



ADMINISTRATIVE PROCEDURE

THE FACILITIES ADVISORY COMMITTEE

7110
Procedure No.
October 1, 2015
Date

- I. **PURPOSE:** To provide for the regular review of school system facilities by a permanent committee of school system administrators for the purpose of making recommendations to the Chief Executive Officer regarding the Educational Facilities Master Plan, Comprehensive Maintenance Plan, and Capital Improvement Program.
- II. **BACKGROUND:** School system construction needs, together with the needs of existing facilities, will be regularly reviewed and evaluated as to location, size, capacity, and other building considerations with the objective of developing an annual Educational Facilities Master Plan (EFMP), Comprehensive Maintenance Plan (CMP) and Capital Improvement Program (CIP) for submission to the Board of Education.

The regulations and procedures for planning and construction of new facilities, addition to facilities, and renovation of existing facilities are prescribed by the Interagency Committee for the State Public School Construction Programs. These rules are the basis for Board of Education Policy 7100. It is the function of the Facilities Committee to review school system educational programming and other initiatives and requirements. The Committee advises the Chief Executive Officer, who recommends to the Board of Education a viable CMP and CIP that are well-aligned with the EFMP and the Bridge to Excellence Master Plan (Administrative Procedure 7100).

- III. **DEFINITIONS:** The following definitions apply to the content of this Administrative Procedure:
 - A. **Capital Improvement Program (CIP):** The aggregate of those projects for the acquisition, construction, demolition, addition, and renovation of school systems facilities, including land, buildings, and/or equipment.
 - B. **Comprehensive Maintenance Plan (CMP):** A scheduled strategy for maintaining public school facilities in a way that is fiscally prudent and preserves the economic value of prior investments in our properties and buildings.
 - C. **Educational Facilities Master Plan (EFMP):** Aligned with the educational objectives found in the PGCPS Bridge to Excellence Master Plan and with current and future population distribution and enrollment projections, the EFMP guides the selection of projects to be included in the annual and 6-year CIP.



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D. Facilities Advisory Committee: An advisory group for the purpose of reviewing the Educational Facilities Master Plan, Comprehensive Maintenance Plan, and the Capital Improvement Program and making recommended changes in the use of facilities and the disposition of facilities declared excess to the needs of the school system to the Chief Executive Officer. The Facilities Committee is composed of the following members:

1. Chief Operating Officer (Chairperson)
2. Deputy Superintendent for Teaching & Learning
3. Area Office Associate Superintendents
4. Executive Director of Curriculum and Instruction
5. Chief Financial Officer
6. Chief of Supporting Services
7. Director of Pupil Accounting and School Boundaries
8. Director of Capital Programs
9. Director of Building Services

IV. **PROCEDURES:**

A. Duties of the Committee: The Committee shall have the responsibility to develop a competent recommendation for an Educational Facilities Master Plan, Comprehensive Maintenance Plan, and a Capital Improvement Program to reach the Chief Executive Officer not later than May 15 of each year. Duties include:

1. Review staff proposals for academic programs/changes that impact building use and/or capital improvement needs.
2. Monitor anticipated seating capacity projections versus enrollment projections.
3. Review staff proposals for school closings and boundary changes for impact on capital improvement needs.
4. Review proposals for alternative utilization and/or disposition of closed facilities.
5. Review shared use of buildings by the community or others for impact on seating capacity and/or capital improvement needs.
6. Monitor and record all facility changes affecting space and/or capacity.
7. Review existing buildings for inadequacies that need correction.



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8. Review citizen and staff proposals for building needs.
9. Evaluate requests for building alterations and improvements.
10. Review facilities projects proposed through alternative funding sources such as bonds or grants.
11. Recommend annual revisions to the Educational Facilities Master Plan, Capital Improvement Program, and Comprehensive Maintenance Plan to include priorities for capital projects.
12. Attend each meeting of the Board of Education when the Educational Facilities Plan, Capital Improvement Program, and/or Comprehensive Maintenance Plan is scheduled for discussion or action.

B. Records and Reports:

1. The Chairperson shall provide for a record of deliberations sufficient to explain results.
2. Interim Status Reports: The Chairperson shall keep the Chief Executive Officer informed of Committee progress, significant issues under discussion, and significant differences of opinion as expressed by members.

Throughout the work of the Committee, Board of Education Policy 7100 shall be used as the prime basis for deliberations, together with all other pertinent regulations.

V. RELATED PROCEDURES:

Administrative Procedure 7100, Capital Improvement Program, New Construction;
Administrative Procedure 1331, Shared Space of School Facilities by Non-Commercial Users;
Administrative Procedure 2505, Housing for Special Education Programs;
Administrative Procedure 2570, Closing of School Buildings;
Administrative Procedure 2571, Utilization of Buildings which are Closed by the Board of Education;
Administrative Procedure 3522, Requesting Building Alterations and Improvements; and
Administrative Procedure 8391, Boundary Changes.



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- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with Office of the Chief Operating Officer and will be updated as necessary.

 - VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 7110, dated August 1, 1988.

 - VIII. **EFFECTIVE DATE:** October 1, 2015.

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11