

Article VII.G.1. Annual Student Population Analysis Procedures

A. Purpose

Based on its statutory responsibility and authority to do all things necessary for the maintenance, prosperity, and success of schools and for the promotion of education, the Board of Education establishes the following procedures in order to provide for the ongoing, systematic, and orderly review of student populations, school boundaries, and school facility issues. The Board reserves the right to exercise its authority and modify the following procedures to better serve its objectives consistent with Utah Code 53G-4-402.

B. Definitions

1. “Facility Master Plan” means a plan regarding capital projects for the coming fiscal year, including new construction, building replacement or major upgrade, consolidation of existing facilities, and property acquisition for future sites. The plan is updated and approved by the Board of Education annually.
2. “Population Analysis Committee (PAC)” means a committee of district employees with expertise in student population, school boundary, and school facility issues. The committee studies the issues and advises the Board regarding solutions to resolve the issues.
3. “Study List” means a list of population, boundary, and facility issues identified by the PAC.

C. Study List Development

1. The PAC shall prepare and recommend a Study List to the Board in February of each year. The Study List shall be developed based on Board recommendations and considering concerns and suggestions received from district employees, patrons, parents, community organizations, municipalities, governmental agencies, and other stakeholders.
2. The PAC shall notify principals, school community councils, and school patrons of the schools being studied and provide the rationale for the school being placed on the Study List. The PAC shall request and consider feedback from the principal and the school community council in conducting its analysis.
3. The Study List is subject to approval by the Board. The Board shall retain discretion to add to, delete from, and modify the Study List at any time.

D. Population, Boundary, and Facility Analysis

1. The PAC shall initiate a study of the matters on the study list that have been approved by the Board. The study shall be designed to: (1) understand current conditions; (2) clarify problems, concerns, or issues to be resolved; (3) conduct research and gather data; and (4) develop initial findings and recommend potential solutions calculated to resolve problems, concerns, or issues identified.

2. In consultation with the Board, the PAC may use appropriate methods to gather data and conduct analysis including, but not limited to interviewing employees, patrons, and other school community stakeholders; meeting with school community councils and local elected officials; conducting community meetings with school patrons; engaging consultants and commissioning studies; and conducting surveys and focus groups.
3. In conducting its study and in developing potential solutions, the PAC shall consider factors that include, but are not limited to the following:
 - a. Age and condition of buildings
 - b. Busing and transportation needs
 - c. Contiguous boundaries
 - d. Efficiency of property use and disposition
 - e. Enrollment and programming
 - f. Environmental factors (air quality, geological conditions, flood hazards, hazardous waste, etc.)
 - g. Feeder patterns
 - h. Fiscal considerations
 - i. Natural disasters or other extraordinary circumstances (safety, potential for property damage, etc.)
 - j. Protection of vulnerable or at-risk student populations
 - k. Residential developments
 - l. Safe walking routes
4. The PAC shall consider consolidation of existing facilities when:
 - a. A facility is identified on the Facility Master Plan as needing replacement or remodel.
 - b. The enrollment of a school being studied could be combined with neighboring schools.

E. Initial Report

1. The PAC shall prepare a written initial report outlining its analysis and potential solutions to the issues raised. No later than June, the initial report shall be presented to the Board in a study session or board meeting allowing the Board an opportunity to gain an in-depth understanding of the issues being studied and potential solutions.
2. The initial report shall specifically identify any schools being considered for school closure or boundary changes, and the PAC shall promptly provide

appropriate notice of the same to parents of students enrolled in schools that may be directly affected by the changes, parents of students at other schools that may be indirectly affected by the changes, and officials of the municipality where the schools are located.

3. The PAC shall schedule and conduct open houses to discuss the initial report with impacted school communities and solicit feedback. In addition, the PAC shall formally solicit feedback from patrons by posting the initial report on the District's website allowing at least thirty (30) days of public comment. Public comment shall be gathered, analyzed, and catalogued by the PAC. A summary of public comment shall be reported to the Board in a study session or board meeting in September.
4. The PAC shall refine the initial report based on feedback from impacted schools or school community councils, public comment, and the Board's directions.

F. Board Action

1. Based on the foregoing, the PAC shall develop a final plan and present it to the Board in the October on a first reading as part of a duly noticed public hearing. The public hearing shall be held in accordance with Utah Code 53G-4-402(21). Subsequent to the public hearing, the Board shall vote on the final plan to approve, reject, or approve with modifications.
2. In November, the Board shall consider the final plan on a second reading with any modifications. The Board shall vote to approve or reject the final plan. This vote shall take place no fewer than one hundred twenty (120) days after proper notice has been issued as detailed in above in section E.2. above.
3. If rejected, the Board may direct the PAC to include portions of the final plan in the study list to be revisited the following year.

G. Implementation

1. Unless otherwise indicated by the Board, implementation of a final plan adopted by the Board shall be carried out at the beginning of the following school year.
2. Students whose boundary school changes as a result of implementation of the final plan shall be assigned to schools as follows:
 - a. Elementary and junior high students are expected to attend the new boundary school at the beginning of following school year. Students may apply through the open enrollment process if they wish to remain at the school they attended at the time the change was approved by the Board.
 - b. High school students may opt to complete high school at the school they were attending at the time the change was approved by the Board. Students opting to complete high school in the former school shall signify an intent to remain by submitting an open enrollment application.

Families will be responsible for the student's transportation to the former school.

H. Contingencies

1. The Board retains discretion to modify the timeline above to accommodate potential or unforeseen contingencies in the annual student population analysis procedures.
2. In lieu of, or in addition to the foregoing, the Board retains discretion to employ the services of consultants to prepare recommendations for the Board. At such time the Board exercises its discretion under this subsection, the Board will establish timelines for the discussion of information, reports, or recommendations provided by consultants.

References:

Utah Code 53G-4-402