FACILITY ADVISORY COMMITTEES: Maximizing School Districts’ Most Valuable Assets

Presented by:
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OVERVIEW/MAJOR TOPICS

• Purpose and Formation of Committee
• Committee Role and Responsibilities
• District Staff Role and Responsibilities
• Board Role and Responsibilities
• Timeline and Deliverables
PURPOSE AND FORMATION OF COMMITTEE

• Purpose of committee established in Ed. Code § 17388, *et seq.:
  — Advise the Board in developing District-wide policies and procedures in the use or disposition of school buildings or space not needed for school purposes

• Committee may be formed evaluate multiple or single potential surplus sites, but the Committee must evaluate District-wide issues even if formed regarding a single site.
COMPOSITION OF COMMITTEE

• Committee may consist of 7 to 11 members
• Committee members must be representative of each of the following (Ed. Code, § 17389):
  – Ethnic, age group, and socio-economic composition of the District;
  – Business community (store owners, managers or supervisors);
  – Teachers;
  – Landowners or renters (preference to neighborhood association representatives);
  – Administrators;
  – Parents of students; and
  – Persons with expertise in environmental impact, legal contracts, building codes, land use planning (including local zoning and land use restrictions).
SELECTION OF COMMITTEE

• Education Code 17388 permits a school district governing board to appoint an advisory committee to secure community involvement and to assist in making the policy decisions regarding maximizing district real property and/or space.

• Typical selection process includes:
  ─ District staff solicits applications from prospective members, including advertising openings and member criteria on district website;
  ─ District governing board reviews applications and appoints members
ROLE AND RESPONSIBILITIES OF COMMITTEE

• Advisory Committee responsibilities
  – Review Demographics
  – Investigate Potential Surplus Sites
  – Evaluate District Needs
  – Evaluate Market for Property
  • Restrictions on Reuse (Zoning, Suitability, Naylor Act)
  – Evaluate Maximizing Use of Space for District Needs
  – Formulate Recommendations
  – Hold Public Hearing (s)
  – Finalize Recommendations
ROLE AND RESPONSIBILITIES OF DISTRICT STAFF

• District staff assists with the following:
  — Solicitation of applications for membership on committee;
  — Technical assistance with conduct of meetings;
  — Consult with and provide data and information to committee regarding district demographics, needs and properties; and
  — Assist with committee presentation of report to governing board.
ROLE AND RESPONSIBILITIES OF DISTRICT GOVERNING BOARD

• District governing board responsibilities include:
  – Appointment of committee members;
  – Providing direction to district staff and committee regarding district goals and objectives;
  – Reviewing Committee report and supporting documentation;

• District governing board is NOT required to adopt the recommendations of the committee.
• Completion of advisory committee evaluation and report can take between 4-12 months.
• Key milestones and deliverables include:
  – Formation of committee;
  – Committee fact gathering, evaluation and formulation of proposed recommendations;
  – Community outreach and public hearing(s);
  – Preparation of committee report; and
  – Governing board consideration of report.
Thank you for your attention. We are happy to assist you as you proceed.