


<p>Tucson Unified School District</p>  <p>TUSD <i>Celebrate the US!</i> Tucson, Arizona</p> <p>POLICY REGULATION</p>	REGULATION TITLE: Site Acquisition
	CODE: FEE – R
	LEAD DEPARTMENT: Engineering, Facilities and Planning

Site Selection Committee

- The committee decides on the criteria and process to be used for review of sites.
 - These criteria generally include projected housing development, ethnic distribution, current and projected students, proximity to other schools, accessibility and site development costs.
- The committee decides on sites to be reviewed. District-owned sites, public sites and private sites will be considered.
- Committee members must sign statements of confidentiality and a non-conflict of interest prior to conducting any committee business. Any committee member with a potential conflict of interest must be recused.
- The committee visits each potential site, walking the site to observe potential development problems such as washes, as well as potential hazards. The site visit should include visual inspection of the property and the surrounding area for any safety concerns.
- The committee completes a potential site report of environmental and safety hazards in the planning area.
- Three potential sites are recommended to the Governing Board for each new facility, in order of priority.

Community Meetings and Notification

- TUSD will hold a neighborhood meeting for each site being considered. The meeting will be noticed as follows and will be at a location near the proposed site. Notification will be mailed to all homeowners within 600 feet of the site and to adjacent associations and neighborhood groups that are registered with City/County Planning Departments.

Department of Engineering, Facilities and Planning Services Functions

- The Department of Engineering, Facilities and Planning Services provides support/direction to the Site Selection Committee.
- The Department of Engineering, Facilities and Planning Services, with the support of the Site Selection Committee, will host the neighborhood meetings.
- The Department of Engineering, Facilities and Planning Services provides information to the committee on the demographics of schools in the study area, including enrollment projections and ethnicity; projected housing development; and other planning information.
- After the committee completes their site selection, the Department of Engineering, Facilities and Planning Services will prepare an agenda item for the Governing Board to approve the site priorities

- After Governing Board approval of the site priorities the Department of Engineering, Facilities and Planning Services will proceed with the environmental assessment on the first priority site.
- If the environmental assessment is favorable, the Department of Engineering, Facilities and Planning Services will obtain two appraisals and, if the site is privately owned, will initiate formal negotiations with the owner.
- If the environmental assessment is not favorable on the recommended site, the same procedures will be followed on the next priority site. The site selection committee will be informed of the results of these steps.
- When the negotiations (if applicable) are complete, the Department of Engineering, Facilities and Planning Services will prepare an agenda item for the Governing Board to approve the site acquisition.
- After Governing Board approval of the site acquisition, or if the site is district-owned, the Department of Engineering, Facilities and Planning Services will proceed with the Facility Development Plan.

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Revision:

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Cross Ref:

Replaces TUSD Regulation #: