

PROPOSAL: LONG-RANGE PLANNING ADVISORY COMMITTEE

Executive Summary

The Long-Range Planning Advisory Committee (LRPAC) has been an integral part of Albemarle County Public School's Capital Improvement Program (CIP) for many years. In its various forms, it has always been a forum for multi-disciplinary staff members and citizens to discuss and evaluate long-range facility planning. As a result, the committee has consistently produced a need-based analysis of the school division's future needs. In order to get more out of this committee and due to comments from the School Board on the committee's most recent report, however, the Superintendent's office requested the LRPAC be re-evaluated.

This initiative to expand and modify the written policy of the Long-Range Planning Advisory Committee stems from the desire for the following:

1. A clearer mission/charge for the committee
2. Additional technical expertise to foster creative, innovative, and forward-thinking ideas and proposals
3. Improved communication and contact between the School Board, Superintendent and the LRPAC, including clearer paths of communication
4. A revised meeting schedule to encourage better communication with the School Board as well as to accommodate the steep learning curve of new members
5. Increased public input and ownership of the facilities planning process
6. Clearer guidelines for the role of ACPS staff in the committee

The proposal outlines the mission, membership composition and expectations, process and function, expected work products, and communications flow of the committee. All of which are written to improve the existing structure of the committee in order to meet the above goals. The framework is based on research of similar groups from various other municipalities and jurisdictions, primarily Fairfax County Public School's *Facilities Planning Advisory Council*.

The policy assembles a diverse body of people that can provide well-rounded recommendations and analysis. The group will provide district-wide comprehensive long-range planning to support the larger goals of the School Division's Strategic Plan. The group's insight could ultimately be reflected in the Capital Improvement Program (CIP) and involve such issues as new schools, school closures, redistricting, building additions and renovations. Because of this, the LRPAC provides an integral link between the public, staff, School Board and Superintendent in this vital realm.

It should be noted that this committee does not detract from or abrogate in any way, the public's right to and requirements for, public notice and participation currently provided by School Board policy and regulation; the LRPAC is intended to enhance community outreach and input into the facilities planning process, increasing public awareness of school facility planning.

Long-Range Planning Advisory Committee

Purpose/Mission

The Long-Range Planning Advisory Committee (LRPAC) is formed to inform and advise the Superintendent and School Board in the development of comprehensive, long term plans for facilities needs in the most effective and efficient way and in support of the School Division's Strategic Plan. Issues which may be considered by the advisory committee shall include, but not be limited to:

- school program capacity
- enrollment and projections
- transportation and operating efficiencies related to facilities planning
- CIP prioritization
- creative financing and construction strategies
- scope of renovations
- school closures and new schools
- student accommodation planning (building additions/modular relocations/ review of school boundaries)
- the future of 'learning spaces' as influenced by technology and other dynamic fields

Note: District-wide instructional and programming policies such as but not limited to Advanced Placement programs or grade level configurations for schools are not within the purview of LRPAC.

Membership

The Long-Range Planning Advisory Committee will be comprised of twelve appointed members: one selected by each School Board member from their constituency, four at-large representatives selected by the Superintendent, and one at-large member based upon the recommendation(s) of the Equity and Diversity Committee.

Criteria and Expectation for Appointees

- Attend a minimum of 75% of meetings
- Be self-motivated to increase familiarity with school facilities and capital improvement program planning
- Possess experience with and/or expertise in a broad range of interests, e.g., Albemarle County planning and development; demographics and economics; elementary, middle and high school programs and needs; public outreach and communication; municipal design and construction
- Superintendent appointed members should specifically possess expertise in one of the following areas: technology, business, architecture/engineering, curriculum or other field as deemed appropriate by the Superintendent.
- Demonstrated organizational leadership qualities and/or experience
- Interact and communicate with School Board and community in public venues such as work sessions, community and focus group meetings
- No current ACPS employees may be appointed

Process and Function

- All meetings shall be open to the public
- A chair and vice chair shall be elected by LRPAC from within its membership
- Recording secretary for minutes shall be a Building Services Staff support function
- The Committee shall include non-voting members which include liaisons from the School Board, Building Services Department, Superintendent's Office, Transportation Department, Planning Department, Fiscal Services, & DART.
- Meeting schedules to be determined by the chair of the LRPAC
- Meeting dates, locations and agendas to be posted for public notice
- Board appointed members shall serve a term of 2 years coinciding with their respective board member. All at-large members shall serve 2 year appointments as well.
- Communication plan and process shall be established to encourage and facilitate outreach and interaction with the public (see Flow Charts)
- Information and technical support shall be provided by the Building Services Department and other ACPS departments, as requested and as resources permit
- LRPAC shall identify and prioritize facility-related concerns, recommending staff or ad hoc studies, convening community and public meetings, as determined appropriate to fulfill the mission and purpose of the Advisory Committee
- Meet at least quarterly and more frequently as needed

Expected work product/deliverables

- Establish a proposed work plan which identifies and prioritizes issues for review and approval by the School Board
- Quarterly briefings at School Board work sessions with additional briefings as may be deemed necessary
- Prepare and submit an annual report and recommendations to School Board in June of each year
- Make recommendations to the School Board for creation of Ad Hoc Committees when deemed necessary
- Conduct self-evaluation of work and process

Flow Chart

Communications in the form of information, findings or directions (I, F & D) will flow as generally described and illustrated in the following flow charts. In the context of the flow of communication, information (I) is defined as facilities issues, problems or needs that may be brought forward review and consideration. Findings (F) refer to statements of fact or study conclusions/recommendations as the result of staff or School Board research or review. Findings (f) are to be viewed as draft. Directions (D) refer to the guidance or directives to implement or act on School Board decisions and are communicated from the Board to Ad Hoc committees, to LRPAC and/or to staff.

LRPAC

In the hierarchy of communication flow, it should be understood that only the School Board & Superintendent may provide directives to the Long Range Planning Advisory Committee. In light of the stated LRPAC mission to advise and inform the School Board & the Superintendent on facilities planning issues, the Committee is accessible to receive information directly from the School Board, staff, school communities, and individual citizens. This may occur both informally or at more formal venues such as community outreach meetings. The flowchart indicates, however, that LRPAC would only receive research findings such as data or results of background information, from the School Board, Superintendent and Building Services Staff. Similarly, information and findings from LRPAC would be provided to the School Board, Superintendent and Building Services Staff.

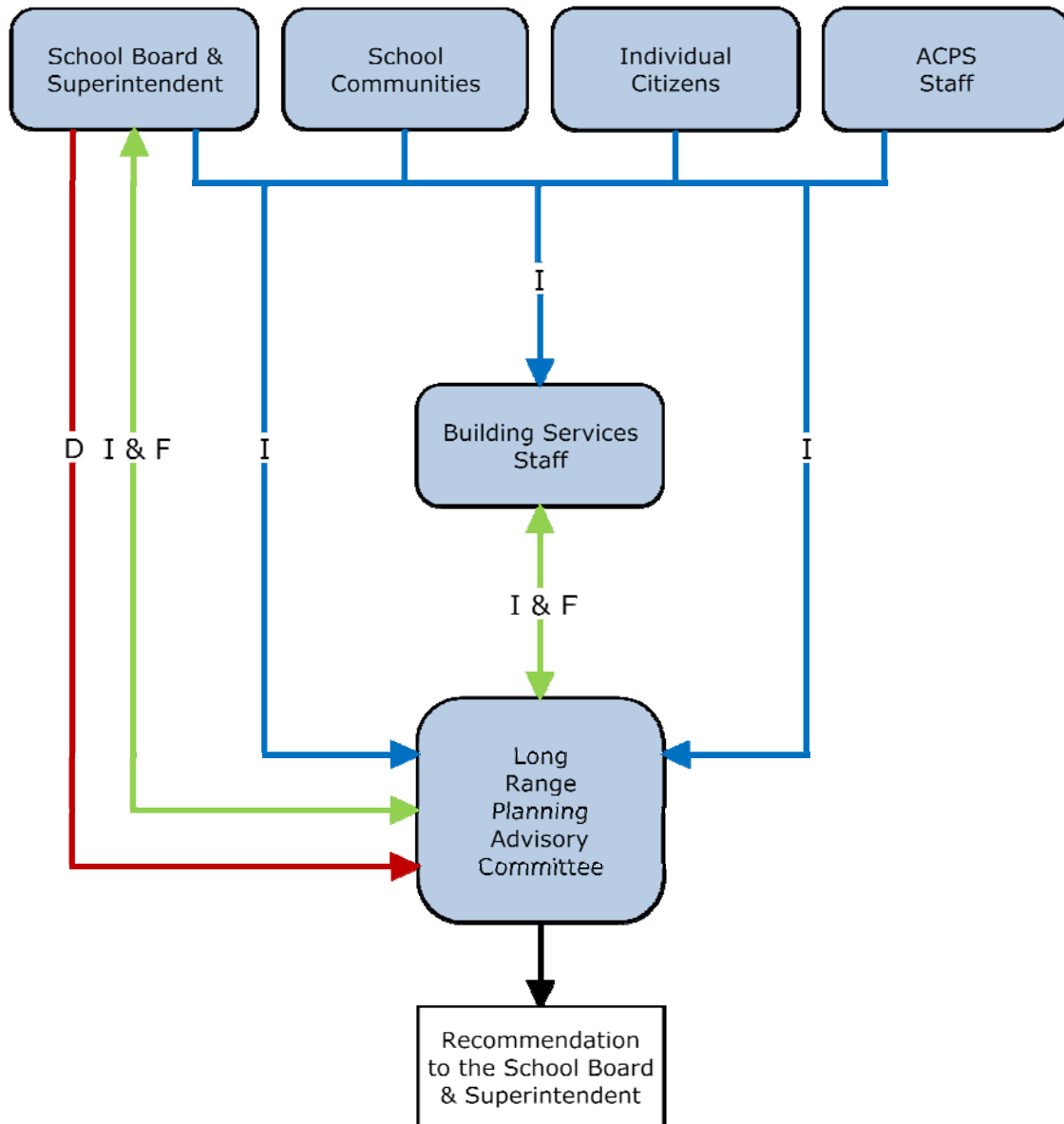
It is understood that LRPAC is merely advisory to the School Board & Superintendent. The mission of LRPAC is to inform and make recommendations which include input from the public and staff; it is further, understood that the School Board or Superintendent is in no way obligated to act upon LRPAC recommendations.

Ad Hoc Committees

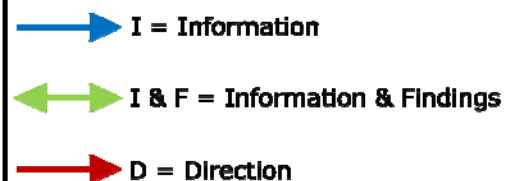
The Ad Hoc process is established for specific topics when deemed appropriate within an overall comprehensive planning process (example: spot redistricting in a certain area). Ad Hoc Committees are created by the School Board or Superintendent, typically as the result of a recommendation from the LRPAC. In conformance with Ad Hoc committee guidelines, only the School Board or Superintendent may provide directions to Ad Hoc committees. Ad Hoc committees shall report findings directly back to the School Board, Superintendent and LRPAC. In keeping with the purpose and intent of the Ad Hoc process, Ad Hoc committees are encouraged to share draft findings with citizens and communities and to incorporate community comments and thoughts into their final reports to the School Board & Superintendent.

FLOW CHART

Long Range Planning Advisory Committee



KEY



Facilities Planning Advisory Council (FPAC) Application Form

Background: The Long-Range Planning Advisory Committee (LRPAC) was formed to inform and advise the Superintendent and School Board in the development of comprehensive, long term plans for facilities needs in the most effective and efficient way. Issues which may be considered by the advisory committee shall include, but not be limited to:

- school program capacity
- enrollment and projections
- transportation and operating efficiencies related to facilities planning
- CIP prioritization
- creative financing and construction strategies
- scope of renovations
- school closures and new schools
- student accommodation planning (building additions/modular relocations/ review of school boundaries)
- the future of 'learning spaces' as influenced by technology and other dynamic fields

Committee Development and Terms: The Committee consists of twelve appointed members: one selected by each School Board member from their constituency, four at-large representatives selected by the Superintendent, and one at-large member based upon the recommendation(s) of the Equity and Diversity Committee. Final selection of appointees will be determined by School Board vote at a duly advertised work session or regular meeting.

Board appointed members shall serve a term of 2 years coinciding with their respective board member. All at-large members shall serve 2 year appointments as well. Appointees will be required to sign a Statement of Policy and Code of Conduct (attached) to address any potential conflict of interest issues resulting from LRPAC recommendations.

Please complete this form to apply for an appointment to the Albemarle County Public School Long Range Planning Advisory Committee (LRPAC) and send electronically to your representative or to the email address provided below. Please put **LRPAC Application** in the subject line.

Alternatively, applications may be hand delivered or mailed to the School Board office to:

Jennifer Johnston, Clerk to the School Board
401 McIntire Road, Room 345
Charlottesville, VA 22902
jjohnston@k12albemarle.org

Completed applications must be received by School Board members on or before Month xx, 2010.

Note: Please attach a resume or any other pertinent information appropriate to apply for this appointment.

Facilities Planning Advisory Council (FPAC) Application Form

Name: _____

Address: _____

Street: _____

City: _____

State: _____

County of Albemarle Magisterial District _____

Telephone: _____

Cell Phone: _____

Work Phone: _____

Email Address: _____

1. Do you currently have children/grandchildren in ACPS? _____ Yes _____ No

2. If no, have you had children/grandchildren in ACPS? _____ Yes _____ No

3. How long have you resided in Albemarle County? _____

4. Have you ever been appointed to a Albemarle County School Board/ACPS Committee or Council before? If so, please explain your previous committee/council work.

5. Please indicate why you are interested in the LRPAC and appointment.

6. Below, please indicate where appropriate, certain areas of your experience and knowledge:

- | | |
|--|---|
| ☐ School Construction | ☐ Research |
| ☐ General Construction | ☐ Education/Curriculum |
| ☐ Engineering | ☐ Databases |
| ☐ Architectural Expertise | ☐ Budget Analysis |
| ☐ County Planning | ☐ Nonprofit and Human Services |
| ☐ Land Development | ☐ Public Administration |
| ☐ Statistics/Demographics | ☐ Federal Government/Military |
| ☐ Finance | ☐ Other |
| ☐ County Government | |

7. Please further explain your experience(s) as indicated in #6, above, including any leadership skills, education and experiences.

8. How did you hear about the Long Range Planning Advisory Committee and the opportunity to apply for appointment?

Indicate if you are attaching additional information pertinent to this application.

☐ Attachments are provided
☐ No attachments were necessary

Thank you for your interest in applying for appointment to the Long Range Planning Advisory Committee. Should you have any questions about this Committee and/or the School Board appointment process, please contact Jennifer Johnston at (434) 972-4055 or jjohnston@k12albemarle.org.

Statement of Policy
Long Range Planning Advisory Committee (LRPAC)

It shall be the policy that any LRPAC member or officer shall abstain from the vote and/or discussion on any matter in which said member or officer may be considered to have a conflict of interest or the appearance of a conflict of interest. An abstaining declaration shall be made for the record at the beginning of any such motion or discussion and shall be recorded in the official minutes of the meeting. The same conflict of interest procedures shall apply to any LRPAC member participating in any committee action or vote.

I concur with the above policy, and affirm my intention to abide by its intent.

Signature

Name of Board Member

Date

**For Officers, Directors, Committee Members, Staff Members
And Certain Consultants**

No member of the Long Range Planning Advisory Committee (LRPAC) shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation as a member of LRPAC. Each individual shall disclose any personal interest which he or she may have in any matter pending before LRPAC and shall refrain from participation in any decision on such matter.

Any LRPAC member, who is an officer, board member, committee member or staff member of an ACPS vendor, shall identify his or her affiliation with such vendor. He or she shall not participate in any decision affecting that vendor, and the decision must be made and/or ratified by the full Board of Directors.

At this time, I am a Board member, a committee member or an employee of the following organizations:

(list or attached)

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with ACPS which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments, fees, loans, or gifts of any kind or any free service or discounts from, or on behalf of any organization engaged in any transaction with ACPS.

Any exceptions to (1) or (2) above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had in the past year) in the persons or organizations having transactions with ACPS.

(list or attach list)

Signature: _____

Name: _____

Date: _____