



Long Range Planning Advisory Committee

A. Name

The name of the committee shall be the Long Range Planning Advisory Committee (LRPAC).

B. Purpose

The LRPAC will advise the Superintendent on the development of a long range facilities plan that supports student success through the implementation of the most cost-effective solutions to the district's capital needs. The development process is intended to provide a high level of accountability, engagement, and communication between district leadership and the citizens of Adams 12 Five Star Schools. The committee will make its findings and recommendations to the Superintendent. The committee's work will inform the Superintendent's recommendation to the Board of Education.

The LRPAC will make recommendations to the Superintendent that may include any of the following:

- Bond proposals
- New facility construction
- Renovation/renewal/repair of existing facilities
- School attendance area boundaries
- Modular classrooms
- Alternatives to capital investments, allowing the district to serve the growing student population
- Additional duties may be assigned by the Superintendent or Chief Operating Officer

In addition, the LRPAC will act as a liaison between the district and the community in order to ensure stakeholders are engaged and that their values and priorities are reflected in the process.

C. Membership

The LRPAC is comprised of voluntary representative members of the Five Star community. The committee should reflect the diversity of the Five Star community and include membership from across the district. Twenty-five members will be selected from the following stakeholder groups:

Resident Membership (10-12):

- (10-12) A blend of current Adams 12 parent representatives and citizen representatives. When selecting members, consideration will be made to represent the five director districts and each of the following communities: Broomfield, Federal Heights, Northglenn, Thornton, and Westminster.

School community membership (8):

- (5) Adams 12 Five Star School principals: One from each level: elementary, middle, high, magnet, and charter schools
- (1) Representative on behalf of Early Childhood Education
- (1) Representative on behalf of the Adams 12 Education Association
- (1) Representative on behalf of the Adams 12 Classified Association

Administration Membership (10):

- (1) Superintendent of Schools
- (1) Planning Manager
- (1) Communications Director
- (1) Executive Director of Facilities
- (1) Executive Director of Operations
- (1) Chief Operating Officer
- (1) Chief Academic Officer or designee
- (1) Chief Information & Technology Officer
- (1) Sr. Administrative Assistant
- (1) Community Engagement Specialist

E. Member Terms

Resident and school community membership shall be appointed for terms of either two or three years. Members may apply for one additional 2-year term.

F. Subcommittees

- Student Population Shifts: Student population growth and capacity.
- Life-Cycle Management: Addressing the natural aging of facilities and equipment.
- Education Programs: New educational programs and evolving education needs.

G. Meetings

- Frequency
 - The Committee shall meet at least once per month and not less than once per quarter from September through May as needed.
- Facilitation
 - Meetings will be facilitated by Adams 12 staff.
- Documentation
 - Meetings will be recorded as a summary of major topics discussions, brief summary of various perspectives on the topics, agreements and actions. Summaries will not attribute statements to individuals, except where comments are made as part of a specific presentation. Meeting summaries will not be a transcription.

H. Values

Committee members agree to work together and communicate externally about the Committee in support of the following principles:

- OPENNESS
 - i. Honor diversity, remaining open to others' points of view.
 - ii. Listen without interruption, engage without hesitation.
 - iii. Seek solutions that advance the greater good for current and future students, moving from individual interests to inclusive benefits.
- RESPECT
 - i. Engage in thoughtful, thorough interaction.
 - ii. Disagree without being disagreeable.
 - iii. Speak succinctly.

- **COLLABORATION**
 - i. Promote deliberative engagement: joint problem solving, sharing of information and intentional action.
 - ii. Be fully present, refraining from side conversations, texting, emailing, or calls during meetings.
 - iii. Hold comments made during meeting discussions as off the record and not for attribution; no participant should quote another participant or characterize their views outside of the meetings without her/his express permission, nor should they attempt to speak on behalf of the entire Committee unless authorized by the full group.

- **COMMITMENT**
 - i. Come to each meeting on time and focused.
 - ii. Come prepared for the agenda at hand.
 - iii. Commit to attend regularly.

I. Decision Making

The committee’s highest goal is consensus. A consensus agreement is one that all committee members can support, built by identifying and exploring all parties’ interests and developing an outcome that satisfies these interests to the greatest extent possible.

Formal voting will not be used by the committee for decision making. Informal polling may be used during the process to assess the level of congruence of the members. If consensus is not possible, then the level of support and dissent will be noted and all deliberations and products of the committee will be considered by the Superintendent in his decision making.

The final recommendation will come from resident membership and school community membership.

J. Email Communications

Email will be used for meeting scheduling and logistics, document review/approval and agenda building. Email will not be used for discussion, deliberation or agreement building.

K. Committee Meeting Dates

The LRPAC will meet on Thursdays, 8-9:30 a.m. at the Educational Support Center, 1500 E. 128th Ave. in Thornton. Meeting dates* for the 2015-2016 school year include:

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| • Sept. 17 | • Feb. 18 |
| • Oct. 15 | • March 3 (if needed) |
| • Nov. 19 | • March 17 |
| • Dec. 17 | • March 30 (if needed) |
| • Jan. 21 | • April 21 |

**Dates are subject to change based on feedback and need.*