

Citizens Oversight Committee

Section 12. Making changes to the basic Site plan

12.1 Hierarchy Considerations

Some projects for a school do not fall under the Site Council and Principal overview. This includes major structural, and health and safety ones. These are strictly determined at the District level. The Board of Trustees approves priorities changed due to significant student safety concerns.

12.2 Making Changes to the Basic Site Plan

After the initial facility plan has been developed and approved for each site there may be occasions when the site wants or needs to change their plan. This may result from a change in administration at the site or if catastrophic events occur. This is a process or procedure for making changes to a site's plan.

12.3 Overview

When the voters approved the Measure L Bond, there were expectations and promises to provide specific projects. Subsequent to the approval of the bond, additional needs may arise. If these needs fall under the general description of the needs for that site when the Bond was approved, then this process should be followed. If these additional needs are outside this general description, then they must be funded by other sources.

12.4 Process

Initially when a school site plan was established, there were priorities set, which resulted in some projects being excluded because of limited budget. It is possible to reprioritize the plan because of these additional needs. It requires several steps:

- i. The site council along with the Principal must reprioritize their plan and approve it
- ii. The Citizens Oversight Committee would then review the new plan against the original bond description
- iii. When approved by the Citizens Oversight Committee, the Site Council needs to have buy-in from the parents and the local community. This can be accomplished in several ways:
 - o Send a letter to the parents about the proposed changes, ask for their feedback and acceptance
 - o Meet with the parents organization for their approval
 - o Post the proposed changes in the newspaper, and/or churches, and/or community bulletin boards. This can include local papers such as the Aptos Times and Goodtimes
 - o Hold a meeting for a significant number of people to get local buy-in
 - o The District Public Information Officer can assist in promulgating information out to the affected parents and public

- iv. If the site council and principal have received favorable support from their community then they would present their changed plan for approval to the School Board of Trustees
- v. NOTE: It is important that this be a close-ended process. A deadline of no more than 30 days is highly recommended. In all of the notifications listed above, a due date for responses is imperative.