



City of Las Cruces®

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COUNCIL WORK SESSION SUMMARY ROUTING SLIP

Meeting Date October 19, 2016

TITLE: SCHOOL SITE SELECTION COMMITTEE.

- Are there attachments to the Council Work Session Summary? Yes No
- Will there be a Video Presentation for this item? Yes No
- Will there be a PowerPoint Presentation for this item? Yes No
- If "yes", will a copy of the PowerPoint Presentation be included on the Council Work Session Agenda? Yes No

DEPARTMENT / ORGANIZATION	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>D. Wein</i>	528-3067	10-12-16
Department Director	<i>D. Wein</i>	528-3067	10-12-16
Other			
Assistant City Manager/CAO (if applicable)			
Assistant City Manager/COO (if applicable)	<i>Daniel Anila</i>		10/12/16
City Manager	<i>Daniel Allen</i>	X-2078	10/12/2016



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Council Work Session Summary

Meeting Date: October 19, 2016

TITLE: SCHOOL SITE SELECTION COMMITTEE.

PURPOSE(S) OF DISCUSSION:

- Inform/Update
- Direction/Guidance
- Legislative Development/Policy

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Since 2012, the City of Las Cruces (City) and the Las Cruces Public Schools (LCPS) have discussed the need and desire to coordinate the planning and siting of new school locations within the City limits and ETZ. The topic has been previously discussed at two joint City Council – School Board work sessions. During 2013 and 2014, City Councillors, City staff, School Board members, LCPS staff, Doña Ana County (DAC) Commissioners, DAC staff, Mesilla Valley MPO staff, NM Health Department staff, and NMSU faculty met on an improvised basis to discuss school site selection issues, best practices, and potential collaborative school location review/selection processes. This informal group has not met since 2014. Direction is being sought relative to how the City Council and the LCPS School Board would like to proceed with LCPS, City, and DAC collaboration on the location of new schools.

SUPPORT INFORMATION:

1. Attachment "A", LCPS Draft Policy FEE: School Site Selection.
2. Attachment "B", LCPS Facility Master Plan MOU.

POLICY FEE

Board of Education Las Cruces Public Schools

Related Entries: FEE-R
Responsible Office: Superintendent

SCHOOL SITE SELECTION

I. PURPOSE

The purpose of this Policy is to collaboratively select sites for future schools that provide a safe and conducive environment for the instructional program and the learning process.

II. BACKGROUND

- A. It is the belief of the Board of Education that a joint Memorandum of Understanding (MOU) between and among the Las Cruces Public Schools, the City of Las Cruces, and Doña Ana County shall be developed and periodically updated, in order to provide a perspective from which to approach the selection of future school sites. Because schools are pivotal hubs of a community, said MOU shall codify the policies, procedures, regulations, and/or codes, of the involved entities in order to create a common vision of how future schools shall be incorporated into neighborhoods and addressed through strategic planning and/or master plans.
- B. When the District determines that a new school is necessary, it is the Board's belief that the school site will be selected through an open process that involves community stakeholders' input. Because the location of future schools and their associated facilities impact the community as a whole, the City and County shall be involved with the recommendation for selection of future sites.

III. DEFINITIONS

1. "City" means the City of Las Cruces, a governmental entity.
2. "County" means the County of Doña Ana, a governmental entity.
3. "SSSAC" means the School Site Selection Advisory Committee.

IV. PROCESS

- A. The Board of Education has the sole authority for acquiring, leasing or disposing of District property. [§ 22-5-4.D, NMSA 1978].
- B. The Superintendent shall bring forth recommendations to the Board for location of future school sites, whether through acceptance of a gift, lease, lease-purchase, or acquiring through a state-approved agreement, trade, swap, purchase or by other means.

- C. School site selection is affected by many factors including, but not limited to, health and safety, location, environment, size, cost and impact to neighborhoods. The basis upon which a site(s) is recommended shall be through a process that integrates the study, consideration and incorporation of these and other factors. Site selection must also weigh those characteristics that may adversely affect the choice for a future school.
- D. When a future school is needed, the Superintendent shall organize a School Site Selection Advisory Committee (SSSAC) to provide feedback, expertise and ultimately, a recommendation(s) to the Superintendent for a future location.
- E. When organizing the SSSAC, the Superintendent shall ensure the membership:
 - a. includes one member of the Board of Education, as selected by the Board President;
 - b. includes a minimum of two community residents;
 - c. includes members of the joint school siting committee as established through the most recent MOU with the City and County;
 - d. includes LCPS, County and City specialists who shall provide technical expertise.
- F. The Superintendent may include additional members to the Committee from other entities (such as New Mexico State University, Bureau of Land Management), if deemed necessary to the process.
- G. The Superintendent or his/her designee shall be the committee chairperson who will provide regular updates to the School Board and to the joint school siting committee.
- H. When determining a recommendation(s) for a school site, the SSSAC committee shall:
 - a. abide by the terms of the most recent joint Memorandum of Understanding (MOU) that exists between the Las Cruces Public Schools, the City of Las Cruces and the County of Doña Ana with regard to the cooperative selection of future school sites;
 - b. work toward a collaborative use of resources.
 - c. make their recommendation(s) available to the public.
- I. At the conclusion of its work, the SSSAC will send its recommendation(s) for a future school site to the Superintendent. He/she will then provide

additional considerations, if any, and prepare the final recommendation(s) to the Board of Education for consideration.

- J. A public comment period should be incorporated into the site selection process.
- K. The final responsibility for selection of a school site rests solely with the Board of Education.
- L. The Superintendent shall promulgate regulations for the enforcement of this Policy.

V. REVIEW

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

Maria A. Flores

Board of Education, President

April 14, 2015

Date Approved

History: New Policy, 04.14.15

Legal Reference: § 22-5-4.D, NMSA 1978

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE LAS CRUCES PUBLIC SCHOOLS,
THE CITY OF LAS CRUCES AND
DOÑA ANA COUNTY**

THIS MEMORANDUM OF UNDERSTANDING is a guiding document among the Las Cruces Public Schools, the City of Las Cruces and the County of Doña Ana. Upon approval by LCPS, it will be included as part of the Facility Master Plan of the Las Cruces Public Schools.

I. PURPOSE

The City and the County are the governing bodies of a vibrant, growing community that values its educational system provided through the Las Cruces Public Schools. The City, County and LCPS are committed to work toward co-location and sharing of resources and services so that schools, transportation, libraries, parks and recreational facilities may be developed for the community's common good, and schools become neighborhood hubs that are integral to the future growth of the community.

The City, County and LCPS are all affected by the location of future public schools and their associated facilities. The City and County have the authority and responsibility to establish long-range plans for the future growth of area communities, and such planning includes the joint development of community infrastructure, planned unit developments and the inclusion of future schools.

LCPS has the authority and responsibility to establish long-range plans that are in the best interest of educating children, and such planning shall be fiscally responsible and include the selection of school sites that are integrated into established master plans.

The LCPS Board of Education has the statutory authority on the final selection of school locations, and the City, County and LCPS aspire to achieve a systematic process whereby future school sites are selected based on a wide array of variables that ultimately are in the best interest of educating children and in harmony with various concerns of the greater community.

II. BACKGROUND

On June 5, 2012, the City and LCPS created a joint school siting advisory committee to begin discussions and planning for future schools, and the joint school siting advisory committee provides for informal collaboration between the parties in identifying future school sites.

III. UNDERSTANDING

1. A school siting committee (“SSC”) shall be established to identify the organizational structures that need to be in place to achieve the vision of this MOU.
2. The SSC shall meet regularly and establish rules of procedure or guidelines to conduct its business as an ongoing committee.
3. The SSC shall work toward long-range planning that correlates with government master plans and that mutually benefits each entity and its constituents.
4. Each entity’s master plans shall have organizational components that promote the principles and include the conditions and criteria for co-locating facilities or services.
5. The SSC shall include staff members from the City, County and LCPS who combine to have technical expertise in the areas of public works, facilities management, utility management, land use, transportation planning, public safety, public financing, recreation and after-school programming, public information and other relevant expertise to aid in the co-location of schools and joint-use facilities.
6. The SSC shall examine the policies, regulations, rules and codes of the individual entities to develop practices to implement the vision of this MOU.
7. Members of the SSC shall represent their respective organizations and provide their organization’s perspective along with their analysis and expertise in selecting the location of future schools.

IV. EFFECTIVE DATE

THIS MEMORANDUM OF UNDERSTANDING shall be effective when approved by the LCPS administration as part of the Facility Master Plan.

FURTHERMORE, upon approval, this MEMORANDUM OF UNDERSTANDING shall be shared with the City of Las Cruces and the County of Doña Ana.

Approved this 17th day of February 2015
Dane Kennon,
LCPS Associate Superintendent for Operations