

7110 - STUDENT ACCOMMODATION

The Board recognizes the need to define the criteria for implementation of strategies for student housing when student enrollment exceeds the design capacity of a school or falls below a minimum acceptable threshold.

Definitions

For purposes of this policy, the following definitions apply:

A. Capacity

1. Design Capacity: The maximum number of students designed to be housed at the school based on the satisfactory factored permanent capacity, scheduled on a traditional calendar, contained in the Florida Inventory of School Houses (FISH) database at the time of the Full-Time Equivalent (FTE) survey in October of the current school year.
2. Total Capacity: The maximum number of students designed to be housed at the school based on the satisfactory factored permanent and relocatable capacity, scheduled on a traditional calendar, contained in the Florida Inventory of School Houses (FISH) database at the time of the Full-Time Equivalent (FTE) survey in October of the current school year.

B. Student Enrollment

The number of students enrolled at the school during the Full-Time Equivalent (FTE) survey in October of the current school year.

Strategies

- A. If student enrollment is projected to be greater than ninety percent (90%) of design capacity, the following individual strategies or a combination of strategies may be used:
 1. "Freeze" the school to incoming out-of-area students (see Policy 7120 for exceptions).
 2. Program offerings at the school may be modified, transferred to a school with available design capacity, or eliminated.
- B. If student enrollment is projected to be greater than 100% of design capacity, the following individual strategies or a combination of strategies may be used to adequately accommodate the students:
 1. Provide relocatable classrooms.
 2. "Freeze" the school to all out-of-area students except for students of employees based at the school (Policy 7120).
 3. Modify, transfer, or eliminate existing program offerings at the school.
 4. "Cap" student enrollment at the school and bus all new students to adjacent schools with available design capacity.
 5. Create new attendance boundaries to redistribute students to schools with available design capacity.
 6. Construct new capacity.

- C. The Board does not consider year round schedules as an appropriate strategy to address school capacity issues. Double session schedules may be used as a strategy on a temporary basis while new capacity is being constructed.
- D. Schools may be considered for closure for reasons of efficiency or financial necessity.

Implementation Flexibility

The Superintendent shall develop administrative procedures to implement this policy. The Board provides to the Superintendent flexibility in the implementation of this policy and the administrative procedures due to extenuating circumstances, subject to Board approval. The Board expects recommendations relative to this policy to be brought forward on an annual basis as a part of a student accommodation plan for the next school year.

F.S. 1001.41, 1013.37, 1013.45

Revised 7/15/03

Revised 4/12/05

Revised 4/22/08

Revised 4/08/14



SCHOOL ATTENDANCE BOUNDARY CHANGE PROCEDURE

1. **SCOPE:** This procedure outlines the process for changing school attendance boundaries.

2. **DEFINITIONS:**
 - 2.1. **Capacity Utilization:** A school's capacity utilization is determined by dividing the number of projected students by the school's permanent capacity.
 - 2.2. **Criteria and Guidelines for Attendance Boundary Changes:** Criteria with priorities and weights and general guidelines, approved by the School Board on October 13, 2009, used to develop and evaluate proposed changes to school attendance boundaries.
 - 2.3. **Evaluation Committee:** A committee composed of Area Superintendents, principals, educational program directors, parent/community representatives appointed by the School Board and (non-voting) technical staff. The committee evaluates and scores proposed attendance boundary changes using the Criteria and Guidelines for Attendance Boundary Changes.
 - 2.4. **Florida Inventory School Houses (FISH) Capacity:** The Florida Inventory of School Houses (FISH) is the database used by the Department of Education for all spaces in Florida public educational facilities. FISH capacity is the number of students that may be housed in a facility at any given time, based upon the number of existing satisfactory student stations multiplied by a Utilization Factor. The FISH includes both permanent student stations and relocatable student stations.
 - 2.5. **Out-of-Area Student:** A student that does not attend the school that serves the area in which he/she resides. Policy 7120 restricts out-of-area enrollment; students are not permitted to leave schools with low capacity utilization (<75%) and are not permitted to enter a school with high capacity utilization (>95%). Additionally, Area Superintendents and the Director of School Choice can collaborate to "freeze" other schools to out-going or incoming out-of-area students based on Class Size restrictions or other factors that are considered to be in the best interest of the School District.
 - 2.6. **Student Membership Count:** Financial Services determines student enrollment for the Fall FTE count in mid-October of each year, which is used as the "official" student membership for the School District for that school year.
 - 2.7. **Student Membership Projections:** Transportation Services, in collaboration with Area Superintendents, school principals, Financial Services, Instruction and Curriculum and Human Resources, provides student membership projections for the next five school years in November of each year.



SCHOOL ATTENDANCE BOUNDARY CHANGE PROCEDURE

3. **RESPONSIBILITY:** Facilities Services' Director of Planning & Project Management.
4. **APPROVAL AUTHORITY:** Assistant Superintendent of Facilities Services; Superintendent; Brevard County School Board.
5. **PROCEDURE:**
 - 5.1. **General:** Facilities Services Planning is the lead department in the creation of proposed school attendance boundary changes. A Boundary Change Team, composed of Area Superintendents, school principals, educational program managers, Financial Services, Transportation Services, Curriculum & Instruction and Human Resources, makes recommendations, evaluates proposals and provides data and support throughout the process.
 - 5.2. **Schedule:** The process begins with the "six-day count" of students in mid-August and continues through approval by the School Board at a Public Hearing in January. Any changes that are approved go into effect the following school year.
 - 5.3. **Preliminary Proposals:** Preliminary proposals are developed by the Boundary Change Team to change school attendance boundaries to address new schools, over-capacity schools, program changes or school closings. The proposals are developed on the following basis:
 - 5.3.1. Student Membership Count as of the Fall FTE count. Because students must be "geo-coded" into a GIS software package in order to evaluate the effects of attendance boundary changes, the current year's data is assumed to be consistent for the following school year when the changes take effect. Per Policy 7120, it is assumed that Out-of-Area Students not enrolled in a District Choice Program will not be renewed for the following year when a school's attendance boundaries are being changed to relieve over-capacity issues.
 - 5.3.2. Student Membership Projections are used to analyze the effects of five-year projected enrollment trends on the preliminary proposals.
 - 5.3.3. Florida Inventory School Houses (FISH) data as of the Fall FTE Count is used to determine a school's Capacity Utilization.

All versions of the preliminary proposals are evaluated/scored by the Boundary Change Team using the Criteria and Guidelines for Attendance Boundary Changes.

 - 5.4. **Senior Staff Review:** The preliminary proposals are sent to the Senior Staff for review and comment, then modified as necessary by Facilities Services Planning to incorporate any comments/corrections.



SCHOOL ATTENDANCE BOUNDARY CHANGE PROCEDURE

- 5.5. Recommended Changes:** Recommended proposals for attendance boundary changes are submitted to the School Board by the Superintendent.
- 5.6. School Board Workshop:** Recommended proposals for attendance boundary changes are reviewed and discussed by the School Board at a Workshop. The School Board may delete, modify or request additional attendance boundary change proposals or alternate versions of a proposal for an attendance boundary change. The proposals are then modified as necessary by the Facilities Services Planning to incorporate any comments/corrections.
- 5.7. Public Input:** All versions of modified proposals for attendance boundary changes are published on the School District's website, submitted to the Capital Outlay Committee (as required by the Interlocal Agreement for Public School Facility Planning and School Concurrency) and presented to the community at public meetings held at one or more of the potentially affected schools. The proposals are then modified by the Facilities Services Planning to incorporate as many comments/corrections as possible.
- 5.8. Evaluation Committee:** All versions of the modified proposals are evaluated/scored by the Evaluation Committee using the Criteria and Guidelines for Attendance Boundary Changes.
- 5.9. Submittal:** The final recommended proposals for attendance boundary changes, with evaluations/scores by the Evaluation Committee, are submitted to the School Board for approval by the Superintendent.

6. Approval

- 6.1. Information Agenda:** Recommended proposals for attendance boundary changes are reviewed and discussed by the School Board as an Information Agenda Item at a School Board Meeting. The School Board may delete, modify or request additional attendance boundary change proposals or alternate versions of a proposal for an attendance boundary change. The proposals are then modified as necessary by the Facilities Services Planning to incorporate any comments/corrections prior to the Action Agenda meeting..
- 6.2. Action Agenda:** Recommended proposals for attendance boundary changes, with modifications as requested, are reviewed and discussed by the School Board as an Action Agenda Item at a School Board Meeting. The School Board may delete, modify or request additional attendance boundary change proposals or alternate versions of a proposal for an attendance boundary change. The School Board authorizes the Superintendent to advertize for a Public Hearing. The proposals are modified as necessary by the Facilities Services Planning to incorporate any comments/corrections prior to the Public Hearing.



SCHOOL ATTENDANCE BOUNDARY CHANGE PROCEDURE

- 6.3. Public Hearing:** Recommended proposals for attendance boundary changes, with modifications as requested, are approved by the School Board at a Public Hearing.
- 7. Implementation:** Approved attendance boundary changes are implemented for the following school year.



Criteria and Guidelines for Attendance Boundary Changes

Criteria		Priority	Weight
A.	Balance permanent capacity utilization with consideration for growth	1	25 pts
B.	Balance ethnic diversity	3	11.5 pts
C.	Balance number of free and reduced lunch between schools	4	11 pts
D.	Use natural boundaries (canals, lakes, major roads); don't split subdivisions	2	15 pts
E.	Minimize busing of students within 2-mile radius to another school to support neighborhood schools	3	11.5 pts
F.	Provide compact/contiguous boundaries to the extent feasible	5	10 pts
G.	Minimize busing students past another school and/or longer than 45 minutes one way	6	9 pts
H.	Maintain Title I status	7	7 pts
Total			100 pts

General Guidelines with Criteria Subsets

General Guideline	Criteria Subset (reference above table)
Minimize disruption to students, parents and community	D, E, G
Consider students' educational needs (e.g., Choice Programs, SSNP, Career & Tech Education, and "Soft" Redistricting)	B, C
Minimize transportation costs	F, E, G
Consider statutes, rules and administrative procedures	A, H

Approved by the School Board on October 13, 2009



SCHOOL CLOSURE ANALYSIS PROCEDURE

ADMINISTRATIVE PROCEDURE FOR POLICY 7110-STUDENT ACCOMMODATION

1. **SCOPE:** This procedure outlines the process for analyzing a school to be considered for closure.

2. **DEFINITIONS:**
 - 2.1. **Capacity**
 - 2.1.1. **Design Capacity:** The maximum number of students designed to be housed at the school based on the satisfactory factored permanent capacity, scheduled on a traditional calendar, contained in the FISH database at the time of the Full-Time Equivalent (FTE) survey in October of the current school year.
 - 2.1.2. **Total Capacity:** The maximum number of students designed to be housed at the school based on the satisfactory factored permanent and relocatable capacity, scheduled on a traditional calendar, contained in the FISH database at the time of the Full-Time Equivalent (FTE) survey in October of the current school year.
 - 2.2. **Capacity Utilization:** A school's capacity utilization is determined by dividing the number of projected students by the school's total capacity.
 - 2.3. **Criteria and Guidelines for School Closure Analysis:** Criteria and guidelines used to analyze schools that may be considered for closure.
 - 2.4. **Florida Inventory School Houses (FISH) Capacity:** The database used by the Department of Education for all spaces in Florida public educational facilities. FISH capacity is the number of students that a school is designed to house, scheduled on a traditional calendar, based on the number of existing satisfactory student stations multiplied by a Utilization Factor. The FISH includes both permanent student stations and relocatable student stations.
 - 2.5. **Out-of-Area Student:** A student that does not attend the school that serves the area in which he/she resides. See Policy 7120 for restrictions and exceptions.
 - 2.6. **Student Enrollment:** The number of students enrolled at the school during the Full-Time Equivalent (FTE) survey in October of the current school year, which is used as the "official" student membership for the School District for that school year.
 - 2.7. **Student Enrollment Projections:** The number of students projected to be enrolled at the school for the following five (5) school years, published by Financial Services each November.



SCHOOL CLOSURE ANALYSIS PROCEDURE

ADMINISTRATIVE PROCEDURE FOR POLICY 7110-STUDENT ACCOMMODATION

3. **RESPONSIBILITY:** Facilities Services' Director of Planning & Project Management.
4. **APPROVAL AUTHORITY:** Assistant Superintendent of Facilities Services; Superintendent.
5. **PROCEDURE:**
 - 5.1. **General:** Facilities Services Planning is the lead department in providing data for school closure analysis. A Selection Team, composed of Area Superintendents, Financial Services, Transportation Services, Curriculum & Instruction and Human Resources, evaluates the data and makes recommendations regarding school closure analysis.
 - 5.2. **Schedule:** Unless otherwise requested by the School Board, the process begins in August and concludes with a recommendation to the School Board, typically in September. This process is followed by the School Closure Procedure, which begins with this recommendation and concludes with a Public Hearing in January of the following year.
 - 5.3. **Preliminary Recommendations:** Preliminary school closure analysis recommendations are developed by the Selection Team based on the *Criteria and Guidelines for School Closure Analysis*. Proposals for attendance boundary changes made necessary by a school closure are developed for each analysis in accordance with the School Attendance Boundary Change Procedure.
 - 5.4. **Senior Staff Review:** The preliminary school closure analysis recommendations are sent to the Superintendent and his Senior Staff for review and comment, then modified as necessary by Facilities Services Planning to incorporate any comments.
 - 5.5. **Staff Recommendations:** School closure analysis recommendations are submitted to the School Board by the Superintendent.



Criteria and Guidelines for School Closure Analysis

Group Criteria

The identification of a **Group of Schools**, within which one of the schools may be recommended for closure, shall consider, but not be limited to, the following criteria:

1. A **Group of Schools** of the same type (elementary; middle; Jr-Sr high/high).
2. A **Group of Schools** with low collective design (permanent) capacity utilization.
3. A **Group of Schools** with stable or declining projected student enrollment.
4. A **Group of Schools** with bus travel times between school sites no greater than 45 minutes.
5. A **Group of Schools** with sufficient remaining collective total (including portables) capacity to accommodate the students from the closure of a school within the group.

School Criteria

The identification of a **School** within the selected Group of Schools that shall be recommended for closure shall consider, but not be limited to, the following criteria:

Item	Criteria	Weight
1	A School that is geographically central within the Group (create compact and contiguous attendance boundaries to minimize the number of students moved and the distance that they are moved)	20
2	A School with the smallest student enrollment within the Group (move the fewest number of students)	15
3	A School with the largest percentage of out-of-area students within the Group (move the fewest number of resident students)	15
4	A School with the greatest potential for future reuse within the Group	12
5	A School with the least number of special facilities for specific instructional programs within the Group (therapy pools, labs, etc.)	10
6	A School with the least number of non-instructional facility/program-related features utilized by the community within the Group (recreational, after school programs, EHPA, etc.)	10
7	A School whose students would be received by schools within the Group that have equal or higher academic performance	7
8	A School that has had the least amount of recent capital improvements within the Group	7
9	A School which has the most remaining deferred facility maintenance/renewal needs within the Group	4

Notes Regarding School Criteria:

1. All schools within the Group shall be ranked relative to the other schools within the Group using the **School Criteria**.
2. The school which comparatively most closely meets the stated **School Criteria** item within the Group shall be given a numerical value of 1 for that item. The remaining schools within the Group shall be rank-ordered (2,3,4,...) according to their relative ability to meet the stated **School Criteria** item. Ties are acceptable.
3. The numerical value shall be multiplied by the weighting to determine a point value for the **School Criteria** item for each school.
4. The school with the lowest total point value for all **School Criteria** items shall be recommended for closure.

School Criteria Ranking Clarifications:

Item #1: When ranking schools for geographic centrality within the group, schools that contiguous to the most other school boundaries are most likely to move the least number of students if closed and shall typically be ranked #1. School boundaries separated by large bodies of water or limited-access highways (e.g., Inter-Coastal Waterway, I-95) should not be considered contiguous.

Item #4: When ranking schools for the greatest potential for future reuse, the following items shall be considered in the ranking, in priority order;

1. School District programs and/or other support needs
2. Location, ease of access and proximity to transportation routes
3. Potential for lease or sale
4. Potential for use by, or joint use with, local governments or other public agencies

Item #7: When ranking schools for academic performance, the final letter grade published by the Florida Department of Education for the schools shall be used to rank the schools.

Guidelines

1. Out-of-area students at receiving schools may not be renewed to increase available capacity or to minimize attendance boundary changes.
2. Program offerings at receiving schools may be modified, transferred to another school or eliminated to increase available capacity.
3. Relocatable capacity may be added at receiving schools to increase available capacity.
4. Combination schools (K-8 or 7-12) may be considered when recommending a school for closure. Group Criteria and School Criteria shall be applied as appropriate.

School Closure Analysis Template

Weight		20	15	15	12	10	10	7	7	4	
School		1. Geographically Central	2. Smallest Student Enrollment	3. Largest Percentage of OOA Students	4. Greatest Potential for Future Reuse	5. Least Number of Special Facilities	6. Least Number of Non-Instructional Facility/Program Features	7. Students to Schools with Equal or Higher Academic Performance	8. Least Amount of Recent Capital Improvements	9. Most Remaining Capital Needs	TOTALS
School 1	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	0
School 2	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	0
School 3	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	0
School 4	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	0
School 5	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	0
School 6	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	0



SCHOOL CLOSURE PROCEDURE

ADMINISTRATIVE PROCEDURE FOR POLICY 7110-STUDENT ACCOMMODATION

1. **SCOPE:** This procedure outlines the process for closing a school.

2. **DEFINITIONS:**
 - 2.1. **Action Agenda:** An Action Agenda item is individually considered by the School Board at a scheduled School Board Meeting. Although some Action Agenda items can be approved by the School Board at the meeting, those items requiring a Public Hearing, such as a school closure, can only be authorized to be heard at a Public Hearing no sooner than 28 days following the meeting. The public has an opportunity to provide input to the School Board during the “Public Comments” portion of the meeting per Section 286.0114, Florida Statutes.
 - 2.2. **Capital Outlay Committee Capacity:** A committee composed of representatives of Local Governments, established by the *Interlocal Agreement for Public School Facility Planning and School Concurrency*.
 - 2.3. **Community Meetings:** Meetings held by School District Staff in the areas of potentially affected schools to present information regarding potential school closings and gather input from the community for consideration by the School Board.
 - 2.4. **Information Agenda:** An Information Agenda item can be discussed by the School Board at a scheduled School Board Meeting, but no action can be taken on the item at the meeting. The public has an opportunity to provide input to the School Board during the “Public Comments” portion of the meeting per Section 286.0114, Florida Statutes.
 - 2.5. **Public Hearing:** A Public Hearing is a specific agenda item at a scheduled School Board meeting required by the policy adoption process. The public has an opportunity to provide input to the School Board prior to the adoption of the policy per Section 286.0114, Florida Statutes.
 - 2.6. **School Board Meeting:** A scheduled meeting of the School Board to conduct business.
 - 2.7. **School Board Workshop:** An ad hoc meeting of the School Board to address a specific issue. Public comments are not taken at these meetings.
 - 2.8. **Staff Recommendations:** School District Staff recommendations of schools to be considered for closure, based on the *School Closure Analysis Procedure*.

3. **RESPONSIBILITY:** Superintendent and Senior Staff

4. **APPROVAL AUTHORITY:** Brevard County School Board.



SCHOOL CLOSURE PROCEDURE

ADMINISTRATIVE PROCEDURE FOR POLICY 7110-STUDENT ACCOMMODATION

5. PROCEDURE:

- 5.1. General:** When considering school closures, the School Board shall utilize: (i) School District Staff recommendations based on the *Criteria and Guidelines for School Closure Analysis*; (ii) recommendations received from the Capital Outlay Committee (representing local governments); and (iii) comments and/or recommendations received from the community at Community Meetings and School Board meetings.
- 5.2. Schedule:** Unless otherwise requested by the School Board, the process begins with receipt by the School Board of School District Staff recommendations, typically in September, and continues through approval by the School Board at a Public Hearing in January.
- 5.3. School Board Workshop:** School District Staff recommendations regarding potential school closures are reviewed and discussed by the School Board at a Workshop. The School Board may accept, reject or modify the recommendations, or request additional recommendations.
- 5.4. Release of Information:** For those recommendations approved for further consideration by the School Board, school closure analysis information and proposals for attendance boundary changes associated with each potential school closure are published on the School District's website, sent to the Capital Outlay Committee and sent to the media.
- 5.5. Local Government Input:** The Capital Outlay Committee (COC), representing local governments, may submit written recommendations regarding the potential school closures based on their established evaluation process and criteria for consideration by the School Board. In addition, a representative of the COC will be provided an opportunity to present the consensus recommendations of the COC at the meeting at which the Action Item is heard.
- 5.6. Community Input:** Parents and other members of the community will be provided specific information regarding the potential school closures by School District Staff at a Community Meeting in the area of each potentially affected school. Comments and/or recommendations provided by the community at the meetings will be presented to the School Board for their consideration.
- 5.7. Information Agenda:** School District Staff recommendations, Capital Outlay Committee recommendations, and comments and/or recommendations from the community regarding potential school closures are reviewed and discussed by the School Board as an Information Agenda Item at a School Board Meeting. The School Board may accept, reject or modify the recommendations, or request additional recommendations.



SCHOOL CLOSURE PROCEDURE

ADMINISTRATIVE PROCEDURE FOR POLICY 7110-STUDENT ACCOMMODATION

- 5.8. Action Agenda:** Recommendations regarding potential school closures, with modifications as requested, are reviewed and discussed by the School Board as an Action Agenda Item at a School Board Meeting. The School Board may accept, reject or modify the recommendations, or request additional recommendations. The School Board authorizes the Superintendent to advertise for a Public Hearing.
- 5.9. Public Hearing:** Recommendations regarding potential school closures, with modifications as requested, are approved by the School Board at a Public Hearing.
- 6. IMPLEMENTATION:** Approved school closures are implemented beginning with the following school year.