

Advisory Committee of the South Whidbey School Board

I. Authorization for: Long Range Facility Use Planning Committee

Proposed by: *Rich Parker and Jim Adsley*

Approved on:

II. Charge

Rationale:

- 1. To study the way the South Whidbey School District uses its facilities to provide educational and support services to its students.*
- 2. To gather data and input on enrollment, finances, staffing, facility capacity, instructional strategies, student groupings, curriculum, property value, demographics, population, growth or decline.*
- 3. To give a report on the findings and to make recommendations to the superintendent and school board for the optimum configuration and use of facilities to enable the highest quality educational services for the students of the district.*

Why does this issue, situation or subject need to be studied?

This situation needs to be studied because the school district's enrollment is declining and is projected to continue to decline over the next few years. The school district's enrollment will require less space than is available in the current facilities. Some facilities are in need of significant renovation and/or remodeling.

Responsibility and Expectations:

A recommendation developed by the committee will be presented to the school board and superintendent for the best use of facilities to enable a high quality educational program for the students of the South Whidbey School District.

Location of Committee Meetings:

District Service Center

Scope of Review:

- Enrollment*
- Finances*
- Operational costs*
- Staffing*
- Facility capacity*
- Instructional strategies*
- Student groupings*
- Curriculum*
- Property sizes*
- Value of facilities*
- Demographics*
- Population trends*

Timeline and Report:

2/13/2008
7:53:59 AM

January 2007 – Committee begins
June 2007 – Project report to the Board
October 2007 – Project report to the Board
January 2008 – Final report/recommendations to the Board

Frequency of Committee Meetings:

At least once a month, the committee should have a formal meeting. An annual calendar of the meetings will be agreed upon within the first two months of the committee's meetings. This calendar of formal meetings will be widely disseminated throughout the communities served by the school district. Sub committees of the original committee may be formed to gather data and make recommendations back to the larger committee. These sub committees will be formed at the direction of the larger committee and will meet as needed to accomplish their assigned and related tasks in a thorough and comprehensive manner.

Nature of Meetings:

All meetings will be open to the public with a designated time and format for input from people in attendance who are not members of the committee.

Duration:

January 2007 – June 2007 (1 year)
July 2007 – January 2008 (2 years)

Composition and Special Qualifications of Committee Members:

- 1. Chairperson – Mike Heinrich*
- 2. Dan Poolman*
- 3. Steve Scoles*
- 4. Bernie Mahar*
- 5. Dayle Gray*
- 6. Tom Sage*
- 7. Leo Langer*
- 8. Scott Mauk*
- 9. Kathleen Landel*
- 10. Jill Engstrom*
- 11. Donna Riley*
- 12. Walt Blackford*
- 13. Mike Shelton*
- 14. Frank Rose*
- 15. Leigh Anderson*
- 16. Linda Kast*
- 17. Ray Gabelein*

Committee Configuration:

The configuration of the committee will be finalized by an open-input process that is characterized by fairness, equity, representation, and optimum size for completion of the assigned charge. A chairperson from the communities at large will lead the meetings of the committee, determine the agendas with an executive committee of representatives, and a secretary will record the minutes of all proceedings of the committee and see that those minutes are distributed in a timely manner to the committee members and to the communities at large.

Application Process for Committee Membership:

After the configuration of the committee has been determined, people will be given the opportunity to apply for positions on the committee.

Reporting Relationship:

The committee will make mid project status reports in June of 2007, October 2007, and a final report and recommendations to the school board and superintendent in January of 2008 .Disseminate information widely as information and decisions are made.

Liaison to the Board: Contact Information

Liaisons to the board and superintendent will be Steve Scoles, and Dan Poolman.

Seating Configuration

Its been suggested that the seating be in a rectangle with appointed members at the table and guests or visitors seated in a fish bowl type of configuration outside of the table.

Sub Committees

Much of the data gathering work is expected to occur in subcommittees that meet during the month and report back to the larger committee at the regular monthly meetings.

Supportive Infrastructure

Courtney Stephens will provide secretarial support dedicated to the recording and dissemination of information about the committee.

Advisors to the Committee

Various technical and specialist advisors as needed and desired would be asked to present or advise the committee.

Time of Meetings

Suggested time; 1 ½ hour meetings. The last 15 minutes for visitor input with time limits if multiple visitors want to comment.

Defined Time of Meeting

7:00 p.m. on a specific day, of a specific week, of each month.