



# Albemarle County Public Schools

## Memorandum

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**DATE:** December 19, 2005

**TO:** School Board Members

**FROM:** E. Diane Behrens, Executive Director of Support Services

**RE:** Policy FB – Facilities Planning

Suggested revisions to Policy FB – Facilities Planning are based on feedback from citizens, long-range planning committee members, parent council, and staff and review by executive staff. Revisions are also a result of looking at the introduction to the School Board Policy Manual where policies and administrative procedures are defined.

Policies are principles adopted by a Board to chart a course of action. They describe what is wanted, the line of action to be taken, and give clear direction. Administrative procedures are the detailed directions developed by the administration to put policy into practice.

Policy FB must be broad enough to recognize that no single procedure can be applied universally to all schools given the different enrollments, demographics, programmatic needs, location, and availability of CIP funds to address long-range needs of individual schools. Procedures defined in Policy FB – AP must clearly give direction to staff now and in the future to determine when, how, where, and by whom actions must be taken to address capacity issues.

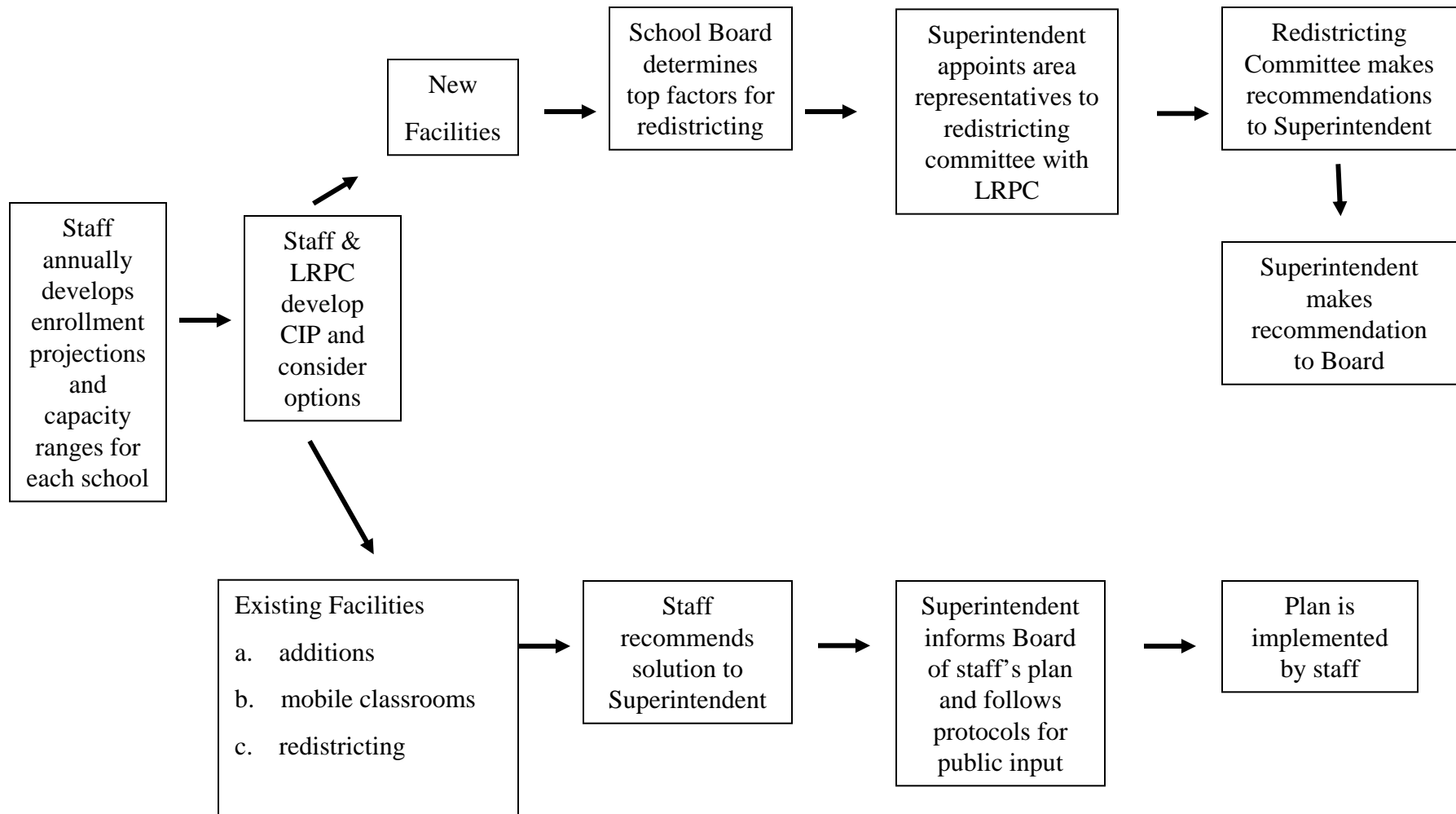
Annually, school capacity ranges with stated triggers, or action points, will be developed for each school, and used by staff to recommend to the School Board necessary actions to, inform the long-range planning committee's work, and communicate potential capacity concerns to school communities.

While process is not part of policy or procedure, it must be clearly defined in order to engage the community in two-way conversations anytime a school is affected by Policy FB. The Community Engagement Office will work with the Executive Director of Support Services to conduct a dialog with each of the affected sites' leadership team to develop a plan for community engagement. An article on the study circle process is attached as well as the Chesterfield boundary change process.

The flowchart that is attached is a visual to represent Policy FB-AP. I ask that you study the chart and the changes and answer two questions prior to the Board meeting.

- 1) Do you have any feedback for me?
- 2) Are the factors in the list (Policy FB-AP pages 2-3) inclusive of what you want considered?

# Policy FB-AP – Flow Chart



## FACILITIES PLANNING

The Albemarle County School Board recognizes that only through effective long-range planning for enrollment can the School Division be adequately prepared to meet the needs of its current and future student population. In order to assure such planning, the Board has established procedures, which provide for ongoing review, preparation, planning, and recommendations from staff regarding enrollment trends and their resulting impact on facilities. In addition, the Board will assure adequate opportunity for community involvement in reaction to staff recommendations prior to any final decisions made by the Board.

The School Board is responsible for the regular operation and orderly development of its physical plant. For this reason, the Board will concern itself with both short and long-range planning and will utilize a long-term ~~building-use program~~ **Capital Improvements Program (CIP)** to serve as a guide.

This program will be subject to systematic study, revision, and extension. The respective projects will be acted upon ~~individually~~ **annually** when proposed for implementation.

The ~~building-use program~~ **Capital Improvements Program** will be designed to provide adequate facilities to conduct full-time elementary and secondary education programs for all pupils residing in the Division as well as adult, inter-division, and interagency programs, as approved by the Board.

The program will be planned and modified as needed to conform with changes in projected enrollments, demographic shifts, courses of study, and availability of construction funds.

The Board will rely on a broad-based committee to provide an ongoing study of facilities use and development. The committee will present, through the Superintendent, its recommendations for facilities utilization, development, and closure.

### Facilities Planning Advisors

The County of Albemarle, in accordance with state law, periodically approves a Comprehensive Plan for the physical development of the County. Contained within this plan are sections which pertain to the number, location, and use of school facilities.

The school staff shall participate with the Albemarle County planning staff in developing those portions of the Plan which deal with school facilities.

Following adoption of the Comprehensive Plan by the Board of Supervisors, the Plan becomes the official statement of policy regarding the location and use of public facilities in the County.

The Board further recognizes that all school facilities identified in the Comprehensive

Plan must remain substantially in accordance with the adopted Comprehensive Plan unless a change is approved by the Board of Supervisors.

Enrollment Projections

Enrollment projections will be prepared on a 5-year basis under the direction of the Superintendent and will be reviewed and brought up to date annually.

The projections will take into consideration ~~the following:~~ **all current relevant data which would include at a minimum:**

- ~~A. — Figures from the latest school census~~
- ~~B. — School registration figures~~
- ~~C. — Review of forthcoming changes in planning and zoning~~
- ~~D. — Review of current and planned community land development and housing projects~~
- ~~E. — Latest available birth data~~
- ~~F. — Annual reassessment of school capacities~~

Whenever construction of new school facilities or the closing of any school buildings is being contemplated, the Board may authorize outside studies made of population trends and school enrollment.

Adopted: July 1, 1993  
Amended: October 11, 1993; September 26, 2002  
Reviewed: August 14, 2000; May 26, 2005

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Legal Ref.: Code of Virginia, 1950, as amended, Section 15.1-446.1 through 15.1-457

## FACILITIES PLANNING

1. The Superintendent of Schools will assure that, within the organizational structure, primary responsibility for the following functions have been assigned to administrative staff:
  - a. Overall responsibility for coordinating enrollment data, facilities planning, transportation impact and formation of recommendations for review by the Superintendent/Board.
  - b. Establishment of updated 5-year enrollment projections for the Division.
  - c. Establishment of building ~~utilization~~ **capacity** standards and the impact of **current and projected** enrollment ~~projects~~ on facilities.
  - d. Development of Capital Improvement ~~Plan~~ **Program** recommendations.
  - e. Development **and implementation** of redistricting recommendations.
  
2. By December 1 of each year, updated enrollment projections for the next five (5) years will be prepared.
  
3. A Long-Range Planning Committee comprised of school division ~~staff and local government staff~~ and eight citizens appointed by the School Board, (one selected by each board member from their constituency, and one at-large member based upon the recommendation(s) of the Equity and Diversity Committee, with two year appointments coinciding with the term of the particular Board member) will analyze enrollment trend data (**i.e., the number of children at individual grade levels**), population growth trends, building capacities, staffing standards, programmatic needs, and other relevant areas. ~~Part of the process to be completed by school and local government staff by staff process for the Committee will be to determine if short term, mid level, or long term cohort survival trends are to be used in the analysis of enrollment trend data. (“Cohort survival” refers to the historical movement of students from one grade to the next, plus trend data regarding students leaving or entering at each grade level.)~~ The Committee will make recommendations **through the Superintendent** to the School Board concerning the Capital Improvement Plan. ~~and whether or not redistricting needs to take place.~~
  
4. **New Facility** - ~~If it is determined that redistricting is required, a Redistricting Advisory Committee will be convened.~~ **At the discretion of the Superintendent in consultation with the School Board, a Redistricting Committee would only be used when a new school is anticipated. If needed,** the Committee will be comprised of a combination of all citizen members of the Long-Range Planning Committee and representatives from all of the potentially affected areas, selected by the Superintendent from nominations from school communities. The Superintendent will work directly with the Committee. Other appropriate staff members will work with the Committee in an ex-officio capacity to support the Committee’s work. The Committee’s charge will be to work in cooperation

with the Superintendent to analyze relevant data and develop a redistricting recommendation. This recommendation may include a majority and a minority report. The Redistricting Committee would make a recommendation to the Superintendent who will then make a recommendation to the School Board. All committee and Superintendent recommendations will be provided to the School Board. As part of its process, the Committee will schedule at least one public meeting to provide an opportunity for citizens to be informed of proposed changes and react to the proposals. ~~At the discretion of the Superintendent, in consultation with the School Board, a Redistricting Advisory Committee would not be required if 50 students or less are affected by a redistricting.~~

The following factors will be considered by the Redistricting Committee and the Superintendent in any deliberations concerning redistricting. (“Considered” is defined as being included in discussions and deliberations leading to recommendations or decisions.) ~~However, at its discretion~~ ~~the School Board will~~ ~~may~~ identify and prioritize at the beginning of the redistricting process those ~~top two or three~~ factors which it believes are of the highest priority. While all of the following factors will be considered and discussed, it may be impractical to reconcile each and every factor with each and every alternative plan that will be evaluated while making a final boundary line recommendation or decision:

- a. ~~Long range e~~ Enrollment projections.
- b. The rated capacities of the various schools and the possible changes in these capacities due to changes in program requirements or structural modifications of the building.
- c. The anticipated construction of new buildings or additions.
- d. The ethnic, socioeconomic, and academic diversity of the student population in the affected schools.
- e. The need to develop long term solutions that support redistricting of individual students to one time during their school career at any one level, elementary, middle or high.
- f. Documented new subdivision construction.
- g. The tentative placement of major new subdivisions ~~(100 units or more)~~ into attendance areas and the desire not to assign these subdivisions to school attendance areas when the schools already have a high utilization rate.
- h. The desire to keep areas commonly known as subdivisions or neighborhoods together.

- i. The desire to reduce or eliminate the number of schools with divided feeder patterns if at all possible.
- j. The desirability of using natural dividing points (roads, creeks, etc.) as attendance area boundary lines.
- k. The desirability of ~~reducing the number of students riding a school bus and reducing the length of time of the bus ride (time and distance) for students who must ride a bus.~~ **to eliminate overcrowding on school buses, reduce the amount of time students have to ride, and/or the distance students have to travel.**
- l. The costs associated with the various options considered.
- m. The impact of the alternatives upon present and future feeder patterns.
- n. The impact of enrollment changes upon course offerings/subject offerings, equipment needs, building modifications, etc.

**5. Existing Facilities - In all other instances staff will use capacity triggers to address ~~over/under~~ enrollment issues. Annually, target enrollment ranges will be developed on a school by school basis. These ranges will take into consideration programmatic offerings, infrastructure, differentiated staffing, and the ability to accommodate mobile classrooms on site. The target ranges will be developed by staff in consultation with the school each schools' administration.**

- ~~• When a school is 70% of capacity, a review of the facilities and programs will occur to develop an action plan for either redistricting students to the school or adding special programs that would attract students to the school from other districts. Redistricting from the previously identified areas could occur at this point.~~
- ~~• When a school is 75% of capacity, staff will review residential developments to identify potential areas that are in close enough proximity to attend that school.~~
- ~~• When a school is 80% of capacity, staff will monitor and review enrollment trends and residential developments to help insure an adequate population for the school.~~
- ~~• When a school reaches 95% of capacity, staff will monitor and review the anticipated growth in the school attendance area and develop a schedule for addressing mobile classrooms or minimal renovations to accommodate the anticipated growth.~~
- ~~• When a school is at 110% of capacity, a review of the facilities and programs will occur to develop an action plan for either redistricting or a capital improvement project to accommodate the growth.~~

- ~~Once a school is at 120% of capacity or maximum of 120 students over capacity, the action plan may then be implemented.~~

6. Annually, the long-range plan for accommodating enrollments and capital improvements will be presented to the **School Board** and **announced to the regional school communities**. An executive summary of this information will be developed for distribution to parents with the intent being to provide adequate notice to communities of pending matters that may affect their school attendance areas. Staff will be available to speak to parent organizations about these ~~proposed~~ **potential** changes.

The Board of Supervisors will be kept apprised of the School Board's progress in developing Capital Improvements/Redistricting recommendations through Joint Board meetings and through the monthly presentations by the School Board Chairman to the Board of Supervisors.

Through the above-outlined procedures, the School Board anticipates that effective planning to meet future enrollment trends will occur and that the citizenry of Albemarle County will be involved in and informed about these plans.

Adopted: July 1, 1993  
Amended: October 11, 1993; July 24, 1995; August 14, 2000; September 26, 2002; March 25, 2004  
Reviewed: May 26, 2005

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