

Section 503 - Finding Process

District: _____

503.1 General –During the district’s planning cycle circumstances may arise in which a district needs to make a “minor” change to their DFP.

503.2 The local board of education may request a finding to adjust its DFP under the following circumstances:

1. The change will not substantially affect the district’s needs assessment.
2. The change affects only one facility.

503.3 In a regular or special meeting, the Local Board may vote to request a finding to make a “minor” change in the DFP. This request will be sent to KDE in writing with a copy of the Board Order.

Board Meeting: _____

503.3.1 The LPC shall meet in a scheduled, advertised public meeting where they shall review the current district facilities plan and the district’s financial, demographic and physical condition.

LPC Meeting: _____

503.3.2 By a simple majority vote, the LPC may recommend that KDE make a minor adjustment to the DFP.

Vote: ____ Aye ____ Nay

503.3.3 The LPC request is then submitted to the local board in an advertised board meeting. The local board shall consider the request and supportive information from the LPC and vote on the request.

Board Meeting: _____ Vote: ____ Aye ____ Nay

503.3.4 If the local board votes by a simple majority to approve the request, a letter of explanation including back up documentation shall be submitted to KDE for review.

Submitted by Board: _____

503.3.5 KDE may require additional information such as the updating of the district’s building inventory to be submitted prior to final approval.

Approved: _____

Gregory C. Dunbar, AIA, Manager
Division of District Support
District Facilities Branch