
Pursuant to LRS 42:19A (1)
any matter not on the published agenda
may be taken up by board only upon
unanimous approval of the members
present.

An individual wishing to place a matter on
the agenda shall submit a request to the
Superintendent at least eight (8) days
prior to the meeting date, stating the nature
of the matter and the time required to
present it. (CPSB Policy File: BCBD)

AGENDA
CALCASIEU PARISH SCHOOL BOARD
LONG RANGE PLANNING COMMITTEE
3310 BROAD STREET
LAKE CHARLES, LOUISIANA
Tuesday, March 15, 2016

1. **Prayer/Pledge**— Mack Dellafosse
2. **Roll Call**
3. **Presentation and Take Appropriate Action**
 - A. Education Facility Master Planning – Best Practices/Chris Pellegrin
4. **Update on Short and Long Range Goals**
 - A. **Short Range**
 - Riverboat Allocations
 - Employee Retention & Recruitment
 - Uniform School Safety Issues
 - Salary Schedule Corrections and Inequities
 - Facility Financing/Bonding
 - B. **Long Range**
 - Alternative School Plan
 - Employee Pharmacy/Medical Clinic

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Education Facility Master Planning

BEST PRACTICES



EDUCATIONAL FACILITY MASTER PLANNING
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AGENDA

- ▶ Master Plan
 - Overview
 - Process
- ▶ Capital Improvements Plan (CIP)
 - Overview
 - Process



MASTER PLANNING

What is a Facilities Master Plan?

A facilities master plan is a document describing a strategy to address the need for facility improvements and for capital investments to support current and future educational programs.



- Council of Educational Facility
Planners International (CEFPI)

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MASTER PLANNING

Overview

- Interactive Process (be prepared to work)
- Begin 6-12 months before tax proposition
- Document Educational Plan
- Include Demographics
- Engage Qualified Professionals
- Consider Implementation Strategies



PLANNING TEAM

- ▶ Superintendent and Administration
- ▶ School Board
- ▶ Principals/Teachers/Students
- ▶ Community
- ▶ Planning Committee
- ▶ Citizen's Committee
- ▶ Demographer
- ▶ Master Planner
- ▶ Bond Attorney



MASTER PLANNING

- ▶ Educational Planning
 - Capacity Models
 - Grade Configurations
 - Curriculum Needs
 - Scheduling
 - Career and Technical
 - Special Education



MASTER PLANNING

Demographics

- 5 Year Forecast
 - 10 yr is a waste of money
- By School
- By Grade Level

Influencing Issues

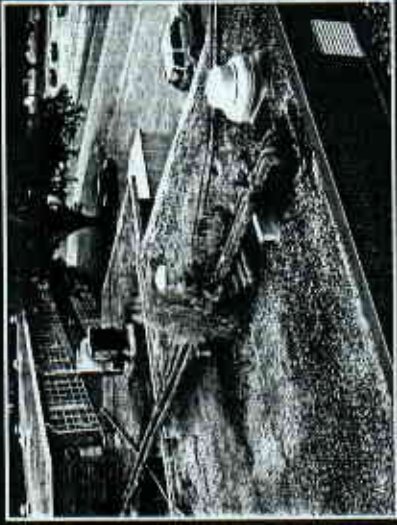
- Consider Zoning Changes
- New Programs That May Affect Attendance
- External Influences



MASTER PLANNING

Facility Conditions Analysis

- Deferred Maintenance
- Code Compliance
- Accessibility
- Educational Adequacy
- Capacity



On-Site
Inspections



Interview
Principal & Staff



Briefing of
Findings

MASTER PLANNING

- Community Engagement Plan
- Series of Interactive Workshops
 - Establish Goals and Vision
 - Gather and Analyze Data
 - Review Campus Scenarios
 - Recommend Options
- Finalize Plan
- Develop a Business Model
 - Capital Improvements Program



MASTER PLANNING

Interactive Workshops

- Facilitate input
- Review comments
- Reach consensus



MASTER PLANNING

- Interactive Workshops
 - Consider scenarios
 - Final Plan Recommendations



MASTER PLANNING

Basic Components of the Master Plan Document

- Executive Summary
 - Process
- Introduction
 - Demographics
 - Assessments
- Guiding Principals (Goals and Vision)
- Short Term Recommendations
- Long Term Recommendations
- Appendices



CAPITAL IMPROVEMENTS PROGRAM (CIP)

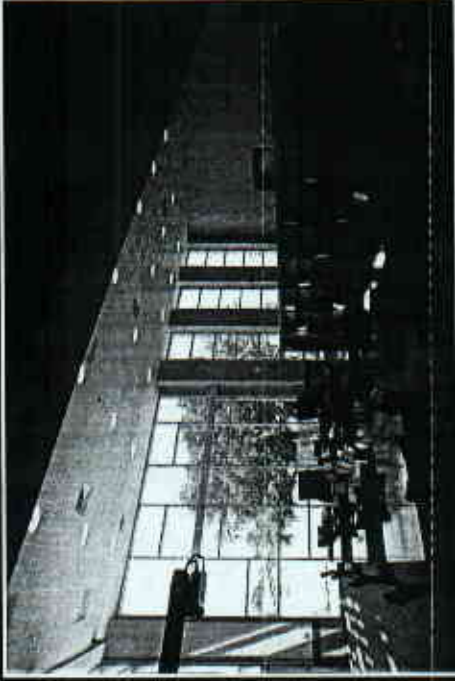
A well planned and prioritized series of facility based projects that support the facilities master plan and the educational objectives of a school district.

- ▶ Project List
- ▶ Comprehensive Budget
- ▶ Project Delivery Schedule
- ▶ Design and Management Systems
- ▶ Quality Standards



FOUR STEP PROCESS

- Identify the Need
- Create a Capital Improvements Program (CIP)
- Secure Funding
- Implement the Plan



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KEY COMPONENTS OF A CIP

- ▶ Build the Right Projects
- ▶ Complete the Projects Under Budget
- ▶ Complete the Projects on Time
- ▶ Effective Management of the Plan
- ▶ Build with Quality
- ▶ Build and Maintain Public Support



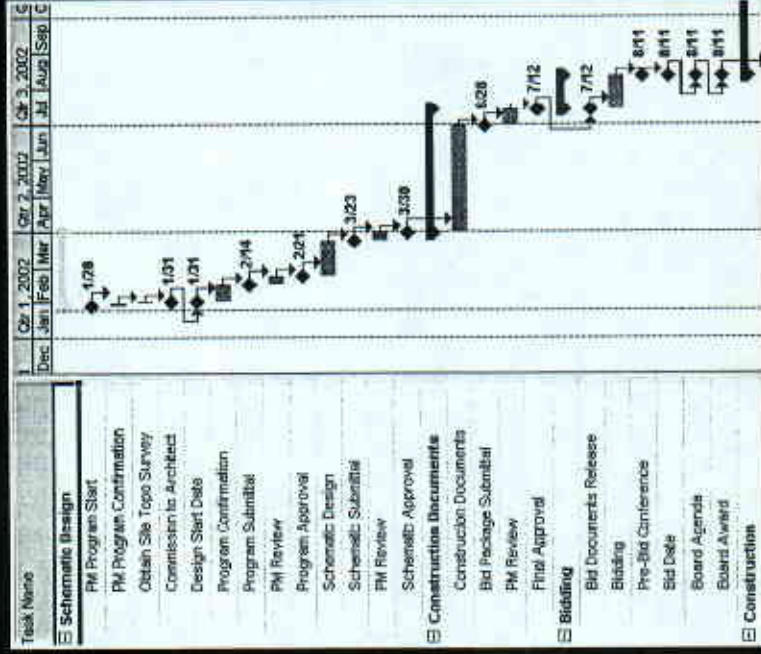
CAPITAL IMPROVEMENTS PLAN

- ▶ Master Budget
- ▶ Compilation of project budgets
- ▶ Comprehensive “Owner” Budget
 - Land
 - Permits, Fees and Expenses
 - Professional Services
 - Testing
 - Construction
 - Contingency
 - FFE

New Elementary School - Budget Summary			
Student Capacity:	690		
SF / Student:	115		
Building Square Footage:	79,300		
Total Budget:	\$ 13,968,565		
Site Costs	Acres	Cost / Acre	Projected Cost
New Site:			
Land Purchase			1,553,400
			1,553,400
Building Costs	Area	Cost Per Sq. Ft.	Projected Cost
Building Construction	75,900	140	10,626,000
Fees / Other Costs	%		
AE Fees	6.75%		717,255
Other Fees/Costs			125,000
Contingency	3.50%		371,910
Technology			240,000
Furniture and Eqpt.			325,000
Building Costs			12,415,165
Total Site Costs from Above			1,553,400
Total Estimated Costs:			13,968,565

CAPITAL IMPROVEMENTS PLAN

- ▶ Master Schedule
 - Pre-Design Planning
 - Programming
 - Design
 - Bidding
 - Construction
 - Close-out
 - Move-in
 - Occupancy



CAPITAL IMPROVEMENTS PLAN

- ▶ Educational Specifications (Ed Specs)
 - Not Technical Specifications
 - Informs the Project Architectural Program
 - Describes the intended use of the space and its amenities
 - FFE
 - Capacity
 - How many and what size
 - Could include a general diagram
 - School
 - Major Spaces
 - Typical Classroom

CAPITAL IMPROVEMENTS PLAN

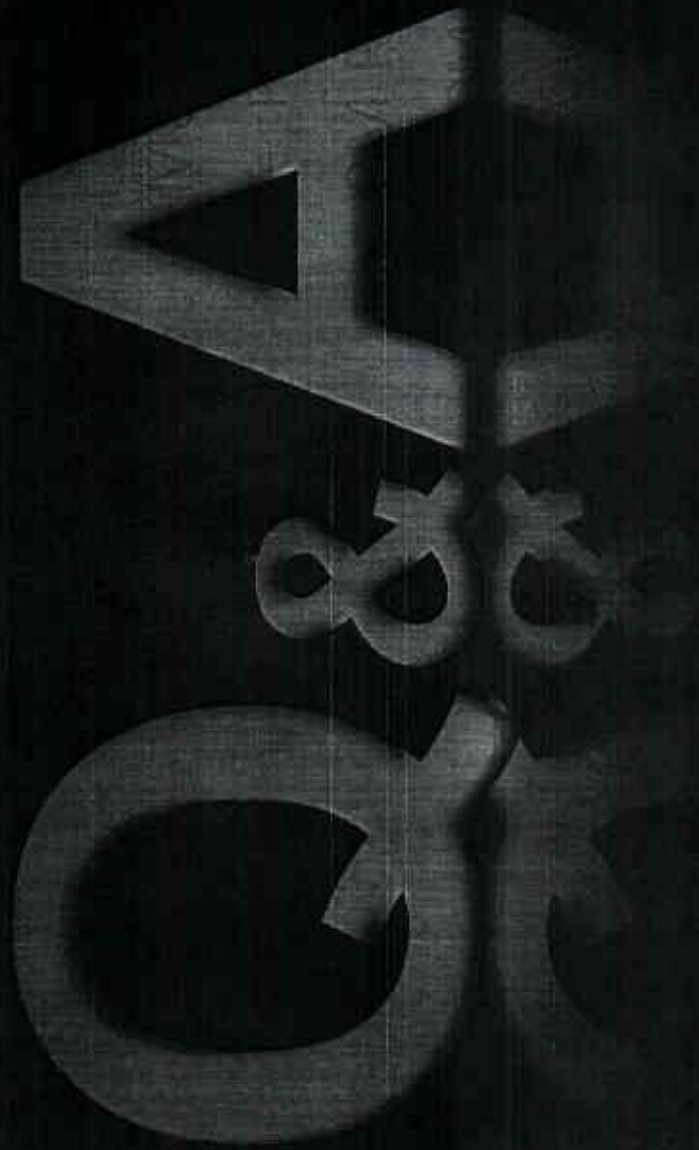
- Management Systems
 - Financial Plan and Procedures
 - Administrative Procedures
 - How the management team performs
 - Management Procedures
 - How the vendors perform
 - Communications and Reporting Plan
 - Quality Assurance Plan
 - Safety Plan



PROFESSIONAL GUIDANCE

- ▶ Master Planner First
 - Specialized expertise
- ▶ Master Planner converts to PM
 - PM contingent upon funding
- ▶ PM First
 - PM Guides District through process
 - Oversight of Master Planner
 - Quick Start Projects
 - With existing funding





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