



Hillsboro Facilities Planning Committee Hillsboro R-3 School District

Charge of the Committee:

The Committee will:

- *review conditions of existing buildings and grounds.*
- *consider factors that will influence future facilities needs.*
- *develop recommendations for maintenance of existing facilities.*
- *develop recommendations for improvements to existing facilities.*
- *develop recommendations regarding any need for new facilities.*

Membership:

A thirty-three (34) member Committee, 50% parents and/or community members and 50% District staff, will be comprised of:

Seventeen (17) Parents and/or Community Members

(Selected by the Superintendent and Asst. Superintendent)

Four (4) Classified Staff (Transportation, Maintenance, Secretarial, Information Technology, Nurse, Food Service)

(Selected by the Asst. Superintendent)

Two (2) Board Members

(Selected by the Board of Education)

Six (6) Teachers (representatives from each building)

(Three selected by each of the two Teachers' Organizations)

Two (2) Building Administrators

(Selected by the Superintendent)

Director of Buildings and Grounds

Asst. Superintendent

Superintendent

The Superintendent will serve as a meeting facilitator, but the committee will be co-chaired by the Asst. Superintendent and a Community member.

Authority:

The Committee will formulate recommendations to the Board of Education.

Formal and final plan approval is the responsibility of the Board of Education.

Committee Member Expectations:

The time commitment of Committee members is significant. The Committee will meet in the evening. Each meeting will likely be 2 – 3 hours in length. There will likely be 6 – 10 meetings from October 2005 through January 2006. It is important that Committee members attend the first and last meetings and miss no more than one of the other meetings. Subgroups of the Committee may be assigned specific responsibilities that require additional meetings. The

Superintendent and the co-chairs will meet more frequently to prepare for Committee meetings.

Process and Timeline:

Following is a general timeline of Committee activities. The activities and the timeline will likely be adjusted as the Committee performs its work.

Early October:

The Committee will meet to discuss responsibilities, authority, process and time commitment. It will also discuss resources it will need to perform its duties.

Mid October:

Committee members will tour existing facilities and meet in a “town hall” format with staff and parents from each facility to gain an understanding of current needs.

Late October:

The Committee will meet to summarize and prioritize all current needs. This summary will be presented to the Board of Education at the November Board meeting.

Early November:

The Committee will review information regarding expected enrollment increases and future facility needs.

Mid November:

The Committee will prioritize future facility needs and begin to develop cost estimates.

Early December:

The Committee will complete cost estimates and prioritization of future facilities needs. This recommendation will be shared with the Board of Education at the January Board meeting.

Required Resources:

- *The District will provide meeting spaces and supplies for all meetings.*
- *District administration will gather information needed by the Committee. If this information is not readily available, the District may be asked to consider spending District funds to gather the information.*
- *The District may be asked to consider spending District funds to secure cost estimates to accompany the Committee’s recommendations.*
- *The District will determine if/when it would be appropriate to enlist the services of an architectural firm.*