

**ADEQUACY OF EDUCATIONAL FACILITIES AND GROWTH
MANAGEMENT**

7.78

The School Board is committed to providing educational facilities that enhance students' educational success by protecting current assets, by ensuring that facility projects are cost efficient, and by planning for growth in conformance with state statutes and local growth management agreements.

- I. The Superintendent shall ensure that Educational Specifications are adopted and implemented within these guidelines:
 - A. Educational Specifications shall be adopted by the Board for elementary, middle, and high schools and for specialized centers as necessary.
 - B. Ed Specs for elementary, middle, and high schools shall be re-adopted at least every three years.
 - C. Ed Specs shall contain a Facility List, general design criteria, and subject-specific sections which denote critical space elements and adjacencies. Construction details and Furniture, Fixtures, and Equipment lists shall be compiled within separate documents not requiring Board adoption.
- II. The Superintendent shall ensure that Capital Planning is conducted within these parameters:
 - A. The Board shall authorize transmittal of the Florida Department of Education's [DOE] "5-Year District Facilities Work Program" [Work Program] each October 1st, or otherwise determined by DOE.
 - B. The Work Program will comply with DOE definitions of student stations and capacity as delineated in the Florida Inventory of School Houses [FISH].
 - C. The Work Program will utilize the latest Capital Outlay FTE [COFTE] projections and will financially feasible based upon the best available forecast of future revenues.
 - D. The Board shall comply with statutory requirements for a School Plant Survey at least every five years. Upon DOE approval of the survey, the district shall schedule facility projects as "survey-approved." The Plant Survey may also be used to determine the extent to which existing facilities will be remodeled to bring them into compliance with survey standards. The Board shall submit "spot surveys" as necessary in order to seek DOE approval for critical construction projects not anticipated at the time of the five-year survey.

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- III. The Superintendent shall ensure that all instructional facilities are utilized to the greatest extent practicable, recognizing that factors such as class schedules, instructional contracts, collaborative teaching models, and the inapplicability of certain course for teachers to “float,” inhibit idealized utilization rates. Staff shall implement these steps to maximize classroom utilization:
- A. Each August, the Level of Service [LOS] shall be calculated for each school based upon the formula: Enrollment divided by Permanent Program Capacity [PPC]. The enrollment numbers used shall be the enrollment advertised for each school in the advertised Capital Budget. Permanent capacity refers to classroom structures build with a fixed foundation and that cannot be removed. Program capacity is calculated by applying a district-derived utilization rate, based on class size mandates and local instructional delivery models, to each school’s student station count as verified in FISH.
 - B. Each September, staff will calculate which schools’ facilities are under-utilized or over-utilized. Under-utilized schools are those in which Permanent Program Capacity Level of Service is less than 85%. Over-utilized schools are those in which the Permanent Program Capacity Level of Service is greater than 115%. After analysis of such schools’ instructional programs, attendance zone, and duration of such over-or-under-utilization, the Superintendent may recommend to the School Board formation of a committee comprised of the School Advisory Committee, district staff, and other stakeholders to perform an in-depth analysis. The committee shall consider a range of options including, but not limited to, the following:
 - 1. Inclusion/exclusion as a “choice” school;
 - 2. Inclusion/exclusion of hardship reassignments;
 - 3. Addition/removal of cluster programs;
 - 4. Redistricting of school attendance boundaries; and
 - 5. Expansion of a school’s permanent classroom and core capacity.
 - C. The School Board shall not implement Year-Round Schools or Double Sessions unless having declared an Emergency. Such emergencies may consist of natural disasters [e.g., tornado, hurricane], severe reductions in capital revenues, or other such occurrences which inhibit the Board’s flexibility in providing adequate educational facilities.
- IV. The School Board shall adopt the following measures to implement Growth Management and School Concurrency:

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- A. The School Board shall collaborate with all local governments to reach agreement on any updates necessary to the Interlocal Agreement on School Facility Planning [ILA]. Such collaboration will also include appointment of a citizen to the Oversight Committee to the ILA, appointment of a staff person to each local government's Local Planning Agency, and a yearly Convocation to discuss and resolve school planning issues.
- B. Concurrency Service Areas [CSA's] shall be defined as the attendance boundary for each school. "Adjacent CSA's" shall be those school boundaries identified as such on maps incorporated into the School Concurrency Procedures; such maps will reflect best practices and state regulations including maximum allowable bus route times.
- C. Staff will review residential development applications from local governments once the applications have been deemed accepted. The district's application process shall include payment of a fee, calculated to recover costs for planning and legal staff review, based upon the size and scope of the proposed development. The fees will be adjusted yearly and will be posted in the adopted School Concurrency Procedures.
- D. Staff will determine the impact of the proposed development pursuant to processes defined in the ILA and in each local government's Public School Facilities Element, and as mandated by Florida statutes. The applicable student generation rate shall be as determined in the latest School Impact Fee Study or other similar document. Staff will utilize the latest Capital Outlay FTE projections and the latest 5-Year Facilities Work Plan to produce a spreadsheet of future levels of Service and seats available by school.
- E. If staff determines that, pursuant to state law, insufficient seats are available, the district and the developer may agree to Proportionate Share Mitigation options including, but not limited to, contributions of cash or land. Contributions shall be based on recent construction projects' cost-per-student-station.
- F. Staff shall adopt Procedures necessary to implement School Concurrency.

STATUTORY AUTHORITY:

1001.42, F.S.

LAW(S) IMPLEMENTED:

**163.01, 163.3177, 163.31777, 163.3180, 1013.31,
1013.33, 1013.35 F.S.**

HISTORY:

**ADOPTED: 09/02/08
REVISION DATE(S): 11/6/18
FORMERLY:**

NOTES: