



CATEGORY: **Facilities, Planning**

EFFECTIVE: **10-21-2002**

SUBJECT: **Facilities Planning Processes**

REVISED:

**A. PURPOSE AND SCOPE**

- 1. To outline processes for facilities planning.
- 2. **Related Procedures:**
  - Establishment and change of school boundaries ..... 0005
  - Advisory committee for excess school property ..... 3105
  - Citizens' advisory and study committees ..... 9055

**B. LEGAL AND POLICY BASIS**

- 1. **Reference:** Board Policy A-2000, A-4520, B-2600, B-6000, C-2200, C-7500, E-2050, E-2100, E-2150, E-2200, E-2250, E-2300, E-2350, E-2450, E-2500, E-2550, E-2900, F-5710, I-1100, K-2000.
- 2. **Facilities Planning:** The superintendent is responsible for addressing facility needs on a districtwide basis and for submitting recommendations to the Board of Education on changed and new facilities. This includes new school housing for the growth areas of the city, boundary changes, and the closure, alternate use, or other disposition of school facilities in areas of declining enrollment, or for special situations where educational programs and services have changed. Community participation and sufficient lead time to permit general community understanding shall be a part of any plan for the closure or conversion of existing school facilities. Recommendations by the superintendent for the closing of, or major changes in the use of, school facilities shall be submitted to the Board of Education for consideration and approval prior to implementation of the proposed changes.
- 3. **Board Policy E-2300** directs that all stakeholders be provided the opportunity to participate in facilities planning processes. The district will utilize a range of methods to provide for community/stakeholder consultation based on the individual situations. Those methods include community meetings, surveys, focus groups and study committees.

**C. GENERAL**

- 1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instructional Facilities Planning Department, Institute for Learning.

## 2. **Definitions**

- a. **Community/stakeholder meetings:** Noticed meetings of school communities to inform stakeholders of district proposals, and obtain community responses.
- b. **Community/stakeholder surveys:** Surveys of stakeholders to obtain information on pertinent issues. Surveys can be structured to sample the relevant population, or can include the entire population.
- c. **Focus groups:** A representative sample of participants brought together in a facilitated session to assess community/stakeholder opinions relative to pertinent questions or proposals.
- d. **Facility study committees:** Committees established by the superintendent to facilitate dissemination of information to stakeholder groups and/or to assist the district in the development of recommendations related to facilities planning matters. The membership of facility study committees is dependent upon the issues involved and the objectives of the study.

## 3. **Facility Study Committee Function**

### a. **Staff responsibilities**

- (1) Define the goals and reason for the study.
- (2) Recommend the membership of the committee.
- (3) Establish a timeline for the completion of the study.
- (4) Provide pertinent information to the committee.
- (5) May notice and conduct a community meeting(s) to review progress and/or staff recommendations.
- (6) Prepare a report to the board with recommendations relative to the study objectives.

### b. **Committee responsibilities**

- (1) Review pertinent information and provide feedback to staff.

- (2) Communicate on the progress of the study with representative groups.
- (3) Advise the board on staff recommendations.

**D. IMPLEMENTATION** (Section C.)

**E. FORMS AND AUXILIARY REFERENCES**

1. Procedural Objectives for Facilities Planning
2. District Annual Planning Cycle

**F. REPORTS AND RECORDS**

1. Long-Range Facilities Master Plan
2. Annual Enrollment Forecasts
3. Facilities Planning Reports
  - (a) Annual Facilities Allocation Report
  - (b) Annual Report Relative to School Closures
  - (c) Ad Hoc Reports

**G. APPROVED BY**

  
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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education