The School Board appoints a Building Level Planning Committee to assist the Facilities and Operations staff and advise the School Board on each major capital construction/renewal project. Building Level Planning Committees work collaboratively with Design and Construction Services of the Facilities and Operations Department of the Arlington Public Schools to plan major renewal and new construction projects. These committees advise the project architects and school system staff on a variety of issues related to the preparation of the project plan including the application of approved program space requirements and capacity to meet local school needs, project schematic design, community use and impact, safety and accessibility provisions, and project implementation schedules. Members appointed to the committees act as representatives of local civic associations, the PTA and the faculty. The BLPC members establish regular lines of communication including email lists, web sites and attend community meetings as required to assure appropriate community engagement in the process.

The committees advise the School Board on these same issues and meet with the School Board prior to approval of the schematic design.

During construction, the committees meet periodically to review the progress on the project, and participate in post-construction evaluation of the projects.

## Membership

The BLPC shall be appointed by the School Board based on recommendations from the Superintendent, PTA, and civic association(s). The BLPC shall generally be comprised of:

- 1. Staff six school staff members to include the school principal, teachers, other Arlington County or school staff as appropriate.
- 2. Parents six parents to include the Officers/designees of the school's PTA (or comparable groups where a PTA does not exist).
- 3. Two representatives from the local civic association, one from the broader surrounding neighborhood, one from the area immediately adjacent to the school property. The civic association will nominate the representative of the nearby residents. In some cases, the appropriate appointee will be the Neighborhood Conservation Advisory Committee representative from the civic association.
- 4. Facilities and Operations staff members appropriate to the project shall serve as resource to the committee.
- 5. The Assistant Superintendent, Facilities and Operations, or designee, will serve as an exofficio member of the BLPC.
- 6. The Chair, or designee of the Advisory Council on School Facilities and Capital Programs will serve an ex-officio member of the BLPC.

- 7. The BLPC will elect a member, who is not acting as an APS staff member or representative of an APS staff function, to serve as BLPC Chair. This election will occur prior to the completion of a schematic design or site master plan.
- 8. The School Board may also appoint other persons, including members of APS central office instructional staff or Arlington County government organizations and county-wide commissions, to the committee. Specifically, for projects requiring a use permit, a representative from Arlington County's Department of Community Planning, Housing and Development and designees from relevant Arlington County commissions will be included on the BLPC. The commission designees will serve as a link between the BLPC and their respective commissions.

When the planned project is a new school, an appropriate selection process for BLPC membership shall be followed.

## Information

At the first meeting the staff shall provide necessary information to the BLPC to facilitate and direct its work. Such information may include but not be limited to the following:

- a roster of the BLPC
- the General Scope of Work for School Renewal/Addition
- School Design Guidelines (Educational Specifications)
- the school's capacity information
- the current six-year student projections
- a copy of the request for proposal for architectural and engineering design work
- the ADA field survey for the school
- school program summary of existing spaces
- School Board approved scope of work from the approved CIP
- project budget
- preliminary designation of number of spaces consistent with the Design Guidelines and approved scope of work
- copies of any existing County Neighborhood Conservation Plan that includes the school site.

## Pay-As-You-Go and Maintenance Projects

Ad-hoc School Facilities Committees may be formed from time to time for coordination of specific projects of a defined scope and/or short duration; (e.g., technology cabling, playgrounds, landscaping). Such committees will be formed by the school principal at the request of the school administration or the Assistant Superintendent for Facilities and Operations. Membership of the committee should include the school principal or designee, school staff, parents and neighborhood representative(s) from the civic association(s) or Neighborhood Conservation Program as appropriate for the project, supported by staff from Facilities and Operations as needed.

## Communication

Communication with the various persons interested in school construction projects is critical. Key roles have been developed to assure that communication is carried out, and to assure community engagement in the process.

- 1. The school principal and other school staff members of the BLPC shall keep the school staff informed of the design and progress of the planning of the project. This should be done via staff meetings and other regular communications and by posting of drawings and other informative material. Comments should be solicited and once received, shared with the BLPC for consideration.
- 2. The parent/PTA members of the BLPC, in cooperation with the school principal, shall keep the parents informed of the design and progress of the planning of the project. The BLPC should schedule design presentations to the school/parent community and consider comments received.
- 3. The school principal and the Chair of the BLPC shall assure notification and coordination of the design and progress of planning through outreach to near neighbors of the school. Comments should be solicited and once received, shared with the BLPC for consideration.
- 4. The BLPC, in conjunction with its civic associations member(s) or through direct contact with the civic association(s) shall assure notification and coordination of the design and progress of planning through outreach to the broader community through the community association(s). Comments should be solicited and once received, shared with the BLPC for consideration.
- 5. The BLPC, in conjunction with the ex-officio member of the Advisory Council on School Facilities and Capital Programs and through presentations to the School Board, shall provide information on the design and progress of planning to the greater Arlington community. Comments and/or directions received from the School Board or comments received directly from community members will be considered by the BLPC.
- 6. For projects requiring a use permit, the BLPC will convene a work session prior to the completion of preliminary design to present design options are receive comments from the BLPC, the public, the School Board, the County Board and relevant County Commissons.
- 7. Facilities and Operations informs BLPC members of any School Board meeting agenda items which concern the project.

In joint use projects involving County and Schools the respective staff members will be responsible for providing information to their senior staff and Board. When required, a design presentation may be made to a joint meeting of both Boards prior to schematic design approval.