



### **POLICY 7.137**

**4-N** I recommend that the Board adopt the proposed new Policy 7.137, entitled "Allocation and Reallocation of Relocatable Classrooms."

[Contact: Kristin Garrison, PX 48935.]

#### **Adoption**

#### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on May 26, 2010.
- This proposed policy will establish guidelines for the allocation and redistribution of relocatable classrooms whereas finite resources and strict fiscal responsibility requires a centralized management process.

POLICY 7.137

**ALLOCATION AND REALLOCATION OF RELOCATABLE CLASSROOMS**

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3 1. **Purpose** -To establish guidelines for the allocation and redistribution of relocatable  
4 classrooms whereas finite resources and strict fiscal responsibility requires a  
5 centralized management process.
- 6 2. **Scope** -This policy applies to all schools and District owned facilities.
- 7 3. **Definitions-**
  - 8 a. Instructional Use -Teaching of regular class subjects including core and  
9 elective classes.
  - 10 b. Non-instructional Use - All other uses not defined as instructional use  
11 including, but not limited to, aftercare programs, school-age child care  
12 (SACC), community-based programs, parent teacher organizations (PTO),  
13 boys and girls clubs, Beacon centers, after school clubs, teacher work  
14 rooms/offices, District/administrative offices, storage, teacher lounge, in school  
15 suspension (ISS), extracurricular activities, and other non-educational  
16 purposes.
  - 17 c. Relocatable Classroom - Any self-contained classroom that can be  
18 transported from one location to another. Relocatable classrooms include:  
19 wooden and/or metal portables, gabled roof concretables, and flat-top modular  
20 structures.
- 21 4. **Policy Statement** - Capital budget reductions necessitate the need for the School  
22 Board to refine the allocation of relocatable classrooms at the District level to  
23 ensure they are first used for instructional uses.
- 24 5. **Allocation of relocatable classrooms** - The allocation of relocatable classrooms  
25 shall be determined by the Superintendent or his/her designee based on need with  
26 priority given to instructional uses. The following criteria shall be used to determine  
27 need:
  - 28 a. All schools
    - 29 i. No regular classrooms or relocatables at the school are being used for a  
30 non-instructional use. If the school requesting the relocatables has any  
31 classrooms that are not being used for an instructional use it shall convert  
32 the use of said space to an instructional use prior to the allocation of any  
33 relocatable classrooms.

- 34           ii. The school's enrollment exceeds its FISH and/or program capacity.
- 35           iii. Enrollment projections, NCLB receiving school status, boundary changes  
36 or program changes indicate that additional classroom space will be  
37 needed.
- 38       b. Secondary schools – Prior to the allocation of any relocatable classrooms to a  
39 secondary school, it shall meet the requirements of 5 (a) above and it shall  
40 float a minimum of 5% of its teachers.
- 41 6. **Reallocation/removal of relocatable classrooms** - In order to make certain that  
42 relocatable classrooms are available to the schools that need them the most for  
43 instructional uses, the Superintendent or his/her designee may remove relocatable  
44 classrooms from schools based on the following criteria:
- 45       a. Secondary schools
- 46           i. If a secondary school is floating less than 5% of the teachers.
- 47       b. All schools
- 48           i. Relocatable classrooms are being used for non-instructional uses.
- 49           ii. Boundary changes, enrollment projections, NCLB sending school status,  
50 and/or program changes indicate that the existing relocatable classrooms  
51 on the campus will not be needed.
- 52 7. Any questions regarding the implementation of this policy should be directed to the  
53 Chief of Facilities Management.

54 STATUTORY AUTHORITY: Fla. Stat. §§ 1013.20; 1013 .21  
55 LAWS IMPLEMENTED: Fla. Stat. §§ 1013.20; 1013 .21  
56 HISTORY: \_\_/\_\_/2010

Legal Signoff:

The Legal Department has reviewed proposed Policy 7.137 and finds it legally sufficient for adoption by the Board.

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Attorney

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Date