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PROCESS

OVERVIEW

2020 | FACILITIES MASTER PLAN



STAKEHOLDER groups and involvement

Roles & Responsibilities

At the outset of the facilities master planning process, the District Leadership team set out to define the roles and responsibilities of the stakeholder participant groups. These groups were refined during the process and ultimately comprised a Steering Committee, a Facilities Master Plan Committee, an Educational Visioning Committee, individual School Site Communities, and Focus Group interviews of representatives for specialized topics.

The groups provided input throughout the project, defining educational program goals and offering direction on facilities master planning goals. All input eventually led to the creation of a set of final recommendations that will be brought before the Board of Education for review, comment, and approval.

Steering Committee (SC) directed and coordinated the process and ensured that input from a range of stakeholders would be optimized. In addition, through regular meetings, the team was responsible for guiding the process through reviewing outcomes from the various groups and providing input on development of the site master plans and estimated budgets.



Facilities Master Plan Committee (FMPC) is comprised of a diverse group of District Leadership, school site representatives, civic organizations staff, and local community stakeholders. Meetings were held to develop broad visioning concepts and to review and provide input on the development of the conceptual site master plans.

Educational Visioning Committee

The Educational Specification (or Educational Program Vision) document was created in concert with the District Associate Superintendent of Educational Services and a group of their Educational Services Directors and Instructional coaches. The intent of these standards is to establish a common baseline related to educational program delivery. Recommendations from this program vision were overlaid on the existing school sites to determine the potential impact of the educational goals to the District's existing facilities infrastructure. As projects are implemented, this visionary document will serve as a guideline for consistency across similar facilities and programs in the District.



Program Focus Group sub-committee meetings were held to gain understanding of the District's day-to-day operations. Areas of focus include various Maintenance and Operations trades related to HVAC, electrical, plumbing, grounds, and skilled maintenance; student nutrition services, transportation, information technology, and properties. This examination was performed at both the District-wide and individual school site levels to develop a holistic vision of the District's current operations and future needs within all areas of operation.

School Site Committees (SSC) were formed to interact with the planning team to develop and confirm the conceptual master plan proposal for each school site in the District. Interaction with these stakeholders included attendance at a meeting within the Town Hall series and a follow-up principal interview with each site. Between these two sessions, each Principal was tasked with engaging their SSC and local community stakeholders as they best saw fit to review the draft master plan diagrams and collect input. Participants included School Site Counsels, PTAs, teachers, students, parents, and site administrators.

Online Survey Groups

Online Surveys were distributed to four (4) different stakeholder groups: 1) Principals, 2) Teachers and Staff, 3) Students, and 4) Parents and Community Members. Surveys were distributed among these groups at various points during the fall of 2019. The surveys targeted the usability of existing spaces and identified top needs the school sites.

FMP activities

The facilities master planning process consisted of numerous activities organized by phase: Information-Gathering, Visioning, Community Outreach, Conceptual Site Master Plan Development, Estimated Budgets, and Project Prioritization. Authentic District and community stakeholders input forms the basis of the planning process.

INFORMATION-GATHERING

Facilities Needs Site Observations

Each of the district’s Elementary, Middle, K-8, and Support sites have received a Facilities Needs Assessment. This analysis was performed by EMG, LPA’s partnering firm. EMG accompanied a District’s Facilities and Maintenance representative as they observed the buildings (interior, exterior, roofs, etc), systems (plumbing, heating, air conditioning, sewer, etc), and grounds (playgrounds, fields, hardcourts) at each site. Their analysis evaluated the condition of each element, estimated its end-of-useful-life, and included an estimated cost to repair or replace items that are expected to expire over the course of this master plan (within the next 10-years).

This analysis and the costs identified fold into the development of the master plan diagrams and associated cost estimate.

Programmatic Needs Site Observations

While the Facilities Needs Assessments review the District sites from a perspective of repair, LPA conducted a second set of assessments based on programmatic needs.

This process begins with an online survey to the district’s Principals, which begins to form an understanding of how the site is used and how well-suited it is to accommodate the school programs. LPA follows those surveys up with an in-person interview of the

Principals, delving deeper into their survey responses. While on-site, LPA observes the facilities and grounds to review site opportunities and constraints relevant to the site and district’s desired program delivery methods.

VISIONING

The Educational Visioning Committee participated in a workshop with LPA that resulted in the production of the Educational Specifications. The Educational Specifications depict the ideal size and spatial organization for the various types of spaces necessary to support district programs. This document, along with the information gathered in the Needs Assessments are layered on top of each other during the development of the School Site Master Plan diagrams.

COMMUNITY OUTREACH

A rigorous community outreach effort carried through the entirety of the FMP process. Committee groups, online surveys, in-person interviews, website-provided comments, and a series of meeting forums resulted in over 8,500 overall participants and spanned 4 languages.



LPA site assessment process



educational visioning workshop



Town Hall meeting

