reston, VA 20191
momzcrabbe1947@gmail.com
(703) 622-4879
My name is Mary Lee Perry. I am a member of the Loudoun Douglass High School Alumni Association (LDAA) in addition to being a sitting Board Member. I am also a proud graduate of Douglass High School, Class of 1953.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

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Sincerely,

Mary Lee Perry, Class of 1953
226 Loudoun Street
Leesburg, VA 20175
703-777-4520
Mr. Sidney L. Wiggins, III  
300 Linden Ct.  
Sterling, VA 20164  
swiggins_iii@hotmail.com  
(703) 463-8038

To Whom It May Concern:

My name is Sidney L. Wiggins, III. I am a grateful recipient of the Loudoun Douglass High School Alumni Association (LDAA) college scholarship in 1998. I am also a descendent of a proud graduate of Douglass High School, Class of 1965.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

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I would like to request to be included in all correspondences and meetings that have/will be planned in the near future. I am happy and open to receive all notifications via text/email.

Sincerely,

Sidney L. Wiggins, III
LDAA Scholarship Recipient
My name is Sterling Cook. I am a member of the Loudoun Douglass High School Alumni Association (LDAA) and also a proud graduate of Douglass High School, Class of 1966.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

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Sincerely,

Sterling Cook, Class of 1966
5726 Heming Ave
Springfield, VA 222151
Coolpop2@verizon.net
(703) 608-4663
Valerie Bush
6860 Hurd Lane
Haymarket, VA 20169
(703) 999-7931
Valerie_Bush@hotmail.com
LDAA1638@gmail.com

May 5, 2020

To Whom It May Concern:

My name is Valerie Bush, and I am currently on the Board of Directors, and serve as Treasurer of the Loudoun Douglass High School Alumni Association (LDAA). I am also a descendent of a proud graduate of Douglass High School, Class of 1966.

Douglass High School has a very unique history that we would like to have preserved. The school was built in Loudoun County during a very difficult time period – Jim Crow and Segregation. African Americans did not have a high school and the school board informed them there was no land available to build a school. The African American community did not let that deter them, they formed an organization – The Countywide League and they secretly found land, purchased it for $4000 and then was forced to sell it to the school board for $1 in order for a school to be built. Once the school was built the African American community had to raise ALL OF THE FUNDS to furnish the school and purchase books. This was accomplished and the first class graduated in 1941.

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I would like to request to be included in all correspondences and meetings that have/will be planned in the near future. I am happy and open to receive all notifications via text/email.

Sincerely,

Valerie Bush

Valerie Bush, LDAA Treasurer
Hello everyone,

Kathy and I had a brief Webex with Tammy Carter today and reviewed needs for the MLK Day event. Tammy was very helpful and had great comments to share.

Using our questions, I’ve added response information from the call in red below (not all questions are applicable so some are intentionally blank):

**Meeting Space/Facility Event Space:**
1. What type of events do you plan to use space for? 1 day MLK March Event; monthly planning meetings (twice monthly in December and January)
2. How many people do you anticipate would attend these events?
   a. How many people would attend your smallest event?
   b. How many people would attend your largest event?
3. How often will you use a meeting space? Monthly planning meetings as noted above
   a. For small events (less than 25 people)?
   b. For large events (greater than 25 people)? Day of event and 1 advance meeting with volunteers
   c. If shared office/work room were to be available, would this be of interest? Who would be utilizing the space? How often? Would dedicated storage be useful? (ie secured storage cabinet)
4. How often would you use the front portion/stage and entrance area of facility? Day of event; monthly planning meetings may sometime have more attendees than small meeting rooms; considering other 1 day event (movie day and mentor program). Reviewed furniture layouts developed by BBB/Moya and those options and available space would meet the MLK Day Event needs. Serving tables as shown in the adjacent meeting rooms would work well.

**Kitchen Space:**
5. How often would you need a kitchen? 1 Day MLK March Event
6. Will food be served at all of the events noted above or just some? Yes for main event
7. Is food for events typically prepared outside of the facility and transported to the facility already cooked? Food is mostly donated from restaurants or businesses (ex Papa John’s pizza, fried chicken, platters from Wegmans, donated bottles of water, coffee from 7-11, etc.). However, they do cook (boil) hot dogs that are donated and wrap in foil.
8. What types of equipment do you typically use for an event:
   a. Large Sink(s) Yes for clean up process; most items are disposable; they would use for cleaning of pots and coffee pots primarily
   b. Refrigerator/Freezer Yes to refrigerator for convenience day prior to event
   c. Microwave Not typically
   d. Warming Ovens Yes; multiple warming ovens would be used to keep donated food warm (pizza, etc.)
   e. Ice Machine No
   f. Coffee Pots Yes, however MLK brings their own commercial coffee pots and equipment
   g. Dishwasher No
   Stove and/or heating plates for cooking hot dogs would be requested. Surface area to stage food is important – they receive a lot of donations and stage the replenishment of food on the serving tables.
Historic Display:

9. Do you have historic items to display? If so, can you elaborate on items?
   a. Note: Items could be for permanent or rotating displays.
10. Do you have need of storage? If so, how much?
11. Would your membership support/volunteer to serve as a docent for historic displays?

We'll continue to collect feedback on these items as we meet with other stakeholders and then compile for our next discussions.

Thanks,
Melissa

Melissa Tello, LEED AP
Architect
Division of Construction Services
Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148
Melissa.Tello@lcps.org
O: 571.252.1283
M: 571.439.9911

*Please use my Mobile number as primary.
Hello Mellissa, it was a pleasure speaking with you today. I am going to include some bullet points for MLK that we spoke about.

History remain at the school:
Stone on side walk
plaque in building be mounted on wall
Large room for MLK meetings, panels (would like to start a Mentor program with our groups as sponsor)
event be a permanent event for that day rain or shine in the facility. (other than the construction date)
commercial kitchen expanded, (we Heat Hot dogs, would like to keep food in a warmer. And other foods are donated.)
expanded Gym so that we could hold more people for the program.

Things to think about during construction:
This is our Marching path.
2022 not sure where construction will be but will need updates so that we can plan
2023 again not sure where contraction will be but we will need updates to make plans
When Construction starts I believe we will be at our 30th Celebration would like and alternative for the event (Maybe Douglass Elementary? Or Maybe Tuscarora not speaking for my school would have to check and still issue with town on marching path ) Which this is a process that would have to go through the Town as it would change the path that year and I am not sure about the liability for that. This is very important to our History so we need to plan ahead. All of this is things we need to know ahead so we can see what can be done, It is a big process and a lot of paperwork I have to do so the more I know and the sooner I know the better.

Thank you for your time and I look forward to keeping in touch and getting updates. I have copied my contacts so that they are aware of what is coming up and my request.

Tammy Carter  MLK “I Have A Dream” Committee Chairperson
Tammy P. Carter
ISR Tuscarora High School
Activities Coordinator
Head Winter Cheer Coach
Dance Team Sponsor
Husky Travel Sponsor
571-252-1900 ext. 81424
thanks at this point I don't even think we will be able to hold that large of event inside anyway but we will see how things go but I will be making other plans for 2021 as far as the program if we are limited to number of people. Thank you all and take care.

Tammy Carter
Activities Coordinator THS
ISR teacher
Varsity Winter Cheer Coach
Dance Team Sponsor
Husky Travel Advisor
571-252-1900 ext. 81424
how are things going. can you all start eariler since we do not have school?

Tammy Carter

Activities Coordinator THS
ISR teacher
Varsity Winter Cheer Coach
Dance Team Sponsor
Husky Travel Advisor
571-252-1900 ext. 81424

Thanks Tammy! This is helpful and we'll propose a layout for review.

Melissa

My number is 571-331-4721. I do not have pictures with me to forward but we do a U shape. we bring food from the other side on a flatbed or in warming trays. Other foods are donated and as delivered we set-up on the table assigned.
Good afternoon Tammy,

I hope this message finds you well.

We are continuing to work on the Douglass School Renovation project and are looking to prepare additional information to share. During the meeting in February, you shared how the food set up and preparation for the MLK Jr. Day event is handled currently onsite at Douglass. The design team will be sharing possible layouts for table arrangements and we wanted to ask a few follow up questions to show those more accurately in the proposed renovated spaces.

We understood that a large table is used for serving of the food and that guests flow around the table. Do you have any photographs of this arrangement that you could share? Specifically, we want to understand if this is one long table with food service lines on both sides or if it is a U-shape arrangement or other.

Additionally, we understood food is warmed and staged in the Kitchen area and then brought out to the food service table. Are any carts or similar used in that effort or is food carried as it is ready?

We appreciate your feedback on these details so that we can share updates more accurately. We look forward to being able to discuss further in the near future.

Thank you,
Melissa

Melissa Tello, LEED AP
Architect
Division of Construction Services
Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148
Melissa.Tello@lcps.org
O: 571.252.1283
M: 571.439.9911

*Please use my Mobile number as primary.
From: Larry Roeder <roederaway@gmail.com>
Sent: Thursday, November 21, 2019 1:07 PM
To: Wayde Byard <Wayde.Byard@lcps.org>; LCPS-DCS-RENOVATION <DouglassRenovation@lcps.org>; Gertrude Evans <gertiepert@gmail.com>; Donna Bohanon <DonnaMBohanon@gmail.com>; Lori Kimball <lhinterl@yahoo.com>; Spannaus, Edward <edspannaus@verizon.net>; Karen Dawson <Karen.Dawson@lcps.org>
Subject: [EXTERNAL] December Meeting on Douglass Renovation

11/21/2019

Dear Wayde,

Our project has been very grateful for a long time about the determination of LCPS to protect the archival documents we are studying in order to tell the story of African-Americans wanting an education during segregation. LCPS is a leader in this regard. It's an important civil rights statement.

As you likely also know, our project has suggested with the Douglass Alumni Association (our partner) to eventually move the archival records on segregation to the old library room (room 5) at Douglass and we have agreed to provide support staff at our expense to manage the space, fully in compliance with State law.

We are very grateful of course that we have been given space at Round Hill and thank the Chief of Staff for her help; but Room 5 at Douglass can be turned into a great, non-partisan center of excellence, a place to learn about the past so it is not repeated, as well as host events involving experts from neighboring counties and states. We can hold meetings there, impossible to accomplish at Round Hill. I also think it will be great location to teach students.

Since LCPS is looking for Renovation ideas to be presented at the December meeting, I hope you will give us a chance to make a pitch.

We have also often talked about our great volunteers. For your reference, see our volunteer page.

Larry Roeder, MLS, Project Director
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Larry Roeder, MLS, Project Director
FYI, received today.

From: Larry Roeder <roederaway@gmail.com>
Sent: Tuesday, December 17, 2019 9:46 AM
To: Sara Howard-O'Brien <Sara.HowardOBrien@lcps.org>; LCPS-DCS-RENOVATION <DouglassRenovation@lcps.org>; Wayde Byard <Wayde.Byard@lcps.org>
Subject: [EXTERNAL] Douglass Renovation and the Edwin Washington Project

12/17/2019

Dear Sara,

On behalf of the Edwin Washington Project, I'd just like to pass on how terrific it was that the listening session was held at the Douglass High School building. LCPS clearly wants to hear from the citizens, and that's important, especially for the African-American community.

Quite a few people showed up with knowledge of the Edwin Washington Project, including some of our allies in the African-American community and the folks from the design team, with whom I left some material on the project. I also noticed that Loudoun NOW did an article on the event and mentioned our project in a positive light.

While at the event I was asked what kind of additional equipment or furniture we might need for the room was want to use, which is 206 on the main floor, the old library room.

For example, I was asked if we would want ceiling lights that are not harmful to paper, and environmentally controlled book cases. Those are important suggestions, and we agree. With regard to the cases, we desire to protect the rare documents from the elements and to prevent outgassing. We also think the doors should be glass. We are prepared to do a fund raiser for the cases, if needed and for study desks; but it was terrific to hear experts agree on this and other needs.

I was also asked about public access. In our view, the room should be part research center and part public exhibition. We are prepared to provide trained staff to manage the room under LCPS rules, which will thus save LCPS money. We also want to display artifacts we have uncovered from sources outside LCPS, as well as forthcoming artifacts, flags, old bricks, etc. What I proposed was that we would want to place some material on the walls to illustrate the past for both white and African-American schools. In addition, we propose that a horizontal case be placed in the room that can show objects under glass. An example of such a case is found at the Balch Library in Leesburg. Our thought is that the we can manage rotating exhibits of old school materials, as well as material loaned by former students and teachers.
Of course, I stressed that we also want the room to be used as a research center where citizens and experts and study and discuss the past during the week or on weekends. In fact, if LCPS agrees to our proposal, we envisage inviting students to the space in order to discuss segregation, which is an evil that also exists in other countries.

Again, thanks very much for hosting the listening session. I realize that no final decision has been made on the room’s use; but we appreciate the opportunity in partnership with the Douglass Alumni Association to make our voice known.

Warm regards and merry Christmas

Larry Roeder
Director, the Edwin Washington Project, (a 501(c)(3)
roederaway@gmail.com
I just spoke with Pastor Thomas, President NAACP. Amanda Tandy is working on potential dates for our discussion and she will get back to us with same. Pastor Thomas just wanted us to know that they are working together and look forward to discussing the questions with us. She reiterated the desire for NAACP to have space in the building, the history of the formation of the local chapter in the context of the HS, and the desire for preservation/presentation of the artifacts. I shared that the meeting we are seeking next is to talk about their needs for space in order to understand what will be needed from a building design perspective (systems) and that the preservation/presentation of artifacts discussion will follow. I also advised that the decision about space allocation is a matter that will be taken to the LCSB and that staff cannot make that decision. Finally, I asked if she had any update on Union Street and she said that Chair Randall has written a letter to the Town asking for their assistance with the zoning in order to allow a museum and school on the property. She also said that the County is planning to refurbish the building and they are moving forward.

Amanda will likely copy all of us. If she doesn’t, I will forward. Sara

Sara Howard-O’Brien
Land Management Supervisor
LCPS Planning Services
21000 Education Court
Ashburn VA 20148
571-252-1156
703-969-8919 (cell)
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Note: in late November 2019 I contacted Pastor Thomas to advise of the upcoming December 5, 2019 Community Listening Session. At that time she expressed the desire of the NAACP to have office space in the renovated Douglass High School. I offered that the NAACP should provide that input at the upcoming Community Listening Session. (Sara Howard-O’Brien)
Attendance:  
LDAA Officers:  Carlotta Coates, President,
              Erica Bush, Vice President and
              Lisa Campbell, Secretary
LDAA Members:  Loretta Hall, Alvin Dodson, Charlotte Coats, Gertrude
              Ashton Evans, Mary Randolph, William & Shirley
              Washington
MLK Chair:  Tammy Carter
LCPS:  Sara Howard-O’Brien, Donna Torraca

Sara Howard-O’Brien thanked the attendees for coming and asked for their help. LCPS has
received feedback that suggests LCPS has not communicated clearly both the need and desire to
receive input from the LDAA. The purpose of this meeting is to ask how LCPS best
communicate, to receive input, to review concepts and ideas, and to ensure the history of
Douglass HS is honored as a part of the renovation.

Ms. Coates thanked LCPS for the meeting and requested that the LDAA Officers be the point of
contact for further discussions regarding the Douglass High School Alumni Association requests.

Ms. Coates also provided a copy of the December 15, 2019 letter from LDAA to the LCPS
Renovation Project which requested:
  o Assigned dedicated office space in original school to display history of LDAA
  o Area to hold meetings
  o Continued use of school free of charge for meetings and special events
  o Continued use and access to the kitchen
  o Pavilion use free of charge for annual picnic to distribute scholarships
  o Restoration of stage and memorabilia around school
  o The name of the building remain Douglass HS (not community center)

LCPS Staff indicated that exclusive use of a portion of the building will need approval at LCSB
level. Staff reviewed the community space area with the group and the dual purpose of the area.

Mary Randolph spoke and requested the entire front space be dedicated to LDAA and indicated
she was not in favor of the room assignments (depicted on the plans). LCPS Staff offered that
the intent of the community use area is that it would be utilized for LCPS purposes during the
day but that in the evenings and on weekends, when the majority of community meetings and
events take place, the space would be available.

The layout of the overall building and area to remain for community use was reviewed by the
attendees. The attendees requested a walk thru of the building to identify what each room will be
and how things will change throughout.
Ms. Coates noted that the LDAA was meeting on March 14th and that she would get back to us on how best to proceed. Ideas included a smaller committee to review ideas, utilization of the architect to provide concepts to commemorate the history, identify spaces that could be utilized for display and allow LDAA to set-up displays and/or use of LDAA artists to create concepts/displays. It was agreed to host a follow-up meeting to continue discussions.

**Additional suggestions and comments:**
- Can the rooms be named after significant students and administrators
- Is it possible to have a commercial kitchen? (What is needed to be a “commercial” kitchen)
- How could priority use for LDAA, Black History Committee, NAACP and Martin Luther King Committee events be established

**Next Steps:**
- Walk through of building with LDAA showing proposed changes and uses for various rooms in the facility.
- What is the Douglass renovation funding?
- Provide large print set of plans to MLK Committee (delivered March 11; Large prints provided to LDAA at meeting along with summaries of input received to date.)

**Next meeting:** March 26 @ 6:00 – Room 203

(UPDATE – On March 13th the Governor ordered all K-12 schools in Virginia to close until March 27th, at a minimum. The March 26th meeting with be rescheduled when schools re-open)
Attendees to Webex Meeting:

- **LDAA**: Carlotta Coates, Erica Bush, Valerie Bush, Arnold Ambers
- **LCPS**: Gary VanAlstyne, Melissa Tello, Kathleen Devens, Sara Howard-O’Brien, Donna Torraca

**Agenda:**

1. Introductions were made among the two groups
2. Melissa Tello provided a review of plan and project updates. Since the community meeting and meeting in March with Donna and Sara we have been working on the design and reviewing the functions in the building using the input from community meetings and stakeholders like LDAA. Some of the spaces and the questions that we are asking provide assistance with the design for plumbing, electrical, etc. We want to make sure we understand how organizations would like to use the facility. The next meeting will focus more on commemorative ideas, artifacts, and history. Melissa shared the plan regarding how the meeting space could be used.

Key factors reviewed for the renovation:

- The front lobby will be restored to what it once was. The additions made around the original stage will be removed and the stage restored.
- During the day, the front portion of the building will function as gathering spaces for the public utilizing LCPS services (Child Find, Welcome Center, & Head Start). There will be waiting spaces, meeting rooms, a library, and similar space.
- Two outbuildings are to be preserved: the former shop/band building which is to be a multi-purpose space and the building currently utilized by Parks and Recreation which will be a space for teen activities as well as a multi-purpose space.
- The lobby area will be a flexible space allowing for a variety of event accommodations. Melissa reviewed the alternative layouts. With auditorium style seating 220 people could be accommodated; with banquet type seating at round tables the space could accommodate 150. Rectangular tables could serve more than round and it will depend on the event as to how the space would be set up. Melissa noted that these are simply variations on a theme. LCPS has also looked at ways the space could be set up for the MLK events with the MLK representatives. The space in conjunction with the side rooms could provide buffet style serving tables and seating proximate to the kitchen.
- The rooms around the perimeter of the lobby include the kitchen/staff break room, two meeting rooms which could be combined for a larger meeting space, a library, a pre-school play area, and a family break room.

3. Review of Questions on Meeting/Facility Event Space, Kitchen Space & Historic Display

Valerie asked if the front was the only area in question right now? Melissa reviewed the draft plans for the building and showed which spaces would be available for community
functions including the gym and outbuildings. The gym will still be available for community use as will the two outbuildings.

4. Next Steps – LCPS will compile the information provided by LDAA and look at it across the board with other input received and determine what specific things can potentially be put in place. We will also review, what needs to go before the School Board to answer questions for Construction and LDAA. We anticipate the next discussion very much focused on historic display and commemorative opportunities.

Before review of the questions, Carlotta Coates reiterated that the building has a very unique history and LDAA feels they should be more prominent in the space than any other groups requesting space in the facility. LDAA would like to continue to use the facility at no cost to the organization and requests the building remain Douglass HS and not be renamed.

Meeting Space/Facility Event Space:

1. **What type of events do you plan to use space for?**
   Event space, dance, annual picnic, high tea, horseshoe tournament and other fundraising events. The Annual Meeting attendance is approximately 550 people using both the outdoor pavilion and indoor facilities.

2. **How many people do you anticipate would attend these events? 100-200**
   a. **How many people would attend your smallest event? 100**
   b. **How many people would attend your largest event? 200 and more**

3. **How often will you use a meeting space?**
   Bi-weekly officer meetings, monthly board meetings, annual meetings, special call meetings. 4-5 times a month
   a. **For small events (less than 25 people)? Bi-weekly officer meetings**
   b. **For large events (greater than 25 people)? 4-6 times per year**
   c. **If shared office/work room were to be available, would this be of interest? No**
      Who would be utilizing the space? Board of Directors
      How often? On a weekly basis.
      Would dedicated storage be useful? Yes to store documents, supplies, etc. (ie secured storage cabinet)

4. **How often would you use the front portion/stage and entrance area of facility?**
   Two to four times per year. High tea, skits or plays, special events. Trying to incorporate our scholarship recipients in terms of what skills they have; LDAA would like to have a workspace to allow the recipients to give back to the community.
   Is there anything you think will be needed, or a vastly different need, from what we shared for layouts?
   No, LDAA likes the floor options and moveable furniture. The layouts provide good flexible options.
LDAA understands LCPS has received requests from multiple organizations to use the space. They feel they have a closer relationship with the school than other organizations. LDAA does not have a home to house documents, historic information, supplies.

**Kitchen Space:**

5. **How often would you need a kitchen?**
   - For every event

6. **Will food be served at all of the events noted above or just some?**
   - Yes, all events.

7. **Is food for events typically prepared outside of the facility and transported to the facility already cooked?**
   - Yes. Most items are prepared outside and brought to the school and warmed. There are also events where a caterer will transport food to the facility.

<table>
<thead>
<tr>
<th>What types of equipment do you typically use for an event?</th>
<th>All except dishwasher.</th>
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<tbody>
<tr>
<td>1. Large Sink(s)</td>
<td>Yes</td>
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<tr>
<td>2. Refrigerator/Freezer</td>
<td>Yes</td>
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<tr>
<td>3. Microwave</td>
<td>Yes</td>
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<td>4. Warming Ovens</td>
<td>Yes</td>
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<td>5. Ice Machine</td>
<td>Yes</td>
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<td>6. Coffee Pots</td>
<td>Yes</td>
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<tr>
<td>7. Dishwasher</td>
<td>No</td>
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Melissa discussed catering kitchen vs. commercial kitchen and equipment changes. Melissa explained that the reason for these questions is health department permit related. We have to be as specific as possible to make sure we understand the needs. The primary kitchen question relates to the cooking of proteins, the potential for grease and associated fire safety requirements. The kitchen design must take into account what will be done and then the electrical and fire suppression systems will be planned accordingly.

**What might you cook vs food prepared and brought in of-site?**

Have two individuals who are certified for food preparation. Most of the food is warmed-up or cold unless it’s an outside caterer. It usually wouldn’t be more than hotdogs. They are not frying chicken or cooking food inside. Most of cooking is at the annual meeting and that is grilled in the park on the pavilion grills. Most food is brought in and perhaps heated up.

**Are additional grills brought in for those events?**

In the past we have not brought in any additional grills. For warmup of items LDAA has had access to the smaller kitchen along with prep for the hotter items and then staging and keeping warm.

**Do you bring any additional equipment when you use the facility?**

Bring coffee pots. We bring in ice.

**Historic Display:**
8. **Do you have historic items to display?**
   Yes.
   **If so, can you elaborate on items?**
   Artifacts, pictures, statutes, memorabilia, pictures, tents, tables, etc.
   1. **Note: Items could be for permanent or rotating displays.**
   LDAA would like both permanent and rotating.

9. **Do you have need of storage?**
   Yes.
   **If so, how much?**
   There are fragile school records that could be stored there. Office supplies, trophies, pictures.

10. **Would your membership support/volunteer to serve as a docent for historic displays?**
   Yes, absolutely. Have individuals that would like to serve as a volunteer/docent.

**What is the possibility of LDAA naming some of the rooms in the school?**
Melissa stated that, yes, we have noted that as a concept and room naming is definitely on the table. She then explained briefly some of the historic displays and concepts we are looking at.

**Any additional thoughts or questions?**
Arnold was the President for LDAA for many years and an alum. Arnold shared his experience with us. There are very few previously segregated black schools in existence in this area. My parents and grandparents: all the things that they had to do to get a school for their children. Books were passed down. We purchased our own band instruments. We took great pride in being members of Douglass High School. We were/are very proud of the school. Our parents were the foundation of the school. We protected that school. It is this history that we bring.

My father who worked on the a farm was one of the first bus drivers. It wasn’t a bus. We lived north of Leesburg and he would pick-up students in his pick-up truck to bring to school before school buses were provided.

Douglass Alumni Association is really the root of what you are getting ready to do in renovating this school. We really want to be a part of this and are grateful for the opportunity to be a part of transforming the school back to what it was. We are the beginning.

Carlotta’s great aunt who is 99 went to the Douglass Training School. She lived through the whole struggle, the hardships and difficulties that their parents and grandparents went through. This school means more to us, the decedents, than to any other organization.
Douglass School Renovation
NAACP Loudoun Chapter Webex Meeting
August 11, 2020

Attendees to Webex Meeting:
NAACP: Pastor Michelle Thomas and Amanda Tandy
LCPS: Gary VanAlstyne, Melissa Tello, Kathleen Devens, and Sara Howard-O’Brien

Agenda:
1. Introductions were made between NAACP and LCPS. Melissa noted that LCPS would prefer to meet in person, but the pandemic has resulted in the need to meet virtually; we appreciate NAACP’s willingness to meet with us. It is our goal to collect feedback from key stakeholders to facilitate the design process.
2. Melissa provided a review of building plans and project updates. LCPS been working on the design and examining the building functions using the input from community meetings. Our more detailed questions about space and use will provide critical information for the design of the mechanical systems such as plumbing and electrical. We want to make sure we understand how various organizations would like to use the facility. This information will in turn allow us to plan the mechanical systems necessary to support those uses. Melissa also shared the example plan depicting how the lobby space could be utilized for various events.

Key factors reviewed for the renovation:
- The front lobby will be restored to what it once was. The additions made around the original stage will be removed and the stage restored.
- During the day, the front portion of the building will function as gathering spaces for the public utilizing LCPS services (Child Find, Welcome Center, & Head Start). There will be waiting spaces, meeting rooms, a library, and similar space.
- Two outbuildings are to be preserved: the former shop/band building which is to be a multi-purpose space and the building currently utilized by Parks and Recreation which will be a space for teen activities as well as a multi-purpose space.
- The lobby area will be a flexible space allowing for a variety of event accommodations. Melissa reviewed the alternative layouts. With auditorium style seating 220 people could be accommodated; with banquet type seating at round tables the space could accommodate 150. Rectangular tables could serve more than round and it will depend on the event as to how the space would be set up. Melissa noted that these are simply variations on a theme. LCPS has also looked at ways the space could be set up for the MLK events with the MLK representatives. The space in conjunction with the side rooms could provide buffet style serving tables and seating proximate to the kitchen.
- The rooms around the perimeter of the lobby include the kitchen/staff break room, two meeting rooms which could be combined for a larger meeting space, a library, a pre-school play area, and a family break room.

Questions: Pastor Michelle asked whether there is seating on the stage. Melissa responded that the layout in the plan depicts the stage with the screen down which
provides the opportunity to store and screen from view the extra furniture. The stage is of a good size and could provide seating if the stage were not needed for the function. This is something that LCPS could review to determine how much seating space the stage could provide.

Pastor Thomas asked about the shadow boxes around the perimeter of the plan and what these represent. Melissa responded that these are potential display cases or areas where display materials could be hung. She noted that LCPS is looking at a community curation project and asking if the stakeholders would be interested in this idea. Pastor Thomas asked if the displays would be permanent or temporary. Melissa responded that they could be either; LCPS anticipates that LDAA and NAACP would want space to display historic materials and artifacts. Melissa also asked if NAACP could confirm interest in displaying artifacts and would members be interested in serving as docents? Pastor Thomas indicated that the NAACP would absolutely be interested in both, especially noting that the NAACP youth groups could be potential docents. It was also noted that because NAACP does not have a permanent space many of their artifacts are stored in members basements and spread out among the community. They would embark on an inventory of their items to better assess what could be displayed and sizing. They have both small and large items. An example are the letters from Charles Houston, the attorney who worked with the Countywide League and recommended that they form a Loudoun Chapter of NAACP, the genesis of the NAACP 80-year history in Loudoun.

3. Review of Questions on Meeting/Facility Event Space, Kitchen Space & Historic Display
   (See below for Q and A discussion.)
4. Next Steps – LCPS will compile the input provided and look at it across the board with other input received and determine what specific things can potentially be put in place. We will also review the questions that need to go before the School Board for direction. The next discussion is proposed to focus on historic display and commemorative opportunities.

Prior to the discussion on the space needs, Pastor Thomas emphasized that both the NAACP and LDAA have space needs. Both organizations need offices and both have direct ties to Douglass High School. Pastor Thomas noted that when the community was working to improve educational opportunities they had to bring in outside help and, ultimately, that help was the formation of the Loudoun Chapter of the NAACP. The NAACP has 80 years of history in Loudoun and specifically with this building. NAACP feels the request for office space is a fair ask. The request is not for a large space, a couple of desks, a private area to meet with individuals bringing concerns to the NAACP, meeting space and storage. (details below)

**Meeting Space/Facility Event Space:**

1. What type of events do you plan to use space for? NAACP has two larger meetings a month. The monthly general membership meeting held on the second Monday of the month from 7-9 pm typically has an attendance of up to 100 people. The full membership is 525. The Executive Committee also meets monthly, on the third Monday of the month from 7-9 pm, and typically has up to 30 people. Most of the NAACP work is accomplished in Committees. There are thirteen (13) committees, all of which meet monthly. Committees consist of 10-15 members each. Total 15 meetings per month.
2. How many people do you anticipate would attend these events?
   a. How many people would attend your smallest event? 10-15
   b. How many people would attend your largest event? 100

3. How often will you use a meeting space?
   a. For small events (less than 25 people)? 13
   b. For large events (greater than 25 people)? 2
   c. If shared office/work room were to be available, would this be of interest? Who would be utilizing the space? How often? Would dedicated storage be useful? (ie secured storage cabinet)

NAACP would not be interested in sharing office/work space. Their work requires a separate space for privacy. Meetings with citizens who bring concerns to them such as civil claims and issues with racism require a space where individuals will feel comfortable discussing their concerns. NAACP is quite active (see # of meetings above). The office space needs would include desks for the secretary and treasurer, a private space to meet with citizens and storage space. The estimated size would be that of a classroom. NAACP has artifacts that need to be stored as well as organization records including membership and financial documents.

4. How often would you use the front portion/stage and entrance area of facility? 2 times a month for larger meetings. NAACP also plays an active role in the MLK events held at Douglass. The proposed meeting space concepts (plan shared) would work well for NAACP meeting needs.

**Kitchen Space:**

5. How often would you need a kitchen? At each meeting (15 meetings a month). Pastor Thomas noted that often members are coming directly from work at the end of the day and do not have time for dinner. For the monthly membership meeting, the children are included to allow more members to participate. With this meeting, the youth will meet at the same time as the adult members are meeting. Pastor Thomas noted that the sharing of meals is also cultural.

6. Will food be served at all of the events noted above or just some? All

7. Is food for events typically prepared outside of the facility and transported to the facility already cooked? Typically, the food is prepared outside of the facility and brought already cooked. The example of catered events was given where the caterer would bring prepared food and then warm the food at Douglass for serving. Melissa asked if there are events where food is prepared in any manner on-site. Pastor Thomas responded that she had not seen this but clarified that NAACP did not want to preclude others, such as the LDAA, from having what they need or want. NAACP wants what LDAA wants. Melissa explained that the reason for these questions is health department permit related. We have to be as specific as possible to make sure we understand the needs. The primary kitchen question relates to the cooking of proteins, the potential for grease and associated fire safety requirements. The kitchen design must take into account what will be done and then the electrical and fire suppression systems will be planned accordingly. In talking with others, including LDAA and MLK organizers, the only item identified to date that will need to be further explored is the cooking of hot dogs. If a commercial
kitchen is not needed, then the expense of a commercial kitchen could be avoided. A commercial kitchen represents a major cost for the school renovation.

8. What types of equipment do you typically use for an event:
   a. Large Sink(s) yes
   b. Refrigerator/Freezer yes
   c. Microwave yes
   d. Warming Ovens yes
   e. Ice Machine yes
   f. Coffee Pots yes
   g. Dishwasher yes

Pastor Thomas asked about the accommodations for warming ovens. While NAACP would not need a stove, they would want to have adequate warming ovens. It was noted that caterers will also bring in temporary “burners”. Melissa advised that LCPS will note the need for warming ovens and the temporary burners (heating/warming) and review options with the design and permitting requirements.

Historic Display:

9. Do you have historic items to display? Yes. If so, can you elaborate on items? Variety of items, large and small. Most artifacts are currently being stored in members’ homes. NAACP will need to take inventory of the artifacts that they have.
   a. Note: Items could be for permanent or rotating displays. Pastor Thomas noted that NAACP would be in favor of rotating displays and anticipated that both LDAA and NAACP would have items for display.

10. Do you have need of storage? If so, how much? Yes, NAACP would need storage space for artifacts. Would need to inventory to provide an estimate on space.

11. Would your membership support/volunteer to serve as a docent for historic displays? Yes, NAACP would have an interest in providing docents for historic displays and noted that it would be a great opportunity for youth volunteers. The Loudoun Freedom Center, the NAACP youth division, and Douglass Alumni would all likely participate.

A question was raised with regard to the ownership of items placed on display. The items would still belong to the organization and there could be a documentation of the item, the agreement to display and the return to owner. Pastor Thomas suggested that a picture should be taken of each of item. It was generally agreed that documenting the items through some type of contract would be important and there are likely forms or a format established that could be utilized. LCPS is interested in having the organization prepare the displays. What LCPS needs help with is knowing what size the display cases should be. There will be a need to make sure we have the right size display cases with an ability to secure items. There will be a lot of people in this space and we will want to properly protect these artifacts. Pastor Thomas asked if there is an opportunity for office space that NAACP would also like to secure wall space for display.

Melissa noted that it is desired to have an array of different mediums for display. There could be a spectrum of installations to add variety and interest. Pastor Thomas shared...
that NAACP has some very important heirlooms and is also digitally harvesting what the community can share about this history. She noted that LCPS has 3-D printing capability that could assist with creating replicas of artifacts for display. Pastor Thomas said the museum component should be dedicated to the 80-year struggle and the continued struggle. She cited historical events that were occurring at the same time as the struggle for equal education. These include sit-ins, pool closings, & the protest for seating at the Tally Ho theatre. There should be an atmosphere of “what happened here” when you step onto the campus. Who were the heros and generals? The walk-way into the building should memorialize these people and events and engage the site. Melissa shared the graphic showing one concept for the outdoor space in front of the building noting the various features of this potential gathering space. One of the ideas is to look at the existing trees to consider opening up the view corridor to the building as it is currently hidden. In reviewing the concept, Pastor Thomas noted that the seating looks similar to slave auction blocks. Melissa thanked Pastor Thomas for her observation and noted that this is exactly the kind of feedback and help we need in shaping these important spaces. The concept is not intended to be prescriptive but rather ideas for consideration.

There was a discussion on how to go about getting the input needed for this project. Pastor Thomas noted the importance of LDAA participation and getting the alumni to share their vision for what they would like to see. She offered her assistance in bringing everyone to the table. Pastor Thomas shared that many of the alumni are older now and have been shut out for decades. Their hearts get broken a lot. Yet their conversations are so important and, now more than ever, we need to find way to hear their input and listen to what they have to say. Perhaps this should be done in smaller groups or gatherings.

Pastor Thomas noted that she has heard concerns about the skate park and inquired as to what type of use this park has. Are there competitions held here or is this for individual users? Melissa offered that Parks and Recreation has emphasized the importance of maintaining this park it is considered an important amenity. LCPS would need to ask Parks and Recreation about the users and whether competition is held.

Pastor Thomas asked if the gym is included in the renovation. Melissa responded that it is a part of the renovation and will include system upgrades related to mechanical, acoustics and audio-visual. Pastor Thomas noted that the acoustics are not currently good and that has been an issue for the MLK program. The gym floor will stay the same. Melissa said that LCPS has been so focused on the main lobby space that we have not adequately emphasized the upgrades to the gym. We will confirm that the gym is also being renovated in future discussions.

Pastor Thomas cited the two out buildings that will be available for use. She asked if the third building that is slated for removal could be kept for storage? LCPS would need to look at that possibility. Melissa noted that the third building is fairly worn. There was also a question about scheduling and costs. There will need to be discussions about how the space is scheduled and any costs for scheduling. Pastor Thomas noted that these organizations do not have a lot of money for rental purposes. There was also a question
on the hours of operation. When will the building be open for use. Melissa noted that these are all good questions and are still under review. The typical hours are 8-5 and Parks and Recreation use spans both sides of those hours. LCPS anticipates evening utilization but do not know what the “end time” will be.

Melissa thanked Pastor Thomas and Amanda Tandy for their input and time. Our next step is to look at all the input received in the context of the design. We will be reaching out again very soon to schedule another meeting to discuss the documentation of the historical aspects. Both Pastor Thomas and Ms. Tandy thanked LCPS for the opportunity to participate.
Bev Tate conversation with Larry Roeder, July 16, 2020, re: Edwin Washington Project (EWP)
Larry’s telephone is 703.867.2056, for follow-up questions I may have missed.

Meeting Space/Facility Event Space: Larry would like to have 1-2 desks in an area dedicated to EWP (very willing to share space with LDAA, feels they are partners in promoting history and telling the story). Stated he would need internet, electric and desks to have computer, printer, and scanner (I wonder built-in desk/counter?). Obviously, the computer(s) would be password protected so not usable by others who might meet in same room. He envisions the same room as others – the left front classroom as one looks at building from outside.
While I believe he originally thought he might get his own space (again, willing to share with LDAA) as he/someone would be there daily (M-F day/night), after talking with him I got him to understand that while space might be available for his archived records and research that it might be that there might be a desk(s) space in room but room could also have large conference table/chairs that could be used by researchers and for groups who might want to meet there (then his archived storage cabinets would be locked…with him having keys to said locks). At such time (I gave example of a Tuesday 9-11am meeting by Black History Committee), they would use room and perhaps he would adjust his ‘work’ schedule and/or be serving as a docent for the displays throughout building.
He indicated a need to have key to said room, to keep it locked. I gave example that perhaps like schools/office buildings, the room would be locked (and yes, they may have a key to said room) but that if custodial staff cleaned at end of day the room would then be locked – to keep any evening activity participants out of room…unless the group had also reserved that room for meeting space.
Also spoke of key to building (he does not have key/badge to enter Round Hill Center, he must get buzzed in). I told him that I did not think he would get a key/badge to enter building as that was a security issue – but that would be something discussed down the road, if space were allotted to EWP. And as this was office and PRCS space, there might be a person stationed at a reception desk after hours too, to assist with evening and/or weekend use/visiting; I indicated (hopefully correctly) that there would likely be a LCPS receptionist in front of building during regular business hours to assist families coming in for LCPS services. He seemed to grasp that idea.

1. What type of events do you plan to use space for? Research, display, archive storage, meetings, visitor viewing
2. How many people do you anticipate would attend these events?
   a. How many people would attend your smallest event?
   b. How many people would attend your largest event?
3. How often will you use a meeting space? Varied in purpose and # of participants
   a. For small events (less than 25 people)?
   b. For large events (greater than 25 people)
   c. If shared office/work room were to be available, would this be of interest? Yes. Who would be utilizing the space? How often? Would dedicated storage be useful? (i.e. secured storage cabinet) Yes – see comments elsewhere in this summary.
4. How often would you use the front portion/stage and entrance area of facility? Daily – during and after regular work hours.
**Kitchen Space:** Larry was not overly concerned on kitchen space as he wants no food/drink near the archived records...so thus would request ‘NO FOOD/DRINK’ signage on whatever room the archived documents might be placed. We didn’t further review kitchen space needs/equipment.

5. How often would you need a kitchen?
6. Will food be served at all the events noted above or just some?
7. Is food for events typically prepared outside of the facility and transported to the facility already cooked?
8. What types of equipment do you typically use for an event:
   a. Large Sink(s)
   b. Refrigerator/Freezer
   c. Microwave
   d. Warming Ovens
   e. Ice Machine
   f. Coffee Pots
   g. Dishwasher

**Historic Display:**

9. Do you have historic items to display? Yes. If so, can you elaborate on items?
   Note: Items could be for permanent or rotating displays. Yes. Indicated he was asked by others (BBB?) if he could assist with the displays throughout the building – permanent and rotating.

10. Do you have need of storage? If so, how much? Larry/EWP has purchased archive boxes for all the LCPS documentation that is/has been stored at Round Hill Center (he explained how banker boxes are horrible for archiving historical documents). The EWP has identified some funds that could be used to purchase glass-front cabinets to secure (lock) the archive boxed materials when not being used for research and/or if other events happening in the space. He would like to know if that money would be needed and how much space they would have for their historical files and records. Currently he estimates that he has records at Round Hill Center that extend along a 20’-24’ wall; the boxes are stacked 6’ high (and roughly 3’ deep). He would like all this archived and stored at Douglass School. He also referenced need for glass display cases (in same room and perhaps throughout building) for display/viewing of books, etc.; he referenced a design like what is in place at Thomas Balch Library for their display of historical records. Ideally, I gathered that Larry would like one whole wall for the 20-24’x6’x3’ boxes/glass door storage cabinetry and another blank wall in room to hang flat media (e.g., pictures, maps, flags).

11. Would your membership support/volunteer to serve as a docent for historic displays? Larry indicated yes. He has master’s in library science (? believe that is degree he said), various academics associated with EWP, as well as persons who attended various Loudoun black schools (aka Living History persons) who could serve as volunteers/docents within renovated Douglass School. Larry would ideally like to use Douglass to store archived EWP documents/records, display items, and a place to have discussions across region/county – including providing place for others to come research AND bring students in for talks/discussions with
aforementioned ‘Living History’ persons. He believes Loudoun is so unique in that we have so many records that other counties/school divisions do not; he wants to market it. He mentioned the need for a key to building and designated room (He is again ok to share room with LDAA. He and Gert have talked at length on this, even at one of the community meetings LCPS held at Douglass. Gert is part of EWP team working on book with Larry, to be published by Georgetown University…resulted from this spring’s EWP article on front page of The Washington Post.)
EXISTING OFFICE DRAWERS

FLEXIBLE MEETING ROOM

LIBRARY

"U" SHAPE TABLES LOCATION

FOR FOOD DISTRIBUTION

MOBILE HEATED

CABINET

3 UNITS

ELECTRIC

HOT PLATE

3 UNITS

HOT DOG

ROLLER GRILL

STAFF BREAKROOM

MOBILE CATERING EQUIPMENT LOCATION

MOVE THE DOOR LOCATION

6' - 9 3/4"

6' - 9 3/4"

7' - 6 5/8"

1' - 11 7/8"

23' - 11 1/4"

1' - 11 7/8"

7' - 11 3/4"

4' - 4 3/8"

R 3' - 6"

1' - 6"

3' - 0"

5' - 0"

4' - 6"

1' - 7"

2' - 0"

10' - 0 5/8"

200' DROP DOWN SCREEN

220 CHAIRS

NOTE IF THIS SHEET IS NOT 30" W x 42" L THEN IT IS NOT THE INTENDED SIZE. IN ALL CASES, WORK TO FIGURED DIMENSIONS.

DOUGLASS SCHOOL
RENOVATION
407 E MARKET ST
LEESBURG, VA 20176

3 MAIN LEVEL - SHARED SPACES - THEATRE

2 MAIN LEVEL - SHARED SPACES - PROPOSAL

1 MAIN LEVEL - SHARED SPACES - EXISTING LAYOUT
Loudoun County Public Schools (LCPS) facilities are designed and constructed to support the educational programs of the school division. When not being used for instructional purposes, extra-curricular activities, non-curricular student clubs and/or athletic events, LCPS facilities are available for limited use by other organizations and individuals as outlined in this policy and its regulation.

The Division Superintendent is authorized to promulgate regulation to implement this policy as needed and shall establish a priority of use, a fee rate structure and rules of use. For facilities for which there are no outstanding tax-exempt bonds due, the Superintendent may assess fees in excess of actual costs to organizations.

A. Definitions

1. Organizations. Commercial (for-profit), professional services (for-profit), governmental (local, state and federal official, governmental units), and non-commercial (non-profits and religious entities) community organizations having an office or similar physical presence in Loudoun County.

   a. The organization must be one structured and managed to meet a need or pursue collective goals. Non-commercial (non-profits and religious entities) community organizations must have a management structure that determines relationships between the different activities and the members, and subdivides and assigns roles, responsibilities and authority to carry out different tasks, or,

   b. The organization must serve a commercial, professional services, or governmental purpose; or be a non-commercial community organization that promotes an educational, recreational, civic or political, the arts, or cultural purpose.

2. Individuals. Persons over the age of 18, except a minor child under 18 years of age escorted by an adult at all times is permitted.

3. Facilities. As identified in the implementing regulations, facilities are limited to school buildings, school grounds and the LCPS Administration Building conference rooms and School Board rooms not otherwise needed for any of the following uses: instructional, extra-curricular, non-curricular student clubs, or any other school or LCPS official business including, but not limited to, the meetings or activities of the School Board, its committees, sub-committees, ad hoc committees, board-appointed advisory groups, Minority Student Achievement Advisory Committee, Loudoun Education Foundation, a school’s PTA/PTO and a school’s Booster Club. These uses shall be granted first priority of use and no fees shall be charged.
B. General Rules of Organization Facility Use

1. Organizations seeking to use LCPS facilities must apply and follow the procedures and rules set forth in the Superintendent’s regulation.

2. All organizations seeking approval for use of LCPS facilities will comply with applicable laws, School Board policies, regulations and rules. Organizations shall ensure that the use of LCPS facilities for any activity or meeting, including dramas, plays, concerts, artwork or other presentations or performances is lawful at all times.

3. When using LCPS facilities, property or grounds, organizations shall not discriminate against attendees at events held on property of LCPS as prohibited by the laws or Constitution of the United States of America or the Commonwealth of Virginia. A school or building administrator is entitled to attend any activity held on LCPS property at any time. No person shall be evicted from or otherwise be removed from LCPS property by or at the request of any organization without the express approval of the LCPS facility administrator.

C. General Rules for Individual Facility Use

1. Individual community members may only access and use outdoor school areas for their intended purposes at the times and locations provided for in the Superintendent’s regulation and only when not being used for any official school or LCPS business or by an organization which has been previously approved for use. Individuals may not reserve the use of LCPS facilities or grounds.

2. Any individual who has been issued a no-trespass letter is prohibited from using facilities under this policy. The facility administrator is authorized to remove any person from LCPS property, as needed, in their discretion, to maintain order, discipline and safety of school students, staff and others.

3. The Superintendent shall promulgate regulation and rules for individual use which may include pre-registration prior to individual use.

4. Fees will not be charged for individual use.

Former Policies 6-27, 6-28, 6-29
Adopted: 11/27/18

Cross Refs: Regulation 6310, Policy and Regulation 5-11
Facilities within Loudoun County Public Schools (LCPS), defined as buildings and grounds, are designed and constructed to support the educational programs of the school system and for the administrative functions thereof. When school is not in regular session during the day, not occupied for instructional purposes, extra-curricular activities and athletic events; and, when not scheduled for or in use for any LCPS or school administrative purpose, certain LCPS facilities, including certain parts of the Administration Building are available for use by organizations or community organizations and certain outdoor facilities are available to individuals. LCPS shall make the final determination as to LCPS buildings and grounds, or parts thereof, that are available for facility use. This Regulation applies only to LCPS non-charter school facilities.

A. Supplemental Definitions.

1. Custodian or Authorized Facility Use Supervisor. LCPS custodians, or employees of the Loudoun County Department of Parks, Recreation and Community Services (PRCS), having completed specialized training associated with the oversight of the facility, including proper methods for cleaning and avoiding contact with blood borne pathogens and other bodily fluids, as well as the proper handling and use of cleaning chemicals. Training of the custodian also includes specific cleaning duties that are the responsibility of the custodian in completing work during a scheduled event.

2. Event. An approved activity scheduled by an organization for use within LCPS, routed through the automated facility use system and for which a confirmation has been sent to the official organization representative. An event may either be an activity or a meeting.

3. Insurance. Confirmation of insurance coverage is required for all events.

4. Applicable Fees. Fees assessed for use of facilities and grounds of LCPS and consist of one or more of the following fees - custodial services, kitchen supervision, law enforcement, space use (inside / outside).

B. Authorization and Responsibility.

1. The school principal/building administrator or designee is authorized to schedule use by organizations when facilities are not needed for school or administrative purposes or scheduled for use by the PRCS. Only those facilities approved by LCPS for facility use may be authorized by a principal or building administrator. Custodial services or supervision of the facility is required.

2. All organizations requesting use of facilities must register to request to become an organization approved for use of LCPS. Confirmation regarding a request to become an approved organization will be provided in writing by the LCPS/Department of Support Services.
3. When use of facilities within LCPS is requested by an organization, approval or denial of the requested use will be provided in writing by the LCPS/Department of Support Services.

4. The school principal/building administrator or designee may cancel an approved facility use event by providing fourteen (14) calendar days' notice, except in situations involving the rescheduling of a cancelled school, School Board, or School Board committee event or meeting; or, except when the facility is needed by LCPS in emergencies as determined by LCPS. The organization scheduling the use of the facility bears all risk and/or liability if LCPS cancels an approved use for any reason. The organization shall defend and hold harmless LCPS from any and all claims, loss, damage, and liability related to an LCPS cancellation. This paragraph shall appear on e-mail confirmations and the facility use “Terms and Conditions” provided to potential users.

5. The Assistant Superintendent for Support Services, or designee, is authorized to approve, deny or cancel facility use requests and has the authority to revoke access by an organization failing to comply with School Board policies and regulations, or by an organization in arrears by 30 or more days for unpaid invoices of facility space use fees, facility supervision fees or invoiced fees and costs resulting from damage to LCPS property. No user may be approved for subsequent use if the user is in arrears of any invoice by 30 or more days.

C. Priority and Conditions Governing Use of LCPS Facilities by Organizations.

1. First Priority: Facility Use for School and Administrative Purposes.

a. School-Based Activities. LCPS administrative, instructional, extracurricular and school-based activities have the first priority for use of all facilities and grounds. Examples of school-based activities include, but are not limited to school celebrations, school dances, school fund-raisers, PTA/PTO events and/or school booster events. LCPS schools may request use of any other LCPS school or facility and will be given first priority of use when another school has not previously scheduled the facility.

b. School Board Advisory Organizations. School Board sanctioned advisory groups, committees, subcommittees and task forces that are specifically authorized by the School Board, bona fide and active advisory groups that are recognized by the School Board for the primary purpose of providing input to the School Board in the development of policies and practices, and professional, business and governmental private associations of which the School Board is a member and educational foundations supporting LCPS are school-related or School Board-related events. Such groups
include: Gifted Education Advisory Committee, Minority Student Achievement Advisory Committee, Odyssey of the Mind, Region IV, Special Education Advisory Committee, Virginia School Board Association.

c. Custodial Services. An LCPS custodian is required during all scheduled events and it is the responsibility of the school principal/building administrator or designee to obtain.

d. Applicable Fees. There are no facility use fees for activities or meetings held in schools for school and administrative purposes.

2. Second Priority: Facility Use by the Loudoun County Government, Loudoun County Office of Elections (LCOE) and PRCS.

a. Loudoun County Government. Examples of Loudoun County government entities include, but are not limited to fire and rescue, library services, municipalities, municipalities' law enforcement agencies, Sheriff’s office.

LCOE. May utilize LCPS facilities as governed by a “Memorandum of Understanding.” If there is any conflict or ambiguity between Policy and Regulation 6310 and the “Memorandum of Understanding” with the County, the Policy and Regulation shall take precedence.

b. PRCS. Athletic space is scheduled and governed by County of Loudoun policies and procedures. Examples of PRCS activities include, but are not limited to, adult sports (baseball, basketball, cricket, soccer, softball, volleyball), after-school childcare programs, County After School Activities (CASA) and Youth After School (YAS), “Battle of the Bands,” camps (athletic, summer, Fall Break, Spring Break, Winter Break, etc.), holiday events/performances, Youth Advisory Council, youth sports (various youth sport leagues).

c. Requests for Use. Requests for use of LCPS facilities by Loudoun County government, LCOE and PRCS are to be submitted no less than three (3) calendar days before the event date.

d. Event Cancellation/Change. Requests for cancellation or change to a Loudoun County government, LCOE, PRCS event must be submitted no less than three (3) business days before the event date by e-mail to the school principal or building administrator where the event is scheduled and to the Department of Support.
e. **Custodial Services.** The school principal/building administrator or designee is required to secure an LCPS custodian for custodial services for events sponsored by the Loudoun County government and LCOE. It is the responsibility of the staff of PRCS to secure facility supervision for PRCS events held as part of specified sport use time. Facility supervision is required for all events/activities sponsored by PRCS. The facility supervisor must be an authorized facility use supervisor (employee of PRCS) or an LCPS custodian. Custodial services by an LCPS custodian are not required during events held by PRCS as part of specified sport use time. It is the sole responsibility of the PRCS facility supervisor to oversee the event. LCPS custodial staff may be scheduled for hours worked during a PRCS event, extending throughout the day, where periodic cleaning may be required during the event and at the event’s conclusion. LCPS custodial staff are required to be scheduled for PRCS events that are not included as part of specified sport use time.

f. **Applicable Fees:** There are no facility use fees for Loudoun County government, LCOE, or PRCS activities if PRCS activities are occurring as part of specified sport use time. PRCS activities occurring outside specified sport use time are subject to applicable facility use fees. Facility use fees are charged at a 2-hour minimum and one-half hour increments thereafter.

3. **Third Priority: Youth Organizations.** Examples of youth organizations include, but are not limited to, Boy Scouts of America, Girl Scout Council of the Nation’s Capital, Good News Clubs, Heritage Girls, Indian Scouts, YMCA/YWCA, 4-H.

a. **Requests for Use.** Except for after-school care programs, requests for use of LCPS facilities by youth organizations may not be made less than three (3) business days before the event date.

b. **Event Cancellation or Change.** Requests for cancellation or change to a youth organization event must be submitted no less than three (3) business days before the event date by e-mail to the school principal or building administrator where the event is scheduled and to the Department of Support Services/Division of Management and Coordination | Facility Use (e-mail: facilityuse@lcps.org).
c. **Custodial Services.** The school principal/building administrator or designee is required to secure an LCPS custodian for custodial services for events sponsored by youth organizations.

d. **Applicable Fees.** Only custodial services fees will be assessed for events sponsored by youth organizations when an LCPS custodian provides custodial services outside of his/her regular work schedule. Custodial services fees are charged at a 2-hour minimum and one-half hour increments thereafter.

4. **Fourth Priority: Non-Profit (Non-Commercial) Organizations.** Examples of non-commercial organizations include, but are not limited to, churches, cultural groups, homeowner’s associations, civic groups, non-profits.

a. **Requests for Use.** Requests for use of LCPS facilities by non-commercial organizations may not be made less than three (3) business days before the event date.

b. **Event Cancellation or Change.** Requests for cancellation or change to a non-commercial organization event must be submitted no less than three (3) business days before the event date by e-mail to the school where the event is scheduled and to the Department of Support Services/Division of Management and Coordination | Facility Use (e-mail: facilityuse@lcps.org).

c. **Custodial Services.** The school principal/building administrator or designee is required to secure an LCPS custodian for custodial services for events sponsored by non-commercial organizations.

d. **Applicable Fees:**

i. **Space Use Fees.** Space use fees will be assessed for events sponsored by non-commercial organizations. Space use fees are charged at a 2-hour minimum and one-half hour increments thereafter.

ii. **Custodial Services Fees.** Custodial services fees will be assessed for events sponsored by non-commercial organizations when an LCPS custodian provides custodial services outside of his/her regular work schedule. Custodial services fees are charged at a 2-hour minimum and one-half hour increments thereafter.
iii. Additional Fees. Additional services will incur additional facility use fees, including, but not limited to, kitchen supervision and law enforcement. Kitchen supervision fees are charged at a 2-hour minimum and one-half hour increments thereafter. Fees for law enforcement are charged in accordance with the agency’s fee structure.

5. Fifth Priority: Commercial (For-Profit) Organizations. Examples of commercial organizations include, but are not limited to, businesses and professional services.

a. Requests for Use. Requests for use of LCPS facilities by commercial organizations may not be made less than three (3) business days before the event date.

b. Event Cancellation or Change. Requests for cancellation or change to a commercial organization event must be submitted no less than three (3) business days before the event date by e-mail to the school where the event is scheduled and to the Department of Support Services/Division of Management and Coordination Facility Use (e-mail: facilityuse@lcps.org).

c. Custodial Services. The school principal/building administrator or designee is required to secure an LCPS custodian for custodial services for events sponsored by commercial organizations.

d. Applicable Fees:

i. Space Use Fees. Space use fees will be assessed for events sponsored by commercial organizations. Space use fees are charged at a 2-hour minimum and one-half hour increments thereafter.

ii. Custodial Services Fees. Custodial services fees will be assessed for events sponsored by commercial organizations when an LCPS custodian provides custodial services outside of his/her regular work schedule. Custodial services fees are charged at a 2-hour minimum and one-half hour increments thereafter.

iii. Additional Fees. Additional services will incur additional facility use fees, including, but not limited to, kitchen supervision and law enforcement. Kitchen supervision fees are charged at a 2-hour minimum and one-half hour increments thereafter.
increments thereafter. Fees for law enforcement are charged in accordance with the agency’s fee structure.

D. Conditions Governing Use of LCPS Facilities by Individuals.

1. Individuals may not reserve the use of LCPS facilities or grounds and are limited to the provisions of this section.

2. Use by individual community members is permitted for the outdoor school areas listed below and only when not being utilized for any official school or LCPS use or by an organization which has been previously approved for use per the above provisions.

   a. Elementary and Middle School Walking Tracks
   b. High School Stadium Tracks (Use does not include the stadium playing field, turf practice field, concession stand, long-jump pit, restrooms, spectator stands or outdoor equipment.)
   c. Natural Grass Playing Fields
   d. Outdoor Basketball Courts
   e. Playgrounds
   f. Tennis Courts

3. Individual use of outdoor school areas is limited to daylight hours and not while school is in regular session during the day. Building restroom facility use is not included.

4. Individuals must provide name, phone number and email address to the high school athletic department staff prior to using high school stadium tracks and tennis courts. High school athletic department staff will determine and explain to individuals how to access these facilities. No stadium lights, nor other expenses to LCPS, may be incurred to facilitate individual use.

E. General Provisions.

1. Facilities within LCPS may not be used if the use would interfere with any school activity or program.

2. The approved use of any facility is restricted to the time and the part or parts of the facility for which the event is approved. Organizations found utilizing unauthorized space and/or exceeding approved use time will be charged additional facility use space and applicable custodial services fees.

3. School administrators shall have access to any meeting or activity held in or on LCPS facilities.
4. No facilities within LCPS will be utilized for family affairs.

5. All organizations approved for use of facilities within LCPS shall agree to indemnify and hold harmless the Loudoun County School Board and all its members and employees from any loss or injury incurred in connection with use of LCPS facilities.

6. After each use the organization is required to ensure the facility is clean and without damage. The using organization shall pay all necessary space use and/or custodial services fees invoiced. In the event damage has been incurred to the facility/property, reimbursement shall be made to the County of Loudoun by the date specified on the invoice of charges.

7. The school principal/building administrator or designee, at his/her discretion, may require law enforcement presence during events. When law enforcement coverage is required, the principal/building administrator, or designee, will coordinate law enforcement coverage through the Department of Support Services/Division of Management and Coordination | Facility Use. Charges for law enforcement coverage will be at the discretion of the respective law enforcement agency. The requesting organization shall pay all fees associated with law enforcement coverage as specified from the agency providing law enforcement coverage.

8. Organizations utilizing facilities are prohibited from use of all tobacco products, electronic nicotine delivery systems and associated products upon all property of LCPS.

9. No alcoholic beverages and no controlled/prohibited substances are permitted on property of LCPS, except for religious congregations using wine for sacramental purposes only.

10. Organizations utilizing schools within LCPS are prohibited from use of any open flame including, but not limited to, candles, sterno/paraffin heat sources, barbecue grills (charcoal or gas source), smokers, lighters, matches or any other device from which an open flame may be ignited. Open-flame cooking, with gas or electric grills or smokers, may be approved for staff-supervised school activities. Use of the grill must be at least twenty-five (25) feet from any structure. Gas grill propane tanks must be removed the same day as the use and may not be stored overnight on school property.

11. If facilities within LCPS are closed because of inclement weather or other emergency condition, any scheduled use of the facility is canceled. Organizations incurring and having paid facility use fees will receive a refund if no alternate event date is scheduled or credit for future use if the event is rescheduled for a later date.

12. Kitchen equipment may be used only under the direct supervision of the staff from the LCPS Division of School Nutrition Services. Fees for kitchen supervision will be assessed as a separate charge and in addition to any custodial fee charges.
13. Showers and locker rooms may be used only with specific approval of the school principal/building administrator or designee.

14. No facility will be considered reserved by an organization until the requested scheduled event is activated within the facility use system.

15. Overnight events may only be scheduled within facilities or on grounds by an organization where participants are solely LCPS students and will be held in accordance with the LCPS Policy and Regulation 5070 - “Field Trips.”

16. Overnight parking may only occur by an organization where participants are solely LCPS students and/or staff.

17. Car washes are not permitted.

18. Portable lighting for outdoor events is not permitted.

19. Events requested to be held during dates on which an election is scheduled with voting occurring in the school are subject to approval by the school principal/building administrator or designee.

20. Direct line water and electrical sources may only be connected to facilities by an organization where participants are solely LCPS students and must be pre-approved by the LCPS Division of Facilities Services. All internal combustion generators to provide electrical services must remain outside the building at all times. No generator may ever be placed inside the facility. Any generator rated over 15,000 Watts, regardless of the fuel source, must be pre-approved by the LCPS Division of Facilities Services.

21. No event will be scheduled to take place upon the roof of a facility within LCPS.

22. No plowing of snow nor distribution of melting/ grit agents (salt or sand) will be conducted on LCPS property unless specifically authorized by LCPS.

23. Except for emergency/first responders and artificial turf maintenance vehicles, no motorized vehicles are permitted on LCPS artificial turf fields and tracks.

24. No storage of equipment, materials, supplies, etc., nor placement of a storage unit within a facility or on the property of LCPS is permitted by community organizations.
F. **Applicable Fees.**

1. Organizations approved for use, and for whom an event/events have been scheduled, will immediately receive an invoice or estimate of all applicable facility use fee charges.

2. Organizations cancelling an event, as well as organizations requesting to decrease space or hours of use, must notify the host school within three (3) business days prior to the date the event is scheduled to be held to avoid payment of all facility use fee charges.

3. **Space Use Fees.** See Attachment A.

4. **Custodial Services Fees.** Custodial services fees shall be charged at a two (2)-hour minimum and invoiced in one-half hour increments thereafter. Custodial services fees will not be charged if custodial staff are working their normal work hours and if no supplementary custodial staff are required for the event coverage. The number of custodial staff providing services, and work time prior to, during and after an indoor or outdoor event, is the decision of the school principal/building administrator or designee.

5. **Law Enforcement Fees.** Fees for oversight of event attendee assembly to ensure safe vehicular and pedestrian traffic flow and proper parking procedures are in place shall be charged in accordance with the agency’s fee structure.

6. **Kitchen Supervision Fees.** Fees for supervision of the school kitchen by school nutrition staff shall be charged at a two (2)-hour minimum and invoiced in one-half hour increments thereafter. Kitchen supervision fees are charged in addition to space and applicable custodial services fees for use of the facility.

G. **Payment of Applicable Fees.** Payment of facility use fee charges shall be submitted in accordance with requirements as stated upon the facility use invoice: net thirty (30) days. An organization failing to pay facility use fee charges, within the requirements stated by the invoice, are subject to proceedings for collection of all past due fees and revocation of use of facilities and grounds within LCPS as follows:

1. An organization failing to submit payment for facility use fees, within thirty (30) days after the invoice due date, as required, will be contacted, via e-mail, to the e-mail address on record, to note the invoice is past due.

2. An organization failing to submit payment for facility use fees within thirty (30) days past the invoice due date shall be deemed delinquent and subject to revocation of scheduled use dates and revocation of all future use of facilities within LCPS. Collection procedures may be initiated for all unpaid facility use fees.
3. Once an organization has been determined to be delinquent, a certified letter will be sent to the mailing address on record advising all scheduled use dates are cancelled, and future use of facilities within LCPS is revoked. A copy of the certified letter will be provided to the LCPS Department of Business and Financial Services, Division of Financial Services, who will initiate collection action. Organizations against whom the collection process is initiated shall be responsible to pay the full costs of such collection, including attorney's fees, whether or not litigation is filed.

H. Refunds of Applicable Fee Payments. Refunds for facility use fee payments will only be issued for all or part of an event if the request is changed or cancelled as follows:

1. Written / e-mail notification by the organization representative to the school principal/building administrator or designee no less than three (3) business days before the date the event is scheduled.

2. The event is cancelled by LCPS and no alternate date for the event is scheduled.

3. Inclement weather or other emergency situation is cause for safety concerns and no alternate date for the event is scheduled.

[Former Regulations 6-27-REG and 6-28-REG]
Issued: 2/18/20

Attachment A. – Facility Use Fees

Legal Refs: §§ 22.1-79.3(E), 22.1-130.1, 4.1-309 Code of Virginia

Cross Refs: Policy 6310, Policy 5070 and Regulation 5070, Policy 8-65 Solicitation, Distribution and Posting, Policy 7552 Smoke-Free Environment
Loudoun County Public Schools
FACILITY USE FEES
2020-2021 SCHOOL YEAR
EFFECTIVE JULY 1, 2020
Two-Hour Minimum Charge
One-Half Hour Increment Charge Thereafter

Administration Building
Single Conference Room
  100A, 100C, 101D, 102A or 102B  $ 25.00 per hour
School Board Room
  100B or 102A and 102B  $ 50.00 per hour
Full School Board Room
  100A, 100B and 100C  $100.00 per hour

Elementary School
 Auditorium / Multi-Purpose Room  $ 66.00 per hour
 Cafeteria, including Kitchen* $119.00 per hour
 Cafeteria, not including Kitchen  $ 66.00 per hour
 Classroom  $ 20.00 per hour
 Library  $ 45.00 per hour
 Natural Grass Playing Field  $ 50.00 per hour

Middle School
 Auditorium  $ 73.00 per hour
 Cafeteria, including Kitchen*  $123.00 per hour
 Cafeteria, not including Kitchen  $ 70.00 per hour
 Classroom  $ 20.00 per hour
 Gymnasium
  Auxiliary  $ 66.00 per hour
  Main  $106.00 per hour
 Library  $ 45.00 per hour
 Natural Grass Playing Field  $ 50.00 per hour

High School
 Artificial Turf Athletic Playing Field** $125.00 per hour
 Auditorium  $156.00 per hour
 Cafeteria, including Kitchen*  $146.00 per hour
 Cafeteria, not including Kitchen  $ 99.00 per hour
 Classroom  $ 20.00 per hour
 Gymnasium
  Auxiliary  $ 79.00 per hour
  Main  $167.00 per hour
 Library  $ 70.00 per hour
 Natural Grass Playing Field  $ 50.00 per hour
  Tennis Courts  $ 15.00 per hour
 Track (High School Only)**  $125.00 per hour

Staffing
 Custodial Services Fees  $ 40.00 per hour
 Kitchen Supervision Fees  $ 40.00 per hour

*Kitchen Supervision Fees, as noted in F. 6. Kitchen Supervision Fees, also apply
**Custodial Services Fees, as noted in F. 4. Custodial Services Fees, also apply
**Agenda Item Details**

**Meeting**  
Jan 14, 2020 - 2nd Tuesday School Board Meeting 4:00 p.m. & 6:30 p.m.

**Category**  
3. Approval of Consent Agenda

**Subject**  
3.07 Finance and Facilities Committee: Award of Contract – Construction Manager at Risk Services for Douglass School Renovations, Part 1 - Pre-Construction Services

**Access**  
Public

**Type**  
Action (Consent)

**Recommended Action**  
That the Loudoun County School Board approve the award of Construction Manager at Risk Services (CMaR) for the Douglass School Renovation, Part 1 – Pre-Construction Services to Gilbane Building Company in the amount of One Hundred Fifty-three Thousand Seven Hundred Seventy dollars ($153,770.00) and authorize the Chairman of the School Board to sign the contract documents pertaining to this award upon presentation.

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**Public Content**

**SUMMARY:**

At the November 28, 2017 School Board meeting, the School Board authorized staff to utilize the CMaR project delivery method for the C.S. Monroe Technology Center and Douglass School Renovations projects. In accordance with School Board Policy §6-43 and the Virginia Public Procurement Act, the Division of Construction Services solicited qualifications of contractors for CMaR services for the Douglass School Renovation. Eight firms responded to the Request for Qualifications, and all eight firms were subsequently qualified to proceed to the Request for Proposal (RFP) phase of the project.

In response to the RFP for CMaR services, seven firms submitted proposals. The technical proposals were independently read and rated by the Evaluation Committee based upon the following criteria:

1. Construction Management Team organization/key personnel (including key personnel resumes and references).
2. Project specific background (the firm’s background in similar projects; and project challenges and recommendations).
3. Project approach to the work.
4. Pre-Construction services documents.
5. Construction Management Firm references.

From the information obtained during the initial evaluation process, three firms, Gilbane Building Company, Howard Shockey and Sons, and Turner Construction Company were selected for interviews. Interview sessions were held on November 14, 2019, to allow the short-listed firms to introduce their construction management team/key personnel, and to further elaborate on the information provided in their technical proposals as they specifically relate to this project.

Based upon the conformance to the criteria contained in the RFP, and the subsequent interviews with the top ranked firms, the Evaluation Committee, in collaboration with Beyer Blinder Belle Architects and Planners, have determined that Gilbane Building Company of Arlington, VA provided the best overall response to the requirements for the project, and should proceed to the CMaR contract negotiation phase.

In accordance with the requirements of the Virginia Public Procurement Act, the CMAR contract will be structured in two Parts.

The Part 1 – Pre-Construction Phase Services contract will provide pre-construction services as a construction management firm for the project and includes cost estimating, value engineering, best value recommendations, scheduling, project/design review, constructability review, trade contract bidding, and preparation of a Guaranteed Maximum Price (GMP). These pre-construction services are provided by the CMaR firm under the fixed fee recommended for award by this Item.

The Part 2 – Construction Phase Services contract requires the construction management firm to furnish all labor, equipment, and materials to perform all work for the project, and involves awarding trade contracts, full management and oversight of the construction work inclusive of project meetings, request for information (RFIs), shop drawings/submittals, change order management, safety, project closeout, etc. These costs consist of the following:

1. Fixed Construction Phase Fee for home office overhead costs and profit.
2. Quoted not to exceed (NTE) amounts for dedicated staff and a CMaR construction contingency.
3. Cost of the construction work.

The CMaR is reimbursed for these costs based on actual expenditures up to the total NTE amount. Any unused funds in these categories revert back to LCPS at the end of the project.
Approval for the Part 2 components of the contact will be requested of the School Board upon the completion of negotiation of a Guaranteed Maximum Price (GMP) for the renovation work to be completed at the Douglass School.

This item was discussed at the December 3, 2019, Finance and Facilities Committee meeting. The Committee chose to table the item pending further review of the evaluation documents.

At the December 17, 2019, Finance and Facilities Committee meeting, this item was presented as an information item. The Committee recommended presentation of an action item at their January 14, 2020, meeting.

This recommendation was considered by the Finance and Facilities Committee at its meeting prior to the Board Meeting.

**Staff Reference:** Sharon Willoughby  
**Telephone:** 571-252-1400

**Staff Reference:** Andrea Philyaw  
**Telephone:** 571-252-1427

**Staff Reference:** Gary VanAlstyne  
**Telephone:** 571-252-1161

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**Motion & Voting**

That the Loudoun County School Board Approve the Consent Agenda with the exception of Item 3.07 which will go back to the Construction Department.

Motion by Atoosa Reaser, second by John Beatty.  
Final Resolution: Motion Approved  
Approved: Jeff Morse, Brenda Sheridan, Atoosa Reaser, Beth Barts, Ian Serotkin, John Beatty  
Not Present at Vote: Denise Corbo, Harris Mahedavi
Agenda Item Details

Meeting: Jun 25, 2019 - 4th Tuesday School Board Meeting 6:30 p.m.
Category: 4. Approval of Consent Agenda
Subject: 4.08 Finance and Facilities Committee: Award of Contract – Architectural/Engineering Design Services for Douglass School Renovation (RFP #19-479)
Access: Public
Type: Action (Consent)

Recommended Action: That the Loudoun County School Board approve the award of the Architectural/Engineering Design Services for Douglass School Renovation to Beyer Blinder Belle Architects and Planners, LLP in the amount of Two Million Eight Hundred Eighty-nine Thousand One Hundred Ten dollars ($2,889,110.00) and authorizes the Chairman of the Board to sign the contract documents pertaining to this award upon presentation.

Public Content

SUMMARY:
Following a public Request for Proposals, 92 firms requested copies of the proposal package and nine (9) firms submitted proposals. The proposals were independently read and rated by the members of the Proposal Analysis Group, representing the departments of Construction and Planning, based on criteria and points identified in the RFP. The two top ranked firms were then interviewed. Firms were also evaluated on the basis of these interviews.

Final rankings were determined, and staff is recommending award to Beyer Blinder Belle Architects and Planners, LLP of Washington, DC, contingent upon successful contract negotiations.

Beyer Blinder Belle Architects is new to Loudoun County Public Schools. In recognizing the importance of this historically significant property, it is critical to select a firm with vast experience in not only programming with a wide field of stakeholders, but with important historical preservation facilities. Beyer Blinder Belle Architects has performed historic preservation services for numerous significant cultural, government, educational and religious facilities in Washington, D.C., New York City and Europe.

Staff Reference: Kevin L. Lewis
Telephone: 571-252-1385

Staff Reference: Gary Van Alstyne
Telephone: 571-252-1161

Motion & Voting

That the Loudoun County School Board approve the Consent Agenda.

Motion by Brenda Sheridan, second by Tom Marshall.
Final Resolution: Motion Approved
Approved: Beth Huck, Joy Maloney, Tom Marshall, Jeff Morse, Debbie Rose, Brenda Sheridan, Chris Croll
Approval for the Part 2 components of the contact will be requested of the School Board upon the completion of negotiation of a Guaranteed Maximum Price (GMP) for the renovation work to be completed at the Douglass School.

This item was discussed at the December 3, 2019, Finance and Facilities Committee meeting. The Committee chose to table the item pending further review of the evaluation documents.

At the December 17, 2019, Finance and Facilities Committee meeting, this item was presented as an information item. The Committee recommended presentation of an action item at their January 14, 2020, meeting.

This recommendation was considered by the Finance and Facilities Committee at its meeting prior to the Board Meeting.

Staff Reference: Sharon Willoughby  
Telephone: 571-252-1400

Staff Reference: Andrea Philyaw  
Telephone: 571-252-1427

Staff Reference: Gary VanAlstyne  
Telephone: 571-252-1161

Motion & Voting

That the Loudoun County School Board Approve the Consent Agenda with the exception of Item 3.07 which will go back to the Construction Department.

Motion by Atoosa Reaser, second by John Beatty.  
Final Resolution: Motion Approved  
Approved: Jeff Morse, Brenda Sheridan, Atoosa Reaser, Beth Barts, Ian Serotkin, John Beatty  
Not Present at Vote: Denise Corbo, Harris Mahedavi
**Meeting**
Nov 28, 2017 - 4th Tuesday School Board Meeting 6:30 p.m.

**Category**
5. Approval of Consent Agenda

**Subject**
5.07 Finance and Facilities Committee: Construction Management at Risk Project Delivery Method – C.S. Monroe Technology Center and Douglass School Renovations Project

**Access**
Public

**Type**
Action (Consent)

**Recommended Action**
That the School Board authorize the Loudoun County Public School Division of Construction Services to utilize the Construction Management At Risk (CMR) construction project delivery method for the C.S. Monroe Technology Center and Douglass School Renovations Projects.

**SUMMARY:**
In accordance with Loudoun County Public Schools (LCPS) Policy §6-43, "Design-Build or Construction Management At Risk Contract Procedures," the Division of Construction Services recommends the Construction Manager At Risk (CMR) project delivery method for the C.S. Monroe Technology Center and Douglass School Renovations Project, concluding it represents the best value for LCPS and the entire project team.

The C.S. Monroe Technology Center and Douglass School Renovations Projects have been identified by the Department of Support Services as a project in which the CMR delivery method may provide added benefit, as well as a fiscal advantage to the citizens of Loudoun County because (1) the method is more beneficial than competitive sealed bidding due to the flexibility and quicker timeframe that can be utilized for this specific project; (2) it benefits the School Board by reducing risk through constructability analysis, value engineering, and continual cost analysis; (3) it benefits the School Board by reducing risk of deficient subcontractor qualifications and, (4) is more fiscally advantageous to the School Board by decreasing the financial risks associated with a project of the scope and potential complexity of these two (2) school projects.

LCPS has in its employ, or under contract, licensed architects and engineers with professional competence appropriate to advise it in using this best value delivery method. Accordingly, all requirements of Policy §6-43 are met for School Board approval for use of CMR on this project. Although traditional competitive sealed bidding (Design-Bid-Build) has worked well for LCPS prototype projects, the C.S. Monroe Technology Center and Douglass School Renovations Project is not a prototypical project. This project has significant differences from a prototype project that make CMR the delivery method most likely to achieve the best value for the overall project scope.

**Staff Reference:**
Kevin L. Lewis
Telephone: 571-252-1385

Gary Van Alstyne
Telephone: 571-252-1161

**Motion & Voting**
That the Loudoun County School Board approve the Consent Agenda.

Motion by Brenda Sheridan, second by Joy Maloney.
Final Resolution: Motion Approved
Approved: Eric DeKenipp, Eric Hornberger, Beth Huck, Joy Maloney, Tom Marshall, Jeff Morse, Debbie Rose, Brenda Sheridan, Jill Turgeon
Agenda Item Details

Meeting  Nov 29, 2016 - 4th Tuesday School Board Meeting 4:00 p.m. & 6:30 p.m.
Category  11. Action Items
Subject  11.04 Support Services: FY2018–FY2023 Capital Improvement Program and FY2018-FY2022 Capital Asset Preservation Program
Access  Public
Type  Action

Recommended Action

That the Loudoun County School Board adopt the Superintendent’s Recommended FY2018 through FY2023 Capital Improvement Program, as presented October 25, 2016, and submit the same to the Loudoun County Board of Supervisors for their action.

OR

That the Loudoun County School Board adopt the FY2018 through FY2023 Capital Improvement Program, as amended, and submits the same to the Loudoun County Board of Supervisors for their action.

AND

That the Loudoun County School Board adopt the FY2017 through FY2022 Capital Asset Preservation Program as presented October 25, 2016, and submit the same to the Loudoun County Board of Supervisors for their action.

PUBLIC CONTENT

SUMMARY:
The Superintendent’s Recommended Fiscal Year (FY) FY2018 through FY2023 Capital Improvement Program (CIP) and the Superintendent’s Recommended FY2018 through FY2022 Capital Asset Preservation Program (CAPP) were presented to the School Board October 25, 2016.

Two (2) public hearings on the recommended CIP and CAPP were scheduled November 15, 2016 and November 22, 2016, respectively; the public hearing preceded School Board work sessions to discuss the proposed FY2018 through FY2023 CIP and the FY2018 through FY2022 CAPP budgets.

The CIP represents a comprehensive assessment of Loudoun County Public Schools (LCPS) projected capital needs for the next six (6) fiscal years.

The CAPP represents a comprehensive budget for LCPS to address and fund replacement and maintenance of major systems in school facilities for the next five (5) fiscal years.

Staff Reference:  Kevin L. Lewis
Telephone:  571-252-1385

Staff Reference:  Sam Adamo
Telephone:  571-252-1050

Staff Reference:  Edward “Don” Treanor, V.
Telephone:  571-252-2960

The Question will be Divided starting with discussion of the FY 2018 – FY 2023 Capital Improvement Program.

Motion by Mr. Morse that the Loudoun County School Board Adopt the Superintendent’s recommendation regarding the FY 2018 – FY 2023 Capital Improvement Program.
Seconded by Ms. Turgeon

Motion to Amend by Mr. Morse to expedite the requested construction funding for HS-9 to FY 2018 from FY 2019 in the revised amount of $113,780,000.
Seconded by Ms. Huck

Discussion.

Motion Passes unanimously.
Motion to Amend by Mr. DeKenipp to fund one portable classroom trailer at Lucketts Elementary School in FY 2018 for a cost of $250,000. Seconded by Ms. Huck

Motion Fails 2-7 with Mr. Hornberger, Ms. Huck, Ms. Maloney, Mr. Morse, Ms. Rose, Ms. Sheridan, and Ms. Rose opposed.

Motion to Amend by Mr. Morse to expedite the installation of Synthetic Turf on the Stadium Fields at Heritage, Briar Woods, Dominion, and Freedom high schools to FY 2019 for a revised cost of $8,296,000. Seconded by Ms. Rose

Discussion.

Motion Passes 6-3 with Mr. DeKenipp, Mr. Hornberger, and Ms. Turgeon opposed.

Back to Main Motion as Amended:

Motion Passes 8-1 with Mr. DeKenipp opposed.
C.S. Monroe Technology Center/Douglass School Renovations

Project Description
With the 2018-19 opening of the Academies of Loudoun, the existing C.S. Monroe Technology Center will be vacated and renovated. The renovation will allow for the relocation of the Douglass School program as well as provide additional instructional space to increase student enrollment in several new alternative instructional programs. The C.S. Monroe site renovation project will also provide a central location for administrative functions of the Adult Education program, an English Language Learners (ELL) center, Head Start, STEP (Starting Towards Excellence in Preschool), and Pupil Services spaces - programs currently housed at the LCPS Administration Building, Union Street and/or Round Hill Support Facility. Once the Douglass School program has been relocated, renovation of the Douglass School building will provide flexible office space to be used by LCPS to address future department growth.

Project Location
C.S. Monroe Technology Center, Douglass School

Project Completion/Open Date
Fall 2022 (2022-23 School Year)

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