



Bedford County Public Schools

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To: Bedford Town Council
From: Bedford County Public Schools
Date: October 31, 2017
Re: Letter of Transmittal—Proposal for the Future Use of Bedford Middle School Building

Bedford County Public Schools proposes a two part use for Bedford Middle School facilities beginning July 1, 2018.

Moving the Alternative Education Center from its current location at the Bedford Science and Technology Center to the **Bedford Middle School Gymnasium Building** will provide both the opportunity for expansion and development of additional alternative education programs outlined in the BCPS Strategic Plan. It will make available a space for BCPS to provide physical activity for our students as outlined in both the *Code of Virginia* and Bedford County School Board Policy JHCF RE: STUDENT WELLNESS. It will also allow the expansion of career and technical education classes at the Bedford Science and Technology Center.

The lease of the current **Bedford Middle School Cafeteria Building** will provide BCPS with an Information Technology Workshop and Deployment Center. The centralized location of the facility makes its use convenient to schools across the county. The larger cafeteria room would be an effective area for receiving, processing, deploying, repairing, and storing technology equipment, and the existing loading dock would provide for the efficient receiving of new equipment. There is also adequate parking for staff.

These projects will bring benefit to the Town of Bedford in several ways. BCPS staff, who will eat, shop, and recreate locally, will be retained in the heart of the town. BCPS staff will be on site in the facilities daily to help monitor and maintain the buildings, reporting any needs to the proper officials. School use of the buildings will continue to foster a close working relationship between town and school staff. Arrangements for continued local recreation department use of the gym in the evenings and weekends can be maintained.

Mac Duis, Chief Operations Officer, will serve as a contact person for BCPS for any follow up communication about the proposal. His contact information is:

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Please see the attached proposal that addresses the elements required in the Town's Request for Proposals.

Property Development and/or Management Experience

BCPS staff have extensive experience managing and maintaining facilities across Bedford County. The Maintenance Department has worked collaboratively with the Town of Bedford on a number of projects, particularly with the upkeep of Bedford Middle School. In addition, BCPS has operated and made improvements to Bedford Elementary School after the Town's reversion.

Proposed Price of Purchase or Lease

Because school system budgets are approved annually each spring, a lease price cannot be estimated at the current time and can be negotiated. The County has leased Bedford Middle School from the Town in its entirety for many years, including during the years following the Town's reversion.

Proposed Use

Bedford County Public Schools proposes a two part use for Bedford Middle School facilities beginning July 1, 2018.

Part 1- Alternative Education Center Use of Gymnasium Building

The Alternative Education Center has an ongoing commitment to provide the best possible learning environment for at-risk students. Moving the Alternative Education Center to the Bedford Middle School Gymnasium Building will allow all students who attend the Alternative Education Center to have dedicated access to structured and unstructured physical activity without disrupting another learning program. With a gym facility and the field behind the gym, the Alternative Education Center will be able to offer students the goal of 150 minutes of physical activity per week outlined in both Section § 22.1-253.13:1 of the *Code of Virginia* and the Bedford County School Board Policy *JHCF RE: STUDENT WELLNESS*. In addition, the existing garden area behind the gymnasium building could also continue to be cultivated and maintained by AEC students as a form of low-impact activity, a means to study plant germination and growth, and, as needed, a means to meet community-service hours.

Another benefit of moving the Alternative Education Center to the Bedford Middle School Gymnasium Building is the fact that space can be dedicated to an elementary program. Currently, the Alternative Education Center is physically limited to seven instructional classrooms. These classrooms house ISAE (i.e., 16-17 year old GED), one Academic Support Room with a separate entrance, two high school rooms, one middle school room, and one special education classroom grades K-12. The seventh room was converted from the AEC cafeteria to an all-purpose instructional room where teachers teach small group activities, Horizon Behavioral Health meets with Substance Abuse Group once weekly and also with Anger Management Group once weekly, and

Therapeutic Day Treatment holds group therapy sessions twice each week. When elementary students are enrolled at the Alternative Education Center, they are grouped into our middle school room with one of our secondary content teachers. A dedicated room with elementary staff would allow us to provide a quality elementary program to serve the developmental, behavioral, and academic needs of this student population.

In order to include support spaces for the principal, a counselor, Day Treatment services, the secretary, the nurse, and other uses, the addition of a few interior walls in the Gymnasium building may need to be considered.

Specific logistical considerations include:

- Transportation / Drop-off:
 - Buses and parents/guardians will drop students off at the walkway that leads directly to the Gymnasium Building (i.e., between "Old Yellow" and BMS proper)
 - Student drivers (i.e., students who attend for non-discipline related reasons) will park in the parking lot closest to the Gymnasium Building in numbered spaces that correspond to parking permits / decals.
- First Floor:
 - The entryway will be utilized for morning searching students enrolled for discipline. Additionally, a permanent nutrition computer will be located in this area for students to place and retrieve breakfast/lunch orders.
 - G1 could be walled to accommodate the secretary, clinic, and counseling offices.
 - G3 could be walled to accommodate a small meeting room, a group therapy room, and a teacher workroom.
 - G4 will be reserved for the elementary program classroom.
 - The first small office (i.e. closest to the front door) will be the Principal's Office.
 - The second small office would be used for clerical functions and could be reserved for a potential Assistant Principal's Office.
 - The gymnasium will be used for physical activity and will also serve as the conference room using portable furniture that can be stored in one of the large closets (i.e., when the existing portable wall is deployed down the center of the gymnasium).
- Second Floor:
 - 216G will be reserved for the Adult Education Room.
 - One large classroom could be walled to create an ISAEP (i.e., 16-17 year old GED) classroom and an Academic Support Classroom.
 - One large classroom could be walled to create a middle school room and a separate special education classroom.

- Historically, our largest population for discipline is 9th and 10th grade students. For this reason, two dedicated high school rooms will be housed on this floor.

Part 2- Information Technology Use of Cafeteria Building

Currently, Bedford County Public Schools has no central facility for managing information technology or storing items before or after use. We are deploying an ever increasing number of mobile student devices in addition to staff/office computers.

For this reason, Bedford County Public Schools proposes to use the **Bedford Middle School Cafeteria Building** as an Information Technology Workshop and Deployment Center. The primary uses will be:

- Receiving large shipments of computers and other technology
- Preparing new technology for deployment (imaging, configuring, enrolling users, etc.)
- Performing repairs on existing technology equipment
- Storing technology equipment prior to deployment or disposal/asset recovery
- Housing Information Technology staff

The centralized location of the facility makes its use convenient to schools across the county. The larger cafeteria room would be an effective area for completing the jobs outlined above, and the existing loading dock would provide for the efficient receiving of new equipment. There is also adequate parking for staff. Continued use of existing cafeteria furniture (tables and chairs) would be a benefit. We would need to establish a dedicated internet connection to the building and add a security system for the protection of assets.