



PROCESS  
**OVERVIEW**

SUNNYVALE SCHOOL DISTRICT | FACILITIES MASTER PLAN **2022**



PROCESS



PLANNING



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FACILITIES MASTER PLAN

## fmp process | OVERVIEW: EDUCATIONAL PARTNER GROUPS AND INVOLVEMENT

### Roles & Responsibilities

At the outset of the facilities master planning process, the District Leadership team set out to define the roles and responsibilities of the educational partner groups. These groups were refined throughout the process and ultimately comprised a Steering Committee, a Facilities Master Plan Committee, an Educational Visioning Committee, individual School Site Communities, and Focus Group interviews of representatives for specialized topics.

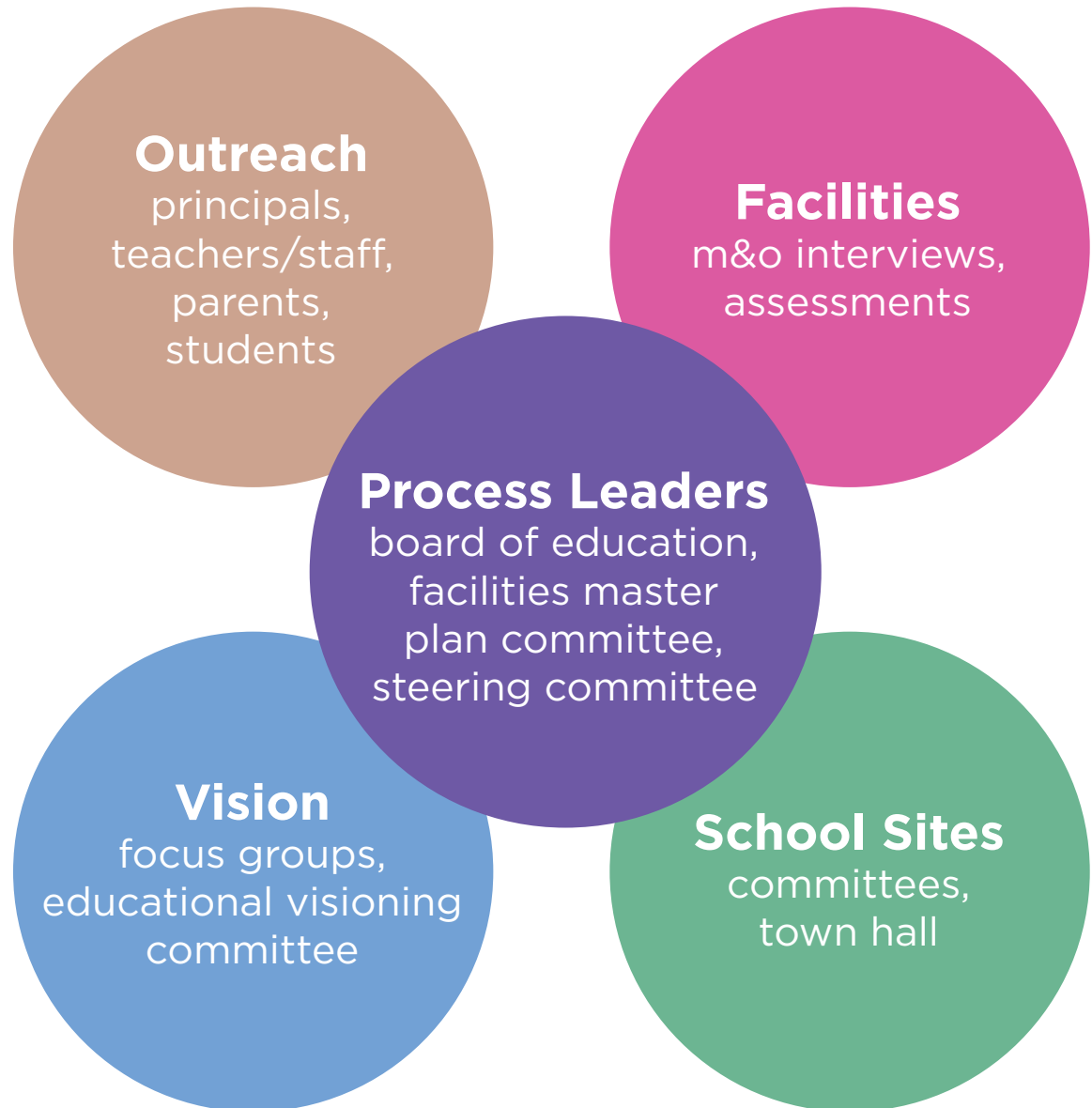
The groups provided input throughout the project, defining educational program goals and offering direction on facilities master planning goals. All input eventually led to the creation of a set of final recommendations that will be brought before the Board of Education for review, comment, and approval.

### PROCESS LEADERS

SSD's **Board of Education** approved the FMP contract with LPA in May 2020 and was kept informed of the FMP process through informative updates at key points within the process. The entire Facilities Master Plan will be presented to the Board for their final priority recommendations and approval.

**Steering Committee (SC)** directed and coordinated the process and ensured that input from a range of educational partners would be optimized. Through regular meetings, this team was responsible for guiding the process through reviewing outcomes from the various groups and providing input on development of the site master plans and estimated budgets.

**Facilities Master Plan Committee (FMPC)** is comprised of a diverse group of District Leadership, school site representatives, city partner organizations staff, and local community partners. Meetings were held to develop broad visioning concepts and to review and provide input on the development of the conceptual site master plans.





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### VISION

**Focus Group** interviews were held to gain understanding of the District's day-to-day operations and future vision.

Individuals interviewed encompassed the following topics:

- Elementary & Secondary School Programs
- Student Services
- Special Education
- Preschool
- Library
- Technology
- Maintenance, Operations, and Transportation
- Food Service

This data-gathering was performed at both the District-wide and individual school site levels to develop a holistic vision of the District's needs within all areas of operation.

### Educational Visioning Committee

Information gleaned from the Program Focus Groups is developed further in this workshop-type setting. Ideas and potential design recommendations are explored with members of Sunnyvale SD, representing the following areas:

- Program Leaders
- Instructional Coaches
- Classified Staff
- Certificated Staff
- Site Leadership/Principals

The purpose of this process is to inform the Learning Space Design Standards, a vital component of the overall Facilities Master Plan. The intent of these standards is to establish a common baseline related to educational program delivery. Recommendations from this program vision are overlaid onto the existing school sites to determine the potential impact of the educational goals to the District's existing facilities infrastructure. As projects are implemented, this visionary document will serve as a guideline for consistency across similar facilities and programs in the District.

### OUTREACH

A series of online surveys are interwoven within the FMP process.

**Principals** are surveyed early in the process. They begin with an online survey, then meet individually with the LPA planning team as part of the facilities assessment process, as a means to understand the individual school site operations, room uses, and how the facilities are helping or hindering the learning process.

An online **Teacher & Staff Survey** was distributed shortly after the Principal Survey in late 2020 that targeted the usability of existing spaces and identified top needs at each school site.

An online **Student** survey for students in grades 4, 5, 7, and 8 was administered in February 2021.

An online **Parent & Community** was distributed in the fall of 2021.

### SCHOOL SITES

**School Site Committees (SSC)** were formed to interact with the planning team to develop and confirm the conceptual master plan proposal for each school site in the District. Interaction with these educational partners include a **Town Hall Meeting** and a follow-up 1-on-1 interview with each site. Between these two sessions, each Principal engage their SSC and local community partners as they best see fit to gain feedback on the Draft Master Plan Diagrams. Participants may include School Site Counsels, PTAs, teachers, students, parents, and site administrators.





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## fmp process | OVERVIEW: ACTIVITIES

The Facilities Master Planning process consists of numerous activities organized by phase: Data Gathering, Analysis, and Synthesis.

### Data Gathering

At the beginning of the FMP process, the LPA planning team begins to gather data that can be used to inform subsequent engagements with District leadership and educational partners. To kick the process off, LPA requests certain informational items from the District such as school site plans, demographic data, facilities information including past improvements projects, etc. With this information, the following activities can piggy-back upon these findings and begin to inform future needs. These activities include the Focus Group and Principal interviews, community outreach surveys distributed to Principals, Teachers and Staff, Students, and Parents. Part of the data-gathering phase also includes the Site Assessment process conducted by LPA and Bureau Veritas.

### Analysis

Once a bulk of the information has been gathered, the planning team can begin the process of analysis. Activities in this phase consist of the Educational Visioning Charrette, which leads into documentation of the Learning Space Design Standards. The planning team can then overlay all information gathered onto the school sites, to create a first-draft of the Site Master Plan Diagrams. Then, it is the School Site Committee's turn to do the analysis as they spend two weeks with their draft diagrams. Comments and suggestions are conveyed to LPA in follow-up 1-on-1 interviews with the Principals to finalize the plans.

### Synthesis

This phase of the FMP process transforms the information gathered and documented into an implementable roadmap. Once the Master Plan Diagrams are finalized, a cost estimate is developed and represents the overall need at each school site. Since the beginning of the FMP, each educational partner group was asked to submit their top priorities for site improvements. These priorities are presented to the Board of Education as data points to help inform their ultimate decision. The Board is also presented with a funding analysis, then engages in an activity to develop their priorities of the overall Master Plan need within the constraint of available funding.

