

TITLE: School Building Design Committee Process for Engaging the Community with the Design of a School Building Project

POLICY:

The Orange County School Board (board) realizes the importance of engaging the local communities during the design phase of school building projects. The procedure established by this policy is intended to ensure that local communities impacted by the construction or renovation of school buildings are provided with an opportunity to offer input on the design process of the school building through a series of community meetings that will be held during various phases of construction.

- (1) **Elementary Schools:** The following community meetings will be held when an elementary school project is constructed or renovated:
 - (a) **Initial Community Meeting:** An initial community meeting shall be held within thirty (30) days after completion of approximately thirty percent (30%) of the schematic design, which shall be deemed to have occurred at such time as when a design professional, such as an architect, has completed the conceptual site plans, floor plans and preliminary building elevations and renderings.
 - (b) **Second Community Meeting:** The second community meeting shall be held within thirty (30) days after the design of the elementary school project is complete and construction is ready to be commenced.
 - (c) **Third Community Meeting:** The third community meeting shall be held within thirty (30) days after approximately forty percent (40%) of construction of the elementary school project is complete.
 - (d) **Final Community Meeting:** The final community meeting shall be held within the first school year after construction of the elementary school project is complete and a certificate of final inspection has been obtained by the appropriate permitting department. The final meeting will be a school dedication/re-dedication ceremony which shall be coordinated by the school.
- (2) **Middle Schools:** The following community meetings will be held when a middle school project is constructed or renovated. For purposes of this policy, K-8 school projects shall follow the same process as middle school projects.
 - (a) **Initial Community Meeting:** An initial community meeting shall be held within thirty (30) days after completion of approximately thirty percent (30%) of the schematic design, which shall be deemed to have occurred at such time as when a design professional, such as an architect, has completed the conceptual site plans, floor plans and preliminary building elevations.
 - (b) **Second Community Meeting:** The second community meeting shall be held within thirty (30) days after approximately sixty percent (60%) of design

development has been achieved, which shall be deemed to have occurred upon completion of the design drawings and plans and design of the elevations, site plans and renderings by a design professional, such as an architect.

- (c) **Third Community Meeting:** The third community meeting shall be held within thirty (30) days after the design of the middle school project is complete and construction is ready to be commenced.
 - (d) **Fourth Community Meeting:** The fourth community meeting shall be held within thirty (30) days after approximately forty percent (40%) of construction of the middle school project is complete.
 - (e) **Final Community Meeting:** The final community meeting shall be held within the first school year after construction of the middle school project is complete and a certificate of final inspection has been obtained by the appropriate permitting department. The final meeting will be a school dedication/re-dedication ceremony which shall be coordinated by the school.
- (3) **High Schools:** The following community meetings will be held when a high school project is constructed or renovated:
- (a) **Initial Community Meeting:** An initial community meeting shall be held within thirty (30) days after completion of the program verification, which shall be deemed to have occurred at such time as when a design professional, such as an architect, has submitted written verification to the school board that the proposed high school project can be designed and constructed successfully within the budgetary and program constraints of the school board set forth specifically for such high school project.
 - (b) **Second Community Meeting:** The second community meeting shall be held within thirty (30) days after completion of approximately thirty percent (30%) of the schematic design, which shall be deemed to have occurred at such time as when a design professional, such as an architect, has completed the conceptual site plans, floor plans and preliminary building elevations.
 - (c) **Third Community Meeting:** The third community meeting shall be held within thirty (30) days after approximately sixty percent (60%) of design development has been achieved, which shall be deemed to have occurred upon completion of the design drawings and plans and design of the elevations, site plans and renderings by a design professional, such as an architect.
 - (d) **Fourth Community Meeting:** The fourth community meeting shall be held within thirty (30) days after the design of the high school project is complete and construction is ready to be commenced.
 - (e) **Fifth Community Meeting:** The fifth community meeting shall be held within thirty (30) days after approximately forty percent (40%) of construction of the high school project is complete.

- (f) **Final Community Meeting:** The final community meeting shall be held within the first school year after construction of the high school project is complete and a certificate of final inspection has been obtained by the appropriate permitting department. The final meeting will be a school dedication/re-dedication ceremony which shall be coordinated by the school.

(4) **Criteria for Community Meetings:**

- (a) At a minimum, notice of all community meetings held pursuant to this policy shall be sent to residences located within 1,500 feet from the boundary lines of the proposed site for the building project at least fourteen (14) days in advance of the community meeting. Such notice shall contain the date, time and location of such community meeting.
- (b) To the extent possible, all community meetings held pursuant to this policy shall be coordinated with the school board member from the district the school building project is located, the Area Superintendent from the learning community where the school building project is located, the principal of the school being constructed or renovated, a representative designated by the Chief Facilities Officer and the Media Relations Department.

STATUTORY AUTHORITY: Sections 1001.41 and 1001.42, Florida Statutes

LAWS IMPLEMENTED: Sections 1001.43, 1003.42, Florida Statutes

ADOPTED: 10/25/2011