

**SCHOOL BOARD OF BREVARD COUNTY, FLORIDA**  
Viera, Florida

**PROPOSED POLICY CHANGE**

Policy No. 7110

Policy Title: Student Accommodation  Adopt  
 Amend/revise  
 Repeal

**Justification:**

Criteria for the selection of schools recommended for closure is required in a proposed  
revision to the *Interlocal Agreement for Public School Facility Planning and School*  
*Concurrency.*

**Summary of Proposed Policy:**

1. Clarify strategies for student housing when student enrollment exceeds the design  
capacity of a school and revise the strategies for consideration of school closure.
2. Add an Administrative Procedure for School Closure Analysis.
3. Add Criteria and Guidelines for School Closure Analysis.
4. Add an Administrative Procedure for School Closure.

Specific Authority: 1001.41 F.S.

Law Implemented, Interpreted or Made Specific: 163.31777 F.S.

Estimate of Economic Impact of Rule: None

## 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. **Design Capacity**

1. Design Capacity: The maximum number of students ~~eligible-designed~~ to be housed at the school based on the satisfactory factored permanent capacity, scheduled on a traditional calendar, upon contained in the State of Florida-Florida Inventory of School Houses (FISH) database at the time of the Full-Time Equivalent (FTE) survey in October of the current school year. ~~legislation, applied to permanent, on-site facilities scheduled on a traditional calendar. The design capacity of elementary schools shall be based on maximum class sizes of eighteen (18) student stations in grades K-3 and twenty-two (22) student stations in grades 4-6. The design capacity of secondary schools shall be based on maximum class sizes of twenty-two (22) student stations in grades 7-8 and twenty-five (25) student stations in grades 9-12.~~

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 ~~a particular~~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 ~~At~~ greater than ninety percent (90%) of design capacity, the following individual strategies or a combination of strategies may be used:

- "Freeze" the school to incoming out-of-area students (see Policy 7120 for exceptions). ~~The school may be "frozen" to out-of-area students.~~
- 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 ~~At~~ greater than 100% of design capacity, the following individual strategies or a combination of strategies may be used to adequately accommodate the students:

- Provide relocatable classrooms.
- "Freeze" the school to all out-of-area students except for students of employees based at the school (Policy 7120).
- Modify, transfer, or eliminate existing program offerings at the school.
- "Cap" student enrollment at the school and bus all new students to adjacent schools with available design capacity.

5. Create new attendance boundary boundaries~~lines (attendance zones)~~ 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 whose student enrollment falls below fifty percent (50%) of design capacity for two (2) consecutive October FTE surveys will be scheduled to close the next school year provided that all reasonable program and boundary changes have been implemented and the school continues to be under enrolled.~~  
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

**12-3-13 DRAFT**



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# SCHOOL CLOSURE ANALYSIS PROCEDURE

## ADMINISTRATIVE PROCEDURE FOR POLICY 7110-STUDENT ACCOMMODATION

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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. **Note that 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 30 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~~ **may** be recommended for closure shall consider, but not be limited to, the following criteria:

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

### 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~~ **may** be recommended for closure.

### School Criteria 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.

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## 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	<b>TOTALS</b>
<b>School 1</b>	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>School 2</b>	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>School 3</b>	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>School 4</b>	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>School 5</b>	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>School 6</b>	Rank										
	Point Value	0	0	0	0	0	0	0	0	0	<b>0</b>





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# SCHOOL CLOSURE PROCEDURE

## ADMINISTRATIVE PROCEDURE FOR POLICY 7110-STUDENT ACCOMMODATION

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1. **SCOPE:** This procedure outlines the process for closing a school.
  
2. **DEFINITIONS:**
  - 2.1. **Action Agenda:** An item on the Action Agenda is individually considered by the School Board at a regular School Board Meeting. Although some types of items can be approved by the School Board at this 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.
  - 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 item on the Information Agenda can be discussed by the School Board at a regular School Board Meeting, but no action can be taken.
  - 2.5. **Public Hearing:** The public is invited to provide the School Board input regarding a specific agenda item at a regular School Board Meeting. Speakers are given three (3) minutes each to address the School Board prior to the vote on the item. This opportunity to address the School Board is in addition to the regular public comments.
  - 2.6. **School Board Meeting:** A regularly scheduled meeting of the School Board to conduct business. Public comments are taken at these meetings. Speakers are given three (3) minutes each to address the School Board. The School Board does not respond to speakers at the meeting.
  - 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.



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## SCHOOL CLOSURE PROCEDURE

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#### 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 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 Public Hearing.
- 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.



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## SCHOOL CLOSURE PROCEDURE

### ADMINISTRATIVE PROCEDURE FOR POLICY 7110-STUDENT ACCOMMODATION

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- 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.

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