



## **CONCEPTUAL MASTER PLANNING**

### **MASTER PLANNING COMMITTEE CHARTER**

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#### **Purpose and Role**

The Conceptual Master Planning Committee (CMPC) will advise the Project Team in developing a comprehensive, equitable, integrated and visionary school design with authentic school community engagement. The District's project team will work directly with the CMPC to ensure that their concerns and aspirations are understood and considered.

The CMPC will be a part of the multifaceted planning & stakeholder engagement process including District & school staff, students, and the consultant design team; this process will include consideration of background guiding documents, building, site, budget and regulatory requirements that must be used in evaluating conceptual master plan options.

CMPC members' role and responsibilities:

- Attend meetings to advise project team on school community concerns, issues, goals and aspirations.
- Abide by code of conduct for the CMPC.
- Report to and bring feedback from groups and organizations CMPC members represent.

#### **Project Scope**

The conceptual master planning process will determine each school's overall program needs, site layout, and estimated costs for historic modernization vs new construction. The purpose of this early planning effort is to more accurately determine the cost estimates for the modernization or the rebuilding of that school. This information will help PPS in the planning of future capital improvement bonds. The schedule for the full modernization or rebuild of these schools has not been determined at this time. It would be contingent on the passage of a future school building improvement bond. At that point, PPS will move forward with full Master Plans to provide timely and relevant guidance for the design and construction that will immediately follow.

There will be an outreach and engagement effort by which community members will aid in developing the conceptual master plans. Members of each high school community will have the opportunity to join a Conceptual Master Planning Committee which will be part of a collaborative process with design teams and staff to develop a vision, program and concept for each school.

The CMPC will consist of parents, teachers, students, and community stakeholders who work together to help provide feedback for the development of the conceptual master plans. CMPC members synthesize community-wide input and share the evolving details of the project to others in the community. While CMPC members do not make decisions, their input is crucial in creating a design that the entire community can be proud of.

#### **Membership**

CMPC members will be expected to serve for up to 2 months throughout the conceptual master planning phase.

District Staff will select and appoint CMPC members through an open application process. Additional applicants may be recruited to ensure balanced and full representation of the school community.



The CMPC will nominate a **Chairperson** or **Co-Chairpersons** to assist in CMPC meeting agenda & presentation review, steering planning meetings and meeting protocol. *PPS staff/employees and Board members may not serve as Chairperson/Co-Chairpersons.*

The CMPC should include at least one member from each of the following stakeholder groups: school parents, neighborhood parents, neighborhood associations, business associations, school program, potential site and/or capital partners, students, and teachers, in addition to a school board representative.

A member wishing to resign from the CMPC shall do so in writing to the District's project manager; e-mail is acceptable.

If a member fails to attend two consecutive CMPC meetings without reasonable excuse, or otherwise becomes unable to serve on the CMPC, the District's project manager may declare the position on the CMPC to be vacant and appoint another appropriate person to the CMPC.

### **CMPC Meeting Schedule & Format**

- Estimated commitments include: Four CMPC meetings during the 2019-20 school year. Timing of these events will be aligned with overall project schedule and other school and district stakeholder engagement.
- See attached CMPC Meeting Schedule.

CMPC meetings locations are included in attached CMPC Meeting Schedule.

CMPC meetings are open to the public and provide an opportunity for public comment; meeting materials and meeting notes and will be posted online.

Opportunity for public comment will be provided at the end of each meeting. Public comment will be limited to 10 minutes with a maximum of 3 minutes of testimony per person. Those wishing to provide testimony to the CMPC will need to sign up at the meeting. Testimony will occur in order of arrival. Comment cards will be provided at each meeting. The public is encouraged to provide written comments to the CMPC.

### **Project Team**

The project team will be comprised of architects, engineers, planners, the Office of School Modernization (OSM) project manager and department staff. They will provide agendas, presentations and site considerations; the project team will also facilitate discussions, record input, develop analysis and options for CMPC meetings.

The OSM project manager, as the District's primary point of contact for the project, will oversee CMPC meetings and public participation events. All communications from CMPC members outside of CMPC meetings should be directed to the PPS project manager.

Project decision making will be the responsibility of the Office of School Modernization in collaboration with other District Leadership as required. CMPC members perform in an advisory role only, and are not official District representatives.