

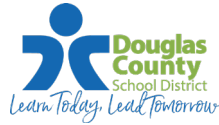


Long Range Planning Committee
April 2nd, 2025
Dinner : 5:30 pm
Meeting: 6:00 pm - 8:00 pm

DCSD Legacy Campus
Room 249
10035 South Peoria Street
Lone Tree, CO 80134

Agenda

Time	Topic	Facilitator
6:00	Meeting Logistics (10 min) <ul style="list-style-type: none"> ● Roll call/Confirm quorum ● February and March meeting minutes ● Welcome to Visitors and Public Participation 	LRPC Chair
6:10	Growth & Decline (20 min)	DCSD Chief of Staff
6:30	SCBA Update (10 min presentation, 10 min Q&A)	DCSD Planning Staff
6:50	Master Capital Plan (10 min presentation, 10 min Q&A) <ul style="list-style-type: none"> ● Review 1st draft of MCP 	DCSD Planning Staff
7:10	Bylaws-Operational Procedures (10 min)	Bylaws Subcommittee
7:20	CART Update (10 min)	CART Representative(s)
7:30	Board of Education Liaison Update (10 min)	Board of Education Liaisons
7:40	Other	LRPC Chair
8:00	Adjournment	LRPC Chair



LPRC Committee
 February 5, 2025
 Meeting Minutes
 Legacy Campus

DRAFT MINUTES

Voting Members

P indicates attendance A indicates absent

P	Patti Anderson	P	Christa Gilstrap	P	Rudy Lukez	A	Chris Spyke
P	Shelly Becker	P	Serena Hendon	P	Michelle Major	P	Courtney Tucker
P	Gilbert Chavez	P	Brice Kahler	P	Larry Mugler	P	Katie Van Kooten
P	Steve Franger	P	Michael Kemp	P	Melissa Park		
P	John Freeman	P	Cathy Lees	P	Levi Schroder		

Non-Voting Members and Guests

P	Stacey Roberson, Soaring Hawk Principal	A	Rex Corr, Secondary Staff		Vacant, Charter Staff		Vacant, Development/Real Estate
A	Kaitlyn Garcia, Student Rep	A	Heidi Marlin, Student Rep	P	Richard Cosgrove, COO	P	Shavon Caldwell, Planning Manager
P	Brad Geiger, Board Liaison	P	Tim Moore, Board Liaison	P	Chris Meehan, Planning Specialist	P	Erin Kane, Superintendent

Time	Topic	Facilitator
6:00	Meeting Logistics (10 min) <ul style="list-style-type: none"> ● Roll call/Confirm quorum ● January meeting minutes ● Welcome to Visitors and Public Participation <p>→ Call to Order at 6:00 pm</p> <p>→ January Minutes: Rudy Lukez moves to approve. John Freeman Second, Brice Kahler & Serena Hendon Abstain. Passes unanimously.</p>	Michael Kemp

6:05	Growth & Decline Update (30 minutes) <ul style="list-style-type: none"> → Link to presentation → Review and feedback of Criteria and Considerations for Pairing 	Superintendent Erin Kane
7:08	Bylaws-Operational Procedures (20 minutes) <ul style="list-style-type: none"> → Student Voting Member → Staff Voting Member → Term of service → Other LRPC Subcommittees → Expansion of description of voting members → Send thoughts to John and Larry 	Larry Mugler, John Freeman
7:13	CART (15 minutes) <ul style="list-style-type: none"> ● Need member for CART ● Link to presentation ● Courtney Tucker ● If interested, email Shavon and Michael by end of this week. 	DCSD Staff
7:20	2024-25 Enrollment Projections (10 minutes) <ul style="list-style-type: none"> ● See presentation ● Timeline for boundaries of the new school in the Canyons and Sterling Ranch 	DCSD Planning
7:40	SCBA Update (15 min) <ul style="list-style-type: none"> ● Recommendation for a boundary change from Legacy, Sagewood, Ponderosa to Sage Canyon, Mesa, and Douglas County ● March 4 request to move forward with presented scenarios and outreach plan. ● Motion to recommend DCSD Planning and Staff to present to the board the 2 scenarios and community action plan. Motioned by Michelle Major, second by Courtney Tucker. Approved unanimously. 	DCSD Planning
7:54	Board of Education Liaison Update (20 min) <ul style="list-style-type: none"> ● Moving forward on Bond approved projects with architects and contractors. ● Updated seclusion and restraint plan. ● Broad based dyslexia screening. ● Board of Education and Committee Retreat set for July 26 at Stone Canyon. ● Voting on Consolidation policy on February 11. ● District policy if ICE shows up. Local law enforcement will only come to schools with warrants. 	BOE Director Liaisons
8:03	Other (10 min) <ul style="list-style-type: none"> ● 2025-2026 MCP Update ● Meeting on March 5. ● March Agenda Items <ul style="list-style-type: none"> ○ Follow up on Operational Procedures 	Michael Kemp

	<ul style="list-style-type: none"> Rich Cosgrove will be retiring in July. 	
8:05	<p>Adjournment</p> <p>Adjourn 8:05 pm. Serena Hendon moves to adjourn. John Freeman seconds. Passes unanimously.</p> <p>Next meeting is March 5 at Legacy.</p>	Michael Kemp

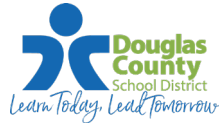
Meeting Dates

March 5, 2025

April 2, 2025

May 7, 2025

June 4, 2025



LPRC Committee
 March 5, 2025
 Meeting Minutes
 Legacy Campus

DRAFT MINUTES

Voting Members

P indicates attendance A indicates absent

P	Patti Anderson	P	Christa Gilstrap	P	Rudy Lukez	P	Chris Spyke
P	Shelly Becker	P	Serena Hendon	P	Michelle Major	A	Courtney Tucker
A	Gilbert Chavez	P	Brice Kahler	P	Larry Mugler	P	Katie Van Kooten
A	Steve Franger	P	Michael Kemp	P	Melissa Park		
P	John Freeman	P	Cathy Lees	A	Levi Schroder		

Non-Voting Members and Guests

P	Stacey Roberson, Soaring Hawk Principal	A	Rex Corr, Secondary Staff		Vacant, Charter Staff		Vacant, Development/Real Estate
P	Kaitlyn Garcia, Student Rep	A	Heidi Marlin, Student Rep	P	Richard Cosgrove, COO	P	Shavon Caldwell, Planning Manager
P	Brad Geiger, Board Liaison	P	Tim Moore, Board Liaison	P	Chris Meehan, Planning Specialist		

Time	Topic	Facilitator
6:00	Meeting Logistics (10 min) <ul style="list-style-type: none"> ● Roll call/Confirm quorum ● February meeting minutes ● Welcome to Visitors and Public Participation → Call to Order at 6:00 pm → February Minutes Table for next month.	Michael Kemp

6:05	DCSD Strategic Plan (30 minutes presentation, 15 min Q&A) → Link to presentation → Provide feedback on scenarios and discussion	Ray McNulty, SPN Consultant
7:00	SCBA Update (10 min presentation, 10 min Q&A) → Link to presentation → Presented to BOE on March 4. → Reboundary southern Macanta to Castle Rock schools → 216 Students	DCSD Planning Staff
7:18	Master Capital Plan - Process & Timeline (15 minutes) <ul style="list-style-type: none"> ● Most of document is done ● Copy to review on March 28 ● Present to BOE June 10th 	DCSD Planning Staff
7:25	Bylaws-Operational Procedures (10 minutes) <ul style="list-style-type: none"> ● 2 student 1 vote - focus on having a Junior ● Voting staff member, 1 elementary 1 secondary representative ● Spring membership drive, unless membership drops to 12 or less ● 	Bylaws Subcommittee
7:36	Board of Education Liaison Update (10 min) <ul style="list-style-type: none"> ● BOE Committee Retreat - July 26 ● Pairing recommendation presented April 8, final vote April 22. 	Board of Education Liaisons
7:50	Other (10 min) <ul style="list-style-type: none"> ● Meeting on April 2. ● April Agenda Items <ul style="list-style-type: none"> ○ Master Capital Plan ● 	Michael Kemp
7:51	Adjournment Adjourn 7:52 pm. Patti Anderson moves to adjourn. Rudy Lukez seconds. Passes unanimously. Next meeting is April 2 at Legacy.	Michael Kemp

Meeting Dates

April 2, 2025

May 7, 2025

June 4, 2025

Douglas County School District Re. 1
LONG RANGE PLANNING COMMITTEE
Operational Procedures

PREAMBLE

The Long Range Planning Committee was created by the Douglas County School District Board of Education (the “**Board**”) in 1983 to evaluate growth trends within the Douglas County School District RE-1 (“**DCSD**”) and to make recommendations to the Board on the utilization of existing facilities, remodeling, construction of new facilities and assistance in planning for capital reserve projects. In 2003, under Policy Governance, the Committee’s role was changed to make recommendations to the Board for approval. On May 17, 2005, the Board unanimously voted to formally recognize the Long Range Planning Committee as a committee of the Board.

These LRPC Operational Procedures (the “**Procedures**”) expand on this Committee's role, responsibilities, and membership as found in the Bylaws adopted by the Board. The function, role, and responsibilities of the Committee shall be consistent with and shall not exceed the charges given to the LRPC by the Board in the Bylaws and as amended from time to time.

ARTICLE I: PURPOSE

The purpose of the LRPC is to focus on the charges assigned to it by the DCSD’s Board. The Board’s Policy Governance Book at GP 1.7.2 provides that the LRPC is charged with producing:

1.7.2.1.1 For the Superintendent/District, as reasonably requested by the Superintendent and delivered on a schedule reasonably determined by the Superintendent: (a) community opinions, alternatives and their implications, and recommendations and their rationale concerning attendance boundaries, facility usage, anticipated capital expenditures, anticipated project needs, and site feasibility; and (b) other products reasonably requested.

1.7.2.1.2 For the Board, to help the Board accomplish a portion of its job, and as more specifically requested by the Board: (a) population changes, trends, and impacts on facilities; (b) alternatives and their implications, along with recommendations preferred by the committee as a whole along with appropriate rationale, for relevant Board policy changes, for specific projects needed over the intermediate-term, and for proposed uses of facilities; (c) community opinions concerning facility use, boundaries, and capital requirements; and (d) other products as the Board may request.

The following is a non-exhaustive list representative of the work regularly performed by the LRPC in support of its purpose:

1. Analysis of community population change and trend data; evaluation of population impacts on District education and support facilities; collection of community feedback; and recommendation of appropriate actions to the Board regarding school attendance

boundaries, facility usage (including facility construction, renovation or closure) and anticipated capital outlay requirements.

2. Presentation of rolling Multi-Year Capital Facility Plans to the Board, with recommendations for specific projects that may be needed in the short, intermediate, and long-term.
3. Assessment of site feasibility for specific proposed uses by evaluating community impacts, collecting community feedback and making appropriate recommendations regarding how a site could be used by the District to further its purposes.

ARTICLE IV: MEMBERSHIP

A. Composition:

1. VOTING MEMBERS

Voting Members of the LRPC should generally be representative of stakeholders across the District. Voting Members should include three members per EDOS Region (four regions), three members representing charter schools, and two members at large.

Two Voting Members should be staff members of non-charter District schools, one from an elementary school and one from a secondary school.

Two members should be students in District schools, one senior and one junior. They should hold one voting position on the LRPC.

The LRPC shall determine the specific representative makeup of Voting Members of the LRPC and shall aspire to have a minimum of 14 and not more than 26 individuals serving as Voting Members each school year.

2. NON-VOTING MEMBERS

In addition to the non-voting members identified in the Bylaws, other Non-Voting Members may include individuals who represent District stakeholder groups or have professional backgrounds or experiences that the LRPC believes would positively support the efforts and purposes of the LRPC. While the number and backgrounds of such individuals may change over time, the LRPC will endeavor to include the following categories of individuals at all times as Non-Voting Members:

- ~~a. At least one individual who is employed as a staff member at a District non-charter school.~~
- ~~b. At least one individual who is employed as a staff member at a District charter school.~~
- ~~c. At least one student in the District.~~

- d. At least one individual representative of and/or involved within the real estate development community.

The LRPC shall determine each year the specific representative makeup of Non-Voting Members other than the District Staff Liaison and Board Liaisons and inform the Board via memo.

Non-Voting Members shall be nominated by the LRPC and appointed by the Board following the same process as applied to Voting Members unless the LRPC establishes a separate application and review process, which it may do as it sees fit. The LRPC shall nominate Non-Voting Members based on its self-determined representative make-up to serve on the LRPC.

Finally, there may be alternative (non-voting) members appointed by the Board if recommended by the LRPC with the expectation that these members would move into voting positions as vacancies occur.

B. Term of Service:

C. Removal

The Bylaws state that the Board may remove any member. The LRPC will use the following guidelines for recommending removal to the Board:

1. Any LRPC member shall be immediately recommended for removal upon a conviction, deferred sentence, plea of guilty, or plea of nolo contendere to any offense that constitutes any criminal offense involving unlawful sexual behavior or unlawful behavior involving children.
2. Any LRPC member may also be recommended for removal for violation of the attendance policy (as described above) or for any other reason, including but not limited to, violation of the LRPC Code of Ethics and Conduct or applicable law, by a three-fourths majority vote of the LRPC's voting members, not including the member who is subject to the removal vote.

ARTICLE V: APPOINTMENT OF VOTING MEMBERS

A. MEMBERSHIP SUBCOMMITTEE AND NOMINATIONS

The LRPC shall select a membership subcommittee of not less than three (3) Voting Members, the Board liaison to the LRPC, and DCSD's Planning Manager, Planning and Construction Department, or equivalent/designee, to interview potential candidates who shall apply for consideration after appropriate notice has been given through public notice (including specifically but without limitation through school publications and digital channels).

Any individual who completes the aforementioned interview process and is recommended by the membership subcommittee will be presented to the LRPC for consideration to be recommended to the Board for membership. Individuals recommended for membership by the LRPC shall be nominated by the LRPC for appointment by the Board via memo in May of each year, or at other times as necessary to complete terms and fill vacancies as they occur.

The LRPC will ask the Student Advisory Group to recommend two students for the voting positions. The students should be a senior and a junior to provide continuity. The recommendations should be provided in August after the school year begins. The LRPC will consider the recommendations and forward the names to the Board for approval.

The voting staff members will be recommended to the LRPC by the District Superintendent. The LRPC will consider the recommendations and forward the names to the Board for approval.

ARTICLE VI: OFFICERS

[No additional details, the Executive Committee is described elsewhere.]

ARTICLE VII: MEETINGS

A. REGULAR MEETINGS

Regular meetings of the LRPC shall be held on the first (1st) Wednesday of each month at a time and location to be determined by the Executive Committee. Meetings may be in-person or remote as determined by simple majority vote of the Executive Committee (and in the event of a tie, as determined by the Chair). Schedule changes can be approved with a majority vote of Voting Members, unless unforeseen circumstances require a last-minute change which the Executive Committee shall approve.

ARTICLE IX: MISCELLANEOUS

A. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the LRPC officers. The Executive Committee will direct the affairs of the LRPC including setting the agendas for the regular monthly meetings. The Executive Committee may establish subcommittees and may establish rules governing the subcommittees.

B. OTHER LRPC SUB-COMMITTEES

The LRPC may form sub-committees to carry out the Board-directed duties of the LRPC

and to address matters as requested by the Board as needed to carry out its duties and obligations more effectively. Sub-committee membership shall be open and participation on an LRPC sub-committee will be a matter of public record.

The following sub-committees are currently in place (in addition to the executive committee and membership committee):

1. Community Outreach

- a. Develop community engagement, information, and education plan
- b. Deep understanding of changes that are proposed to the community
- c. Potential training to prepare for community meetings
- d. Attend community meetings related to capacity/boundary updates to connect with community members and hear questions/concerns and provide information

2. School Capacity Boundary Analysis (SCBA)

- a. Review recommendations proposed by staff/consultant regarding recommended boundary changes
- b. Deep understanding of changes that are proposed to the community
- c. Potential training to prepare for community meetings
- d. Attend community meetings related to capacity/boundary updates to connect with community members and hear questions/concerns and provide information
- e. Develop a recurring process for capacity and boundary review

3. Land Inventory

- a. Maintain a comprehensive list of land sites
- b. Prepare list of land sites updated annually to meet the November 1 deadline related to surplus sites

4. Master Capital Plan (MCP)

- a. Review Master Capital Plan and identify opportunities for improvement
- b. Presentation of Master Capital Plan to Board of Education

5. Bylaws and Code of Conduct

- a. Review and provide updates to the bylaws and code of conduct
- b. Understand the Bylaws to resolve procedural issues and/or answer questions that may arise

C. LRPC public statements

The LRPC may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. The Chairperson, or member with authority given by the Chairperson, shall represent the LRPC to the Board and other non-LRPC entities or persons in announcing the LRPC recommendations and/or positions. No public action or recommendation made by or on behalf of the LRPC, directly or indirectly, express or implied, by any member (voting or non-voting), officer or sub-committee of the LRPC may

be made without the consent of the LRPC's Chairperson and any violation of the foregoing will be reported to a member of the Executive Committee.