



EDUCATIONAL PLANT SURVEY 2011/2012 THROUGH 2014/2015

TIMELINE

Brief School Board on process	September 16, 2010
Plant Survey work period for FP&C Staff	September 16, 2010- January 6, 2011
<ul style="list-style-type: none">- Review/revise facility lists- Review/validation of FISH- Develop needs for each school- Enrollment projections by school	
First draft of Plant Survey due	January 10, 2011
Plant Survey comments from CCSB Staff due	February 4, 2011
Final Plant Survey document due	March 4, 2011
School Board workshop	April 21, 2011
Plant Survey backup due	May 6, 2011
CCSB Meeting - Approval of Plant Survey	May 19, 2011

Information Paper: Educational Plant Survey for Clay County Schools

At least once every five (5) years, each board shall arrange for an educational plant survey in conformance with Section 1013.31(1) F.S. An educational plant survey expires on June 30 of the fifth fiscal year from the survey year. The School District of Clay County's Educational Plant Survey will expire on June 30, 2011. All new construction, remodeling, and renovation that is included in the school district's 5-year facilities work program must be adopted by the board and included in the educational plant survey. School districts should readopt the educational plant survey annually to ensure that the 5-year district facilities work program and the educational plant survey are balanced and facilities planning is properly coordinated for the five-year span covered by the 5-year district facilities work program. An educational plant survey shall propose a building program for a board for a period of five (5) years. Five-year surveys and amended surveys for districts, shall be electronically transmitted to the Office. Each survey must be reviewed and approved by the school board. The survey must be conducted every five years by either the school board, an agency employed by the school board or by the Office of Educational Facilities.

In the past, the educational plant survey was done manually with assistance from an outside contractor analyzing the data elements provided to them by the school district. The contractor provided a finished document to the school board for approval and forwarding to the Department of Education (DOE). The new educational plant survey will be a completely on-line process utilizing the Educational Facilities Information System (EFIS). This process will require the validation /development of school board approved facility lists (none currently exist within EFIS for our schools), combined with the most updated Florida Inventory of School Houses (FISH) and needs assessment developed by staff and school based personnel.

The key to a successful educational plant survey is that all the data residing in FISH is correct and up-to-date prior to initiating the educational plant survey process. Once all this data is collected, an educational plant survey can be created for each school on-line in EFIS. When the educational plant survey is complete, it will be listed as pending in the EFIS data base. DOE will do a review of it, corrections will be made if needed and the educational plant survey will be generated for final staff review and approval by the school board.

Once the school board approves the educational plant survey, it will become active in EFIS. The timeline (attached) is a proposed course of action to meet the completion date of June 30, 2011.