

## Facility Utilization

### Developing Educational Specifications

To insure that facilities being planned are designed to implement the educational program, the Superintendent of Schools will appoint an advisory committee to develop educational specifications. This committee will be made up of administrators, teachers of grade levels which will be taught within the facility, curriculum and instruction supervisors and others designated by the Superintendent of Schools.

The educational specifications will take into consideration all educational programs offered by the District.

#### 1. Patterns of Participation

In the construction of new facilities every effort will be made to involve citizens representative of community groups who will be concerned with the planning, construction and utilization of these facilities. These groups could include parents, staff members, students and lay citizens. Special fields of expertise might also be encouraged to contribute ideas and recommendations. These fields might include planning, construction, finance, furnishing, design, recreation, etc.

Participating citizens should present their ideas and recommendations to the Board or staff members designated by the Board for review and Board action. It should be understood that these committees are advisory only, and that final determination shall be made by the Board.

#### 2. Involving the Staff

In the planning and construction of additional school facilities there should be broad staff involvement. Teachers representing those grade levels and curricular areas that will be taught in a specific facility will be invited to offer their ideas and recommendations relative to the design, space utilization and equipment of the instruction facility.

Staff members representing the departments of administration, business services, maintenance, operation, pupil services, special education and instruction should also be invited according to a preconceived plan to offer input in the planning stage.

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Staff suggestions should be submitted to the Superintendent of Schools and the Board for review and consideration.

Legal Reference: 120.12(1), 120.13(1)

Administrative Regulation adopted:	February 14, 1977
Policy revised:	December 14, 2009