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Southgate Independent School District Proposed Schedule

February 14, 2013

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Steps for Modifying the District Facility Plan (DFP)

LPC Selection

- Superintendent initiates process of selecting a committee
Maximum (20) and minimum of (10) members per Table 101.2
- 2/14/13 Board approves LPC
Submit information to KDE:
 - Building inventories (Architect) DONE
 - Small scale drawings (Architect) DONE
 - Verification of selection process; include waivers for non-District residents (District)KDE approves and orientation is scheduled
- 3/12/13 LPC meeting #1 (advertised a minimum of 7 days prior)
Orientation (Parts 1 and 2)
PF meeting #1 (advertise a minimum of 7 days prior) - immediately before or after LPC
- 3/26/13 LPC meeting #2 (posted a minimum of 24 hours prior)
Develop a draft of the DFP
PF meeting #2 (advertised a minimum of 7 days prior) - immediately before or after LPC
Send draft DFP to KDE for comment
- 4/2/13 LPC meeting #3 (posted a minimum of 24 hours prior)
Review KDE comments regarding draft DFP and vote
PF meeting #3 (advertised a minimum of 7 days prior) - immediately before or after LPC
- 4/11/13 LPC submits draft DFP to the local board of education
Approved - submit to KDE
Rejected - LPC meets again to revise and resubmit to local board
- 4/30/13 Public Hearing (PH) meeting (advertised a minimum of 14 days prior)
Only 1 meeting required to review the draft DFP approved by the local board
Prepare Hearing Report from KDE template
- 5/9/13 Local board approves Hearing Report and final DFP
Submit final documents to KDE
KDE submits final documents to KBE for approval

DFP = District Facility Plan

LPC = Local Planning Committee

PF = Public Forum

PH = Public Hearing

KBE = Kentucky Board of Education

SOUTHGATE INDEPENDENT SCHOOLS DISTRICT FACILITIES PLAN**PLAN OF SCHOOL ORGANIZATION**

1. Current Plan P-8
2. Long Range Plan P-8

SCHOOL CENTERS	Status	Organization	Student Enrollment Capacity
1. Secondary			
a. none			
2. Middle			
a. none			
3. Elementary			
a. Southgate Elementary School	Permanent	PS-8 Center	250/150

CAPITAL CONSTRUCTION PRIORITIES (Schedule within the 2008-2010 Biennium)

- 1c. Major renovation/additions of educational facilities;** including expansions, kitchens, cafeterias, libraries, administrative areas, auditoriums, and gymnasiums.

administrative areas, auditoriums, and gymnasiums.					Eff. %	Cost Est.
1. Southgate Elementary School			27,783 sf.			
Major Renovation to include; site development, parking, roof replacement, doors, hardware and windows, interior finishes and accessories, HVAC replacement, electrical, lighting, plumbing, fire protection and annunciation systems, ADA accessibility. Renovate Media Center into a standard classroom.						\$2,916,000
Construct:	1	Preschool Classrooms	825 sf.	825 sf.	74%	\$220,297
	4	Standard Classrooms	800 sf.	3,200 sf.	74%	\$854,486
	1	Music Room	800 sf.	800 sf.	74%	\$213,622
	1	Local Pref. Science Room	800 sf.	800 sf.	74%	\$213,622
	1	Media Center	1,225 sf.	1,225 sf.	74%	\$327,108
	1	Kitchen	1,283 sf.	1,283 sf.	74%	\$342,596
	1	Cafeteria	1,750 sf.	1,750 sf.	74%	\$467,297
	1	Superintendent's Office	200 sf.	200 sf.	74%	\$53,405
	1	Conference Room	270 sf.	270 sf.	74%	\$72,097
	1	Records Storage	150 sf.	150 sf.	74%	\$40,054
	1	Family Resource Center	300 sf.	300 sf.	74%	\$80,108

DISTRICT NEED**\$5,800,693**

- 5. Discretionary Construction Projects;** Functional Centers; Improvements by new construction or renovation.

Estimated Costs of these projects will not be included in the FACILITY NEEDS ASSESSMENT TOTAL.

1. Southgate Elementary School 27,783 sf.
Construct a Preschool Play Area and acquire additional property for expansion.

**District Facilities Plan Amendment Step by Step Process as outlined for
702 KAR 4:180**

- 1. The local board votes to reconvene the Local Planning Committee (LPC) and proposes specific changes to the District Facilities Plan (DFP).**
 - a. The composition of the original LPC is reviewed and adjusted to meet the current requirements of the regulation and the new LPC must be approved by the local board.
- 2. Board motion and letter of explanation is sent to KDE for approval.**
 - a. The district shall also submit the list of LPC members, their addresses, the schools which they represent and their roles. The district must also submit a statement outlining how the individuals were selected. The process must be in compliance with the requirements set forth in 702 KAR 4:180. **Please note that a waiver from the Commissioner of Education is required for each LPC member that does not live in the local district.**
- 3. Once KDE approval is given, local board reconvenes the LPC.**
- 4. The LPC reviews the proposed changes to the District Facilities Plan in a series of meetings to amend the DFP**
 - a. LPC solicits public comments through informal public forums
 - (1) A minimum of two (2) LPC meetings and forums required
 - (a) One of these must be scheduled after the draft amended DFP is created and reviewed by KDE**
 - (2) All meetings & forums are subject to the Open Meetings Act, KRS Ch. 61.
 - (a) The first Meeting and both forums must be advertised 7 days prior to the event.
 - (b) The second meeting must be noted on the district Website at least 24 hours prior to the event.
 - (c) The forums may be scheduled just before or after LPC meetings
- 5. LPC develops a draft DFP (KDE staff may assist the LPC in this process)
The "draft" amended DFP, Building Inventories, A/E estimates and small scale plan drawings are submitted to KDE for review prior to the last LPC meeting**
 - a. The DFP is sent back to the LPC with comments
 - b. The LPC votes on the **reviewed** draft DFP, if approved the DFP is sent to the local board for final their approval.
- 6. LPC submits KDE reviewed draft DFP to the local board of education**

The local board votes to approve the DFP submitted by the LPC.

 - a. If accepted by a vote in a scheduled meeting; the local board of education submits the DFP to the KDE for approval to schedule a public hearing.
 - b. If rejected by a vote in a scheduled meeting, the local board of education returns the draft DFP back to the LPC for revision with specific instruction to the changes required and resubmission to the local board of education

7. **Accepted amended draft DFP is then reviewed by the KDE and discussed with the district. (AT THIS TIME KDE AND THE LOCAL DISTRICT WILL SCHEDULE THE REQUIRED HEARING AND KDE WILL SEND THE "HEARING PROCESS PACKAGE" TO THE DISTRICT.)**

Accepted draft DFP is then reviewed in a local public hearing.

- (1) The LPC must advertise the local public hearing at least fourteen (14) days prior to the hearing.
- (2) Copies of the draft DFP should be placed for public review in several community locations such as the local board office and district schools
- (3) **Each local public hearing should have:**
 - (a) **Sign in sheet to record attendance**
 - (b) **Recording device to document the proceedings**
 - (c) **Public address system to allow those speaking to be heard**
- b. If rejected the KDE returns the draft DFP back to the local board of education for revision and resubmission to the KDE
 - (1) This may require resubmission by the local board of education to the LPC

8. **Following the local public hearing, the hearing officer prepares a hearing report from the template provided by KDE in the Hearing Package.**

9. **The hearing report and final DFP is submitted to the local board of education for review**

If "accepted", the local board of education votes for approval and submits the final proposal to the KDE

- a. This final proposal is submitted to the KBE in their regular meetings
- b. Following the meeting the local board of education is notified of the KBE's decision.
- c. If "rejected" the local board of education submits a letter explaining proposed modifications to the KDE for review.
- d. The local board of education's modification of the Hearing Report is noted and reviewed by the KDE and discussion continues
 - (1) When "accepted", the local board of education submits the final proposal to the KDE
 - (2) This final proposal is submitted to the KBE at a regular meeting
 - (3) Following the meeting the local board of education is notified of the KBE's decision.