

Facilities Master Plan - Planning Process





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District Facilities Master Planning for 21st Century Learning

As part of its *Strong Schools, Strong Communities 2.0* strategic plan, Saint Paul Public Schools is launching the development of a 10-year Facilities Master Plan (FMP) to ensure school buildings are able to meet the 21st century learning needs of students. The district consists of 71 facilities, 7.3 million square feet of space, and 465 acres of land—a key component of proactively managing these assets is through the development of a FMP.

The Facilities Master Planning process will take place from May 2014 to December 2015 through four distinct phases (see the other side of this handout for a snapshot of the planning process).

The Steering Committee (12-14 members) will lead the facilities planning process through all four phases. Composed of key district and facility experts, the Steering Committee will provide direction for the FMP Committee throughout the first two phases of the planning process. The committee will also keep stakeholders informed of the planning progress through all four planning phases.

The Facilities Master Plan Committee (60+ members) will contribute multiple perspectives to the planning process to ensure a comprehensive master plan will be developed. FMP Committee members are being selected from a wide cross section of district leaders along with principals, teachers, students, community members and key partners. Through a series of workshops conducted during the first two phases of the planning process, the committee will be responsible for identifying baseline facility needs, determining the criteria for prioritizing facility projects, and provide recommendations for leveraging additional funding to complete projects. Committee members will be kept informed of the FMP progress and final report during phases three and four.

PHASE 1: Data collection and evaluation

This phase will be focused on gathering and analyzing key information and data that will inform the FMP. Such data includes the educational needs to adequately support instruction as set by the district's strategic plan, personalized learning framework, and technology plan; the city's demographic trends; and student enrollment and building capacities.

PHASE 2: Establishing district-wide facility priorities and criteria

With the key data in hand from phase one, this phase will focus on determining the district's large-scale system priorities and criteria for prioritizing facility improvement projects; identifying facility gaps and needs of each site; determining the costs for site improvements; and if needed, providing recommendations for leveraging additional funding to complete projects.

PHASE 3: Developing site-base priorities and plans for all schools and other facilities (71 total)

Based on the priorities and criteria set in phase two, this phase will focus on engaging each school community to develop its own facilities plan that will include site and building improvements and modifications; prioritization of the projects to be completed; and the estimated costs. In addition, the Steering Committee or sub-committee will begin work on structuring a district facility governance committee to prioritize projects for funding.

PHASE 4: Finalizing the Facilities Master Plan and sharing results with stakeholders

During the last phase, the district will finalize a Facilities Master Plan that will outline needed improvements district wide for the next 10 years. The district facility governance committee will also be convened to prioritize facility improvements and maximize available funds through a fair and timely process. A presentation of the final FMP will be made to the Board of Education. The Saint Paul Public Schools community will be kept informed throughout the FMP planning process.