



Facility Planning Committee Charge

The District needs to continue its long-term facility planning in order to provide sustainable learning facilities for its students, to protect its investments in grounds and buildings, and to maintain predictable, affordable levy rates.

Contacts: Superintendent and Board President

Purpose: Extend the District's Long-Term Facility Plan through the next 10 to 20 years, taking into account enrollment growth, class size reduction, educational program trends, geographic location of students, cost escalation, and state construction assistance requirements.

Functions: Develop a multi-year facility improvement plan incorporating at least the following tasks:

1. Forecast enrollment growth by grade band and geographic area.
2. Identify potential areas or sites for future schools.
3. Update the most recent Architectural and Engineering Study and Survey, including the respective Building Condition Evaluation Surveys.
4. Evaluate the need and timing for a third comprehensive high school with potential educational program components.
5. Begin development of Educational Specifications for a new high school. Prepare a range of cost estimates for major options.
6. Evaluate the needs and condition of River's Edge High School (REHS) and HomeLink (HL) secondary students.
7. Begin development of Educational Specifications for new, expanded, and/or modernized REHS and HL, including options for locations. Prepare a range of cost estimates for major options.
8. Evaluate potential educational program additions or modifications for RHS and HHS, together with an evaluation of the suitability of existing buildings and grounds.
9. Begin development of Educational Specifications for proposed changes, additions, or modernizations to RHS and HHS. Prepare a range of cost estimates for major options.
10. Subject to enrollment projections, identify options and timing for additional classroom space at middle schools and elementary schools.

11. Evaluate the needs, condition, and location options for District facilities at Maintenance and Operations, Transportation, Warehouse, IT, and Duplicating Services.
12. Begin development of specifications for new, expanded, and/or modernized Operations facilities. Prepare a range of cost estimates for major options.
13. Suggest a sequence of priorities and potential timing of identified facility needs.
14. Estimate the potential for state School Construction Assistance Program (SCAP) matching funds for each eligible project.
15. Examine significant options for funding project costs with the sale of bonds.
16. Examine options for a ballot proposal to fund identified facility needs.
17. Communicate committee work to staff and public while seeking input and participation using a variety of methods and techniques.

Relationship to Policy: District Policy Series 9000 governs facility design, construction, and financing. State SCAP funding formulas and eligibility govern the availability of state matching funds.

Jurisdiction: The committee is advisory to the Superintendent and School Board. At its discretion, the Board may seek to extend the committee's jurisdiction to include implementation of the approved plan.

Decision-Making: The committee will operate on the basis of "sufficient consensus" and may include opposing points of view or minority reports with its final report.

Limitations: The committee's term is expected to last no longer than December, 2020 unless extended by the School Board.

The committee must have methods and techniques for communicating its progress and gathering input, feedback, and comments.

Products: The committee will make periodic progress reports to the Superintendent and School Board, with a final report by June, 2020 unless extended by the Board. The final report will identify major options and make recommendations regarding each of its principal tasks.

The committee may establish smaller working groups for particular component tasks, with their own products and timeline.

Agendas and minutes will be the responsibility of the Superintendent or designee.

Timeline: The committee will establish the frequency and timing of its meetings to accommodate its membership, consultants, and deadlines. Meeting locations will be decided by the committee based on space available.

The committee may establish smaller working groups for particular component tasks, with their own products and timeline.

Resources: The committee will have a budget established by the School Board for staff release time, travel, consultants, and related needs.

The committee will have support from an Architect with experience designing and constructing high schools.

The committee will have access to the report from the most recent Facility Committee in 2011.

Membership: The committee will have no more than 30 members.

Members will include:

- Superintendent
- Two Board members
- Deputy Superintendent
- Assistant Superintendent for Secondary Schools
- Executive Director for Operations
- Director of Maintenance and Facilities
- High School principals from HHS, RHS, and REHS
- Six teachers
- Twelve community members

Teacher and community members will be appointed by the school board from a list composed from written applications. Board members may solicit applications and members from those known to have particular expertise, interest in, or commitment to the facility planning process.