



**FLOYD COUNTY BOARD OF EDUCATION**  
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Sherry Robinson- Chair - District 5  
Dr. Chandra Varia, Vice-Chair - District 2  
Linda C. Gearheart, Member - District 1  
William Newsome, Jr., Member - District 3  
Rhonda Meade, Member - District 4

**Consent Agenda Item (Action Item):** Consider/Approve developing the Local Planning Committee along with selection of a board member to the committee.

**Applicable Statute or Regulation:** 702 KAR 4:180

**Fiscal/Budgetary Impact:** There will be a cost for the advertising in the local paper for the Business Community Members.

**History/Background:**

January 26, 2015

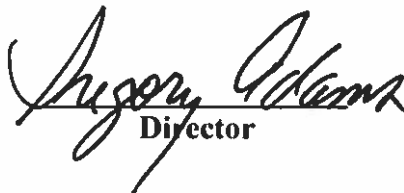
- The board voted to do Section 501 Wavier Process (Order #18511).

August 27, 2018

- Board approved Sherman Carter Barnhart to do the District Facility Survey.

**Recommended Action:** To select a board member for the LPC and approve developing the Local Planning Committee (LPC).

**Contact Person(s):** Gregory Adams/606-874-9569

  
Director

  
Superintendent

**Date:** November 26, 2018

## Chapter 1

### District Facilities Planning Process

#### Planning Process Step-by-Step Overview

1. Local school district:
  - a. Selects the Local Planning Committee (LPC)
  - b. Selects an architectural/engineering consultant (required)
  - c. Selects a facilitator (optional)
2. Architect and Engineers;
  - a. Evaluates Building and Site Condition
  - b. Creates Inventories and Analyze Building and Site Needs
  - c. Provides Plan Drawings for each building floor and Site
  - d. Identifies Deficiencies
  - e. Provides Construction Cost Estimates to Correct Deficiencies
3. Local Planning Committee (once A/E evaluation is complete);
  - a. Schedules and conducts an Orientation Session with KDE
    1. Elects a Chairperson and Vice-Chairperson
    2. Reviews Process
    3. Reviews Regulatory Requirements
    4. Reviews the Current District Facilities Plan
    5. Reviews Funding
    6. Reviews Cost of Delivery of Services
    7. Reviews Demographics
  - b. Holds a series of meetings and forums to develop the DFP
    1. A minimum of three (3) LPC Meetings and Public Forums required
    2. The LPC Orientation counts as one (1) LPC Meeting.
    3. One (1) LPC Meeting and one (1) Public Forum must be scheduled after the draft DFP is reviewed by KDE
    4. All LPC Meetings and Public Forums are subject to the Open Meetings Act, KRS Ch. 61.
  - c. Researches information and standard forms on the KDE Website
  - d. Researches other information including
    1. Comprehensive School Improvement Plan
    2. Transportation
    3. Student assessment
    4. Educational programs
    5. MUNIS
    6. Financial information, bonding potential/project capacity
  - e. Develops a draft DFP
    1. The DFP is submitted to KDE for review prior to the last LPC meeting

4. KDE reviews the Draft District Facilities Plan:
  - a. KDE reviews the following information;
    1. DFP format
    2. Demographic information
      - a. Past enrollment trends
      - b. Future projections
    3. Current building capacity versus enrollment
    4. Architect's submissions
    5. Bonding potential
  - b. KDE sends the DFP back to the LPC with KDE comments
    1. Review letter outlining each item on the DFP
    2. Recommended Revised DFP (if appropriate)
5. LPC votes on Draft DFP
  - a. The DFP returned by KDE is reviewed in a Public Forum and an LPC Meeting
    1. All requirements of an LPC forum and meeting must be met
    2. A quorum of the LPC must be present
    3. The LPC will then vote on the revised DFP
      - a. If the LPC votes to accept the revised DFP it goes to the local board with the KDE staff recommendation for approval.
      - b. If the LPC votes to reject the DFP with recommended revisions made by KDE, its proposed DFP goes to the local board with KDE staffs' recommendation not to approve the DFP.
6. Local Board votes on the Draft DFP
  - a. The DFP approved by the LPC is reviewed in a scheduled local board meeting
    1. The local board votes on the proposed DFP submitted by the LPC
      - a. If accepted, the local board schedules the DFP to be reviewed in a public hearing.
      - b. If rejected, the local board returns the draft DFP back to the LPC for revision and resubmission to the local board of education
7. Hearing Process
  - a. The accepted draft DFP is then reviewed in a public hearing
    1. The local board selects a hearing officer
    2. The LPC must advertise the local public hearing at least fourteen (14) days prior to the hearing in the local newspaper with the largest circulation.

3. Copies of the draft DFP should be placed for public review in several community locations such as the local board office and district schools
  - b. Following the hearing, the hearing officer prepares a hearing report on the template provided in the KDE hearing package.
  - c. The hearing report is submitted to the local board in a regularly scheduled or special meeting
    1. The local board votes on the hearing report
      - a. If accepted, the DFP is submitted to the State Board.
      - b. If “rejected” the local board of education submits a letter explaining proposed modifications to the KDE for review
        - i. The local board of education’s modification of the Hearing Report is noted and reviewed by the KDE. The modifications are noted in the staff notes to the State Board of Education along with KDE staff recommendations.
        - ii. When “accepted”, the local board of education submits the final proposal to the KDE
8. Kentucky Board of Education reviews and votes on the DFP
- a. The final proposed DFP is submitted to the KBE in their regular bi-monthly meeting
    1. Enrollment data, hearing report and the DFP are submitted to the State Board for its consideration
    2. Information is reviewed in the Management Committee and a recommendation is made to the entire State Board
    3. Consideration of the submitted information and recommendation of the KBE Management Committee followed by KBE vote on the proposed DFP
  - b. Following the meeting, the local board is notified of the KBE’s decision.
    1. If the DFP is approved, the DFP will govern the district’s building program for the next four years.
    2. If the DFP is not approved, the State Board will include direction to the local board on how it must proceed.

## Section 101 Local Planning Committee Selection

**101.1** The superintendent is to ensure that LPC composition is in accord with the selection criteria. At the discretion of the Superintendent, the LPC membership may be selected alternately in parent, teacher, and building administrator order until the committee selection is completed. The superintendent shall ensure that each LPC represents local demographics, providing a diverse committee that, in a meaningful way, reflects the composition of the district. Each member shall be a resident of the local school district on which they have been asked to serve. If an eligible resident is not available to serve in an individual position on the LPC, the superintendent may request a waiver from the Commissioner of Education for a non-resident replacement. The superintendent shall chair the LPC meetings until a Chairperson and a Vice-Chairperson are elected.

For the purpose of this regulation and determining the number of SBDM school centers in a district, a Career and Technical Center/KY Tech Area Technology Center is considered a part of the high school it serves.

**101.2** The LPC shall be made up of a maximum of twenty (20) members and/or a minimum of ten (10) members to include:

**Table 101.2**

	1 school	2 schools	3 schools	4 schools or more
Superintendent*	1	1	1	1
Parent	2	2	3	4
Teacher	1	2	3	4
Building administrator	1	2	3	4
District Facilities Director	1	1	1	1
Central office staff	1	1	1	1
Community leader	1	1	2	3
Board member	1	1	1	1
Local building/zoning official	1	1	1	1
Total	10	12	16	20

\* The superintendent or designee serves as a non-voting member.

**101.3** Parents, teachers and building administrators shall be selected by groups as indicated herein and include representatives from the elementary, middle and high schools. All schools shall be represented before multiple representation of a school occurs. The maximum number of representatives on the LPC from a school shall not be in excess of one (1) greater than the number of representatives from any other school.

**101.4** Districts having four (4) or more SBDM schools shall include representation by a minimum of four (4) school council members, or their designees, on the LPC. Districts with less than four (4) SBDM schools shall have school council member representation equal to the number of SBDM schools. SBDM representation includes parent and teacher council members.

**101.5** Parent Representative shall be selected by the PTO/PTA in each school center. If no PTO/PTA exists, the largest organization of parents formed for this purpose shall select a parent representative for their school (KRS 160.345 (2b)). The selection must also meet SBDM requirements as noted in Section 101.4. The parent representative shall not be employed by the LEA or serve on the local board of education.

**101.6** Teacher Representatives- The selection of the teacher representatives shall be made by any process developed by the district's teaching staff that ensures the opportunity of the teachers to have a voice in this process. The superintendent is responsible for assuring a system of selection that offers all teachers the opportunity to select teacher representatives for the LPC. The selection must also meet SBDM requirements as noted in Section 101.4.

**101.7** Building Administrator- The selection of the building administration representatives shall be made by any process developed by the district's building administrators that ensures the opportunity of the administrators to have a voice in this process.

**101.8** District Facilities Director- The Superintendent shall select the Facilities staff representative. If a facilities office is staffed by the district superintendent only, he/she shall select a member of the maintenance staff.

**101.9** Central Office Staff- The Central Office staff shall select the Central Office staff representative.

**101.10** Business/Community Leader Representative- The local board of education shall select the Business/Community Leaders to serve on the Local Planning Committee. Advertisement shall be made for business/community leader nominees from whom the local board of education shall select two (2) representatives. Nominees must provide a letter of agreement to serve. In the event nominations are not received, the local board of education shall select the community/business leaders. The Business/Community Leaders shall not be employed by the LEA or serve on the local board of education.

**101.11 Board Member-** One member of the Local Board of Education shall be selected by the Local Board to serve on the Local Planning Committee. A newly elected board may replace the local board representative selected by the preceding board of education.

**101.12 Local Building/Zoning Official-** The local planning, zoning or building inspection representative shall be designated by the superintendent. If there is no planning and zoning or building review department within the geographic area of the district, then the superintendent shall select a local public official, realtor or public employee with experience in building or planning within the geographic area of the district. The Local Building/Zoning Official shall not be employed by the LEA or serve on the local board of education.