**Facilities Planning**

The Board recognizes that facility planning is an ongoing process that requires resources to carry out short and long-range facility planning responsibilities. The superintendent shall establish a facilities planning process that includes:

1.  Coordinating a process to identify, evaluate, validate, and document capital improvement needs, including the capital needs of district charter schools.

2.  Maintaining and updating a comprehensive list of capital improvement needs.

3.  Maintaining complete and current educational and technical specifications.

4.  Providing facility needs data and background information for development of short and long-range capital improvement programs.

5.  Maintaining permanent facility project record documents and providing facility record information.

6.  Conducting a thorough technical evaluation of proposed school sites.

7.  Providing consultation, research, and information on facility matters.

8.  Keeping abreast of educational program changes/trends and their facility impact.

Approved: July 2016