

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 Capital Improvement Program to serve as a guide.

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

The Capital Improvement 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 advise staff on 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:

- A. School registration figures
- B. Forthcoming changes in planning and zoning
- C. Current and planned community land development and housing projects
- D. Latest available birth data
- E. 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; March 9, 2006
Reviewed: August 14, 2000; May 26, 2005

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

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SUPERINTENDENT

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 capacity standards and the impact of current and projected enrollment on facilities.
 - d. Development of Capital Improvement 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. 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 each school's administration. The enrollment range for each school will establish action points to determine the need for additional mobile classrooms, building modifications or additions, and if needed, a redistricting proposal.
4. By February of each year, updated target enrollment ranges will be provided to the School Board.
5. Annually, the long-range plan for accommodating enrollments and capital improvements will be presented to the School Board and announced to the 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 potential changes.

SCHOOL BOARD

1. The School Board will act upon recommendations from the Superintendent related to facilities, enrollment, long range planning, and redistricting.
2. 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 reports by the School Board chairman to the Board of Supervisors.
3. The School Board will identify and prioritize (using appropriate community engagement processes) at the beginning of the redistricting process those factors which it believes are of the highest priority for consideration in any deliberations concerning redistricting. ("Considered" is defined as being included in discussions and deliberations leading to recommendations or decisions.) 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. 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. Assessment of the location of documented new subdivision construction.
 - g. The desire to plan for the placement of major new subdivisions into neighborhood school attendance areas.
 - 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 to 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.
- o. The desire to minimize the number of students who have to change schools.

LONG-RANGE PLANNING ADVISORY COMMITTEE

A Long-Range Planning Advisory Committee will be comprised of school division 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. Staff and citizens 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. The Committee will analyze data and also advise the Superintendent concerning the Capital Improvement Program and whether or not redistricting needs to take place. Staff will make recommendations through the Superintendent to the School Board concerning the Capital Improvement Program that addresses the Division's Strategic Plan and School Board/Superintendent Goals and Practices.

REDISTRICTING ADVISORY COMMITTEE

A Redistricting Advisory Committee will be convened when a new school is anticipated or as directed by the School Board. The Committee will be comprised of citizens selected by the Superintendent from applications from school communities, a member of the Long-Range Planning Advisory Committee selected by other members, and a member of the Equity and Diversity Committee. The Superintendent supervises and monitors the work of the Committee. The Committee's charge will be to work in cooperation with staff to analyze relevant data and redistricting options to present to the Superintendent. The Superintendent will then make a recommendation to the School Board. The Superintendent's recommendations will be provided to the School Board with supporting documents including all options provided by the committee. 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. The Redistricting Committee's meetings will be open to the public and minutes of the meetings will be available on the School Division's website.

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.

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