

LEADING LONG-RANGE FACILITY PLANNING

“IT DOESN'T NEED TO BE EXPENSIVE.”

**Missouri Association of School Administrators
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Rolla #31 School District

LEADING LONG-RANGE FACILITY PLANNING

“IT DOESN'T NEED TO BE EXPENSIVE.”

- How can you conduct long-range facility planning and control your planning cost?
- What do you want to learn when you conduct long-range facility planning?
- Why conduct long-range facility planning?

Let's address this questions in reverse order!

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- **Why conduct long-range facility planning?
(What are the benefits?)**

To help create a vision for your district that can help focus future discussions centered around identified needs due to changes in programming.

To encourage a proactive approach, as opposed to a reactive approach, to facility and campus maintenance, upgrades, and/or expansion.

To help build a tentative plan for your school district that provides information for future Fund 4 budgeting.

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- What do you want to learn when you conduct long-range facility planning?

You can learn about the current condition of your facilities.

You can learn about future programming needs in your district and how facilities could be impacted.

You can learn what stakeholders view as the priorities for future facility upgrades and improvements.

You can learn what are some possibilities when it comes to future facility upgrades and improvements.

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How can you conduct long-range facility planning and control your planning cost?

Consider the following:

1. Who will you involve in the study?
2. What is your timeline for the study?
3. What type of product do you want to produce from the study?
4. How much do you want or need to rely on a paid consultant or an architect to achieve your desired outcomes?

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WHO IS INVOLVED?

Board of Education members: 3

Building Level Administrators: 4

Teachers: 2

Community Members: 5

City of Rolla: 1

Assistant Superintendent

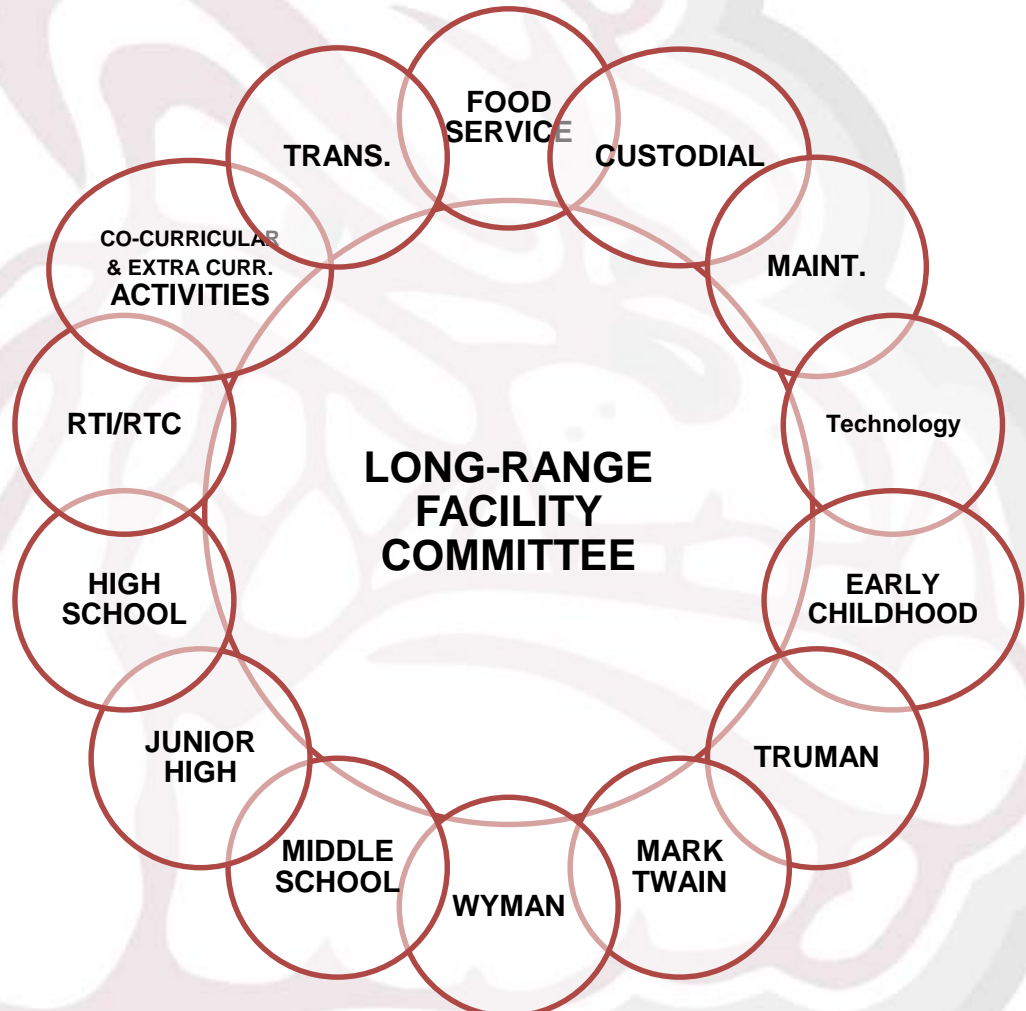
Architect

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COMMITTEE'S RESPONSIBILITIES

- REVIEW THE CONDITION OF ALL CURRENT FACILITIES.
- REVIEW ALL INPUT.
- PRIORITIZE NEEDS W/BUILDING LEADERSHIP TEAM ASSISTANCE.
- UPDATE THE BOARD OF EDUCATION REGULARLY ON PROGRESS.
- PRESENT 10-YEAR PLAN INCLUDING GOALS, PRIORITIES, PROPOSED ADDITIONS, AND COST ESTIMATES TO THE BOARD OF EDUCATION FOR CONSIDERATION AND APPROVAL.



Community Input collected by and through all these areas.

WHO IS INVOLVED IN EACH FACILITY REVIEW?

- **All faculty and staff have an opportunity to provide input.**
- **Additional input is received from a variety of sources such as parent/teacher organizations, student advisory groups, booster clubs, etc.**
- **Review input with building administrative team.**
- **Review input with each building leadership team.**
- **Review input with the Director of Maintenance.**
- **Long-Range Facility Committee tours each facility and reviews the input.**
- **Update the Board of Education throughout the process.**

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WHAT IS YOUR TIMELINE?

NOVEMBER – MARCH

Long-Range Facility Committee conducts a facility review with building level administrators, collects staff input forms, and provides regular updates to the Board of Education.



MARCH - APRIL

Long-Range Facility Committee prioritizes all recommendations and develops a Long-Range Facility Plan to present to the Board of Education.



MAY - JUNE

Board of Education reviews recommendation and approves final plan.

WHAT TYPE OF PRODUCT DO YOU WANT TO PRODUCE?

You may want to consider including:

- General information about each facility.
- List of priorities for each facility.
- Site plan and property lines for each facility.
- Original building footprint and all additions identified.
- Roof conditions for each facility identified.
- HVAC conditions for each facility identified.
- Existing floor plans for each facility.

WHAT TYPE OF PRODUCT DO YOU WANT TO PRODUCE?

You may want to consider including:

- Schematics for proposed facility improvements based on the identified list of priorities.
- Budget estimates based on the identified list of priorities for each facility.
- Recommended roofing schedule with budget estimates for the entire district.
- All information related to the 11 input categories provided by all stakeholders for each facility.

HANDOUTS PROVIDED WITH PRESENTATION

- List of 11 categories used to collect input from faculty and staff.
- Sample of district roof replacement schedule through FY28.
- Sample information packet for committee meeting (No priorities or budgets have been developed at this time).

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- Why do you want to plan? **Focus!**
- What do you want to learn? **Past, present, future!**
- How can you do it and control your planning cost? **Define the scope of the planning process and understand that this money is well spent!**

Questions?

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