10850 East Woodmen Road · Peyton, CO 80831
Tel: 719.495.1100 · Fax: 719.494.8900

# LONG RANGE FACILITY PLANNING COMMITTEE

## PURPOSE

The purpose of the Long-Range Facility Planning Committee [LRFPC], is to serve as an advisory committee to the Office of the Superintendent, and ultimately the Board of Education. The Vision, Mission, and Philosophy of District 49, will guide multiple facets of long term facility planning which includes, but is not limited to, analyzing community population trends and developments, evaluating the impacts on schools, embracing community feedback and recommending a deliberate, thoughtful approach to data driven recommendations for sustainable and adaptable new construction, additions or renovation to existing facilities, attendance boundaries, and anticipated capital outlay requirements, while remaining financial stewards of taxpayer funding.

While the **Facility Master Plan** guides the District's **Capital Improvement Plan**, other tasks may be periodically assigned by the Office of the Superintendent or the Board of Education.

## MEMBERSHIP

1) **Resident Membership:**

   A. There will be a minimum of 11 residents appointed as members and outlined below;
      1. Two residents from each Zone Superintendent District; and
      2. Up to six but not fewer than three resident members-at-large
      3. Optional; one Student Body representative, preferably a District resident

   B. The resident members of the Long-Range Facility Planning Committee will be appointed by the Office of the Superintendent, and serve a term of two years, with a maximum of four years.

2) **Administration Membership:**

   **A. The following members of the District's administration will be standing members of the committee:**
   - Chief Financial Officer (Chairperson) – Non-Voting Member
   - Executive Director of Facility and Operations (Chairperson) - Non
   - Community and Facility Planning Manager
   - Facility Project Manger
   - Director of Finance
   - Accounting Manager
   - Budget Manager
   - Four District Administration representatives, preferably a Zone Leader, Director or Administrator representing various zones, school levels, and programs
   - One Representative from the Development Community: ***Non-Voting Member***
   - One Board of Education [BOE] liaison: ***Non-Voting Member***
   - One District Accountability Advisory [DAAC] liaison: ***Non-Voting Member***

## APPLICATION PROCESS

1) **The Office of the Superintendent will appoint the successful applicants**
   a. Applications may be made to the Chairperson(s), or designee
   b. The Chairperson(s), or designee shall advertise opportunities to serve on the committee through a wide array of communication channels, including District website.
   c. Interviews will be conducted by District staff and interested committee members.

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## COMMITTEE DUTIES

1) **Attendance Obligations**

   a. Members of the committee are expected to attend all regular and special meetings of the committee.
      1. Special meetings will be called by the Chairpersons, for a specified outcome
   b. Should a member be absent from three consecutive meetings that member may be replaced for the balance of that term
   c. The committee chairperson(s) will review special circumstances involving absenteeism and have the prerogative of making exceptions to the dismissal regulation

2) **Vacancies:** When a vacancy occurs on the committee, all existing applications shall be reviewed and additional applications may be solicited, until a successful applicant is selected

3) **Terms and Voting Obligation**
   a. Terms and annual processes / recommendations shall commence on July 1 and end on June 30, in accordance with the school calendar
   b. As the LRFPC is an advisory committee to the Office of the Superintendent, and ultimately the Board of Education, either party may accept, reject, or modify any recommendations made by the Committee.
   c. Only official members of the committee may cast a vote on agenda items
   d. Majority Vote: For recommendations to the Superintendent and / or Board of Education, a majority vote of the membership is required.
   e. Regular meetings of the committee shall be held monthly, on the **second _____ of each month, at ____**

### Proposed Applicant Questions

1) Name
2) Director District for which you are applying
3) Do you have children currently attending or that have attended schools within School District 49?
4) Why are you interested in serving on the Long-Range Planning Committee?
5) What do you feel you can contribute to the committee?
6) In your opinion, what constitutes good long-range planning for a growing school district like D49?
7) As a member of the Long-Range Planning Committee, you represent a specific area of the District, but are also responsible for making decisions for the entire District. How will you prioritize needs from your represented area and the entire District?
8) Describe a time when you had to make a decision for the whole group, that went against your individual thinking
9) Serving on the Long-Range Planning Committee is a minimum 2-year commitment. Meetings are held the on the **second _____ of each month, at ____.** At times, when there is a mission critical, we may need to meet more often. Will you be able to fulfill this commitment?
10) What are the top 3 issues you see the school district facing over the next 5 years?