SECTION 1.2

Process

RESPONSIBILITY AND AUTHORITY:

It is mandated by New Mexico State law that every public school district have a five year facilities master plan that has been adopted by the School Board of Education. The RMSD School Board of Education commissioned the development of this 5 Year Facilities Master Plan to serve as a reference and guide for Ruidoso Municipal School District and meet the State requirements. The funding for this FMP was a joint venture between RMSD and the Public Schools Capital Outlay Council.

It is recommended that this plan be reviewed yearly and modified as necessary to reflect the direction and accomplishments for RMSD. It is the responsibility of the School District to review this document periodically and revise/update the entire content of this Facilities Master Plan every 5 years. It is the responsibility of the Board of Education to review and adopt the content of the Facilities Master Plan.

The School Board of Education entrusted the development of the Facilities Master Plan to the Blue Ribbon Committee which is comprised of community members, parents, school district staff, principals and teachers. The process for the FMP was facilitated by Greer Stafford SJCF Inc.

FACILITIES MASTER PLAN PROCESS:

The 5 Year Facilities Master Plan for Ruidoso Municipal School District was developed over a period of six months utilizing a process that was developed to address the specific needs of RMSD.

Step 1: Develop Facilities Master Plan Process

The first step of the FMP process was a kick off meeting with the School Board of Education. During this meeting the following topics were discussed:

- What is a Facilities Master Plan
- Why develop a FMP
- Objectives of the FMP
- Roles and Responsibilities
- FMP Process
- FMP Schedule

It was determined that the process would consist of:

- Gathering data
- A Blue Ribbon Committee to review data and make recommendations to the School Board concerning district priorities, facility options and a capital plan that would address District issues

- Progress report to School Board
- Inclusion of School Board Comments incorporated into the final Facilities Master Plan
- Final approval and adoption of the FMP by the School Board

Step 2: Establish Blue Ribbon Committee

A Blue Ribbon committee was established to review data, establish district priorities, and develop a capital plan to match district priorities with available funding. It was determined that the Blue Ribbon committee would be selected by the School Board and District Administration and that School Board members would participate on the Blue Ribbon committee. The Blue Ribbon committee is a representation of the school district. Community members, school district staff, principals, teachers, students, and parents were invited to participate on the Blue Ribbon committee. Approximately 35 people were invited to participate on the Blue Ribbon committee.

This committee was comprised of:

Administration
Staff
Maintenance Personnel
Teachers
Community Members
Parents
School Advisory Committee members

During the first meeting of the Blue Ribbon committee, the FMP process was reviewed and a schedule of events was developed. Roles and responsibilities of all committee participants were established. Co-chair persons for the committee were selected by the committee participants.

Step 3: Gather Data

Greer Stafford gathered Information on existing facilities and educational programs through meetings at each School facility and meetings with various groups. Meetings were held with the following:

Principals
Teachers
School Advisory Committees
Staff

Maintenance Personnel
Custodians
Community Members

The data gathered included:
Enrollment Projections:
Birth
Migrations
Housing
Program Requirements
Historical Enrollments

Educational Facility Assessment:
Quantitative/Qualitative Analysis per NM Adequacy Standards
Capacity/Utilization Studies
Profiles
Priorities

Community and School Profile:
Demographics
Educational Program
Academic Achievements
Financial Information

Community Issues:
Educational Programs
Size of Schools
Grade Configuration
Facility Renewal

Step 4: Blue Ribbon Committee - Review of Background Information

All data developed by Greer Stafford was presented to the Blue Ribbon committee. The Blue Ribbon committee reviewed and evaluated the data. Details of each school and District facility were reviewed and discussed.

Step 5: Blue Ribbon Committee - Tour of Facilities

The Blue Ribbon Committee took a school bus tour of all the District's schools. Due to time constraints, the committee only walked through White Mountain Elementary/Intermediate and Ruidoso High School. Issues at each school were discussed during the tour and the

committee members had the opportunity to see first hand the major issues the District is facing.

Step 6: District Issues / Concerns and Facility Options

Based on the data collected, input from the facility condition, a survey concerning grade configuration, and other factors, the Blue Ribbon committee began to develop facility options . These options addressed facility issues, educational programmatic needs, and how facilities can best serve the needs of the students.

The committee was concerned with:

- Size of schools - Existing school configuration is based on keeping all students of the same grade level at the same school and at the same time keeping the size of the school relatively small.
- Grade Configuration
- Number of student transfers between schools
- Educational Programs at High School
- Completion of Ruidoso Middle School Site
- Life / Health / Safety and Adequacy Standard Issues at Nob Hill Early Childhood Center and Sierra Vista Primary
- Best use of Sierra Vista Primary and White Mountain Elementary

Step 7: Prioritization of Needs and Recommendations Packet

The committee used the last meeting to prioritize the needs/options, match projects with available funding, create a project time line and develop a recommendations packet to present to the School Board. Due to the identified needs and available funding, the committee broke the priorities into two phases. Phase 1 projects are to be completed during the 2011-2015 GOB cycle and have a probable cost of $14,000,000. Projects recommended for Phase 2 should be reviewed prior to the 2015 GOB election.

Step 8: Recommendations Packet and School Board Presentation

The Blue Ribbon Committee presented the recommendations packet to the School Board. The recommendations packet outlines actions for each of the District's facilities. The actions are presented in phases with priorities showing which facilities should be addressed first and then the subsequent order of remaining facilities. Approximate cost of renovations, additions, replacements, new construction, and other actions are shown for each facility. Refer to Section 4 for the complete Recommendations packet.

The School Board thanked the committee for their due diligence and told the committee that they would spend time reviewing their recommendations. The School Board asked the committee to act as a liaison for the School District.

Step 9: Final Facilities Master Plan Document

After the School Board reviewed the packet of recommendations presented by the Blue Ribbon committee, the final Facilities Master Plan document was complied and presented to the School Board for review and adoption. The final document contains all the data gathered during the FMP process and the recommendations developed.

Refer to the chart on the following page for a graphic representation of the Facilities Master Plan Process utilized by Ruidoso Municipal School District.