

## ANCHORAGE SCHOOL DISTRICT

### GUIDELINES FOR THE CAPITAL REQUEST ADVISORY COMMITTEE

The Anchorage School District has the responsibility of providing a physical plant that meets the District’s educational program requirements. This responsibility falls into three broad categories: 1) major maintenance program to maintain and extend the life of major building systems; 2) renovation or renewal of schools with outdated building layouts or instructional support facilities, such as system requirements for the use of technology; and 3) expansion of facilities to meet population growth or shifts by geographic area.

The Capital Request Advisory Committee is established to advise the District on matters relating to the District’s physical plant. The following guidelines provide a structure for selecting and operating this committee.

1. Purpose of the Capital Request Advisory Committee (CRAC). The CRAC shall:
  - a. Obtain input from the Anchorage community regarding unmet facility needs within the District. Hold public forums as necessary to reach a broad representation of the community, including surveys, community or school meetings, use of District web site, or other appropriate means to be determined by the committee.
  - b. Review the District’s priorities among projects for which construction grants are requested.
  - c. Make recommendations to the Superintendent concerning projects for which bond proposals are requested.
  - d. Validate recommendations to the Superintendent concerning projects and proposed sequencing in the 6-year Capital Improvement Plan (CIP).
  - e. Disburse information to its various constituent groups regarding the recommendations of the CRAC and the decisions of the School Board regarding grant and bond proposals and the CIP.

2. Members.

- a. Voting members

<b>Position or Title</b>	<b>Representing</b>	<b>Selected or Appointed by</b>	<b>Term</b>
Representative (2 members)	Bartlett Attendance Area (One from High School, One from Elem/Middle Schools)	Superintendent	3 years – may be reappointed
Representative (2 members)	Chugiak/Eagle River Attendance Areas (One from High Schools, One from Elem/Middle Schools)	Superintendent	3 years – may be reappointed
Representative (2 members)	Dimond Attendance Area (One from High School, One from Elem/Middle Schools)	Superintendent	3 years – may be reappointed
Representative (2 members)	East Attendance Area (One from High School, One from Elem/Middle Schools)	Superintendent	3 years – may be reappointed
Representative (2 members)	Service Attendance Area (One from High School, One from Elem/Middle Schools)	Superintendent	3 years – may be reappointed

Representative (2 members)	South Attendance Area (One from High School, One from Elem/Middle Schools)	Superintendent	3 years – may be reappointed
Representative (2 members)	West Attendance Area (One from High School, One from Elem/Middle Schools)	Superintendent	3 years – may be reappointed
Representative	Area-wide schools and programs (Including Benny Benson and Save)	Superintendent	3 years – may be reappointed
High School Student Representative to School Board	High School Student Population		Year term- no more than 3 consecutive years
Military Representative to School Board	Military		Runs with position
Representative	Federation of Community Councils	Selected by Federation	Year term- no more than 3 consecutive years
Representative	Special Education Advisory Committee	Selected by the Committee	Year term- no more than 3 consecutive years
Representative	School Principals	Selected by the APA	Year term- no more than 3 consecutive years
Representative	Minority Education Concerns Committee	Selected by the Committee	Year term- no more than 3 consecutive years
Representative	Anchorage Education Association	Selected by the Association	Year term- no more than 3 consecutive years
Representative	Anchorage Chamber of Commerce	Selected by the Chamber	Year term- no more than 3 consecutive years
Representative	Chugiak/Eagle River Chamber of Commerce	Selected by the Chamber	Year term- no more than 3 consecutive years
Representative (2 members)	Design Community	Selected by the Alaska Professional Design Council	Year term- no more than 3 consecutive years
Representative (2 members)	Construction Community	One selected by the Associated Builders and Contractors and one by the Associated General Contractors	Year term- no more than 3 consecutive years
Representative	Commonwealth North	Selected by Commonwealth North	Year term- no more than 3 consecutive years

Representative	Media Community – Electronic	Reporter/Commentator	Year term- no more than 3 consecutive years
Representative	Media Community - Print	Reporter/Commentator	Year term- no more than 3 consecutive years

- b. Advisory (Non-voting) Members from the Anchorage School District and the Municipality of Anchorage.

Title
Assistant Superintendent- Support Services (Chairperson)
Assistant Superintendent- Instruction
Executive Director- High School Education
Executive Director- Middle School Education
Executive Director-Elementary School Education
Executive Director of Special Education
Executive Director of Communications
Director of Facilities
Director of Maintenance
Director of Operations
Chief Financial Officer
Demographer
Chief Information Officer
Construction Manager – Facilities, CIP and Building System Renewals
Project Support - Facilities
Municipality of Anchorage- Municipal Engineer
Municipality of Anchorage- Planning Department Representative
AWWU Representative Appointed by the General Manager

- c. Focus Group Members from the Business Community

Title
Representative from Electronic Media Organization – Senior Staff
Representative from Print Media Organization – Senior Staff
AIDEA Representative
Representative from Commonwealth North
Anchorage Chamber of Commerce – ACOC Board Member
Chugiak/Eagle River Chamber of Commerce – C/ER COC Board Member
Representative from BOMA
Representative from Home Builders Association
Representative from Banking Industry Organization
Representative from Retail Industry Organization
Representative from Senior Citizens Organization

- d. Application Process. For public members appointed by the Superintendent, announcement of openings shall be posted prominently in the Administration Building, displayed on the District web site, and advertised in the appropriate newspapers. Applicants shall submit an application to the Superintendent’s office that identify their particular interest in the District’s

programs and physical plant; their background and current involvement with or relation to the District; their willingness to visit school sites in their attendance or representation area; and their willingness and availability to review the materials submitted to the committee and to attend the scheduled meetings.

- e. Prime and alternate members. For each position appointed by the Superintendent, a prime member, and if available an alternate, shall be appointed or selected. In the event the prime member is unable to attend a meeting, the alternate shall attend. It is the responsibility of the prime and alternate members to share information and to keep each other up to date on the proceedings and information presented during the meetings.

### 3. Responsibilities of Members

- a. Voting Members. Voting members are charged with the responsibility to be aware of and present the interests and needs of their respective organizations or area of representation to the committee. These members shall participate in the priority setting recommendations of the CRAC, assisting the committee to balance the needs of each area relative to the needs of all other areas of the District. Members representing attendance areas shall be familiar with and represent the needs of all schools in their area, including elementary, middle, and high schools, and Districtwide schools and programs. They also are expected to become aware of and to help prioritize projects across the entire district.
- b. Advisory Members. Advisory members are technical resources for the committee. They shall provide to the CRAC, for member review prior to any meeting, relevant information pertaining to capital requirements in their area of responsibility. Advisory members shall attend all meetings of the CRAC and provide substantive or technical information and support to the committee.
- c. Focus Group Members: Focus Group Members are to review and comment on the initial recommendation of the CRAC for annual funding for Capital Improvement and Building System Renewal Projects, considering the total amount of the CRAC recommended propositions and bond package(s). The Focus Group will meet independently of the CRAC after the CRAC's final recommendation to the Superintendent. These comments will then be used to assist the Superintendent to determine final project recommendations to the School Board. In addition, the Focus Group shall be available to convene on matters relating to capital/construction issues at the Superintendent's request.
- d. Attendance Area School Lists:

#### 1. Area-wide Schools and Programs CRAC Attendance Area

ACE/ACT Program – Community Park Loop  
Alaska Native Cultural K-6 – Muldoon Road  
Aquarian Charter School K-6  
AVAIL 9-12 – Fifth Ave. Mall  
Benny Secondary School 7-12  
Chugach Optional K-8  
Continuation Program 7-12 – International Airport Road  
Crossroads 7-12 – Success by 6 Bldg. – Mt. View Drive & Commercial Drive  
Eagle Academy – Mausel Street  
Family Partnership K-12 – Fireweed Lane  
Frontier – W. Northern Lights  
Highland Tech – E. Northern Lights  
King Career Center  
Mt. Iliamna Special Education K-6 – Elmendorf AF Base  
Northern Lights ABC

Polaris K-12  
Rilke Schule – W. International Airport Road  
SAVE 9-12  
Stellar 7-12 Alternative  
Whaley Special Education K-12  
Winterberry – 2<sup>nd</sup> Avenue

**2. Bartlett Senior High School CRAC Attendance Area**

**Senior High School**

Bartlett

**Middle School**

Nicholas Joseph Begich Middle School

**Elementary Schools**

Aurora  
Baxter  
Chester Valley  
Creekside Park  
Kennedy  
Mt. Spurr  
Muldoon  
Nunaka Valley  
Orion  
Ptarmigan  
Scenic Park  
Susitna  
Wonder Park  
Ursa Major  
Ursa Minor

**3. Chugiak/Eagle River Senior High Schools CRAC Attendance Area**

**Senior High School**

Chugiak  
Eagle River

**Middle Schools**

Gruening Middle School  
Mirror Lake Middle School

**Elementary Schools**

Alpenglow  
Birchwood ABC K-8

Chugiak  
Eagle River  
Fire Lake  
Homestead  
Ravenwood

**4. Dimond Senior High School CRAC Attendance Area**

**Senior High School**

Dimond

**Middle Schools**

Mears

**Elementary Schools**

Bayshore  
Chinook  
Gladys Wood  
Kincaid  
Sand Lake

**5. East Senior High School CRAC Attendance Area**

**Senior High School**

East

**Middle Schools**

Clark  
Wendler

**Elementary Schools**

Airport Heights  
College Gate  
Lake Otis  
Mt. View  
Rogers Park  
Russian Jack  
Tudor  
William Tyson  
Williwaw

**6. Service Senior High School CRAC Attendance Area**

**Senior High School**

Service

**Middle Schools**

Hanshew

**Elementary Schools**

Abbott Loop  
Kasuun  
O'Malley  
Ocean View  
Spring Hill  
Trailside  
Willard Bowman

**7. South Anchorage Senior High School CRAC Attendance Area**

**Senior High School**

South

**Middle Schools**

Girdwood 7-8  
Goldenview

**Elementary Schools**

Bear Valley  
Huffman  
Klatt  
Rabbit Creek

**8. West Senior High School CRAC Attendance Area**

**Senior High School**

West

**Middle Schools**

Central  
Romig

## Elementary Schools

Campbell  
Denali  
Fairview  
Government Hill  
Inlet View  
Lake Hood  
North Star  
Northwood  
Taku  
Turnagain  
Willow Crest

### 4. Administration of the CRAC.

- a. The chairman of the CRAC shall be the Assistant Superintendent for Support Services. The chairman shall schedule meetings of the CRAC, preside at the meetings, and provide information to the CRAC regarding the condition of schools and District facilities and the cost and Administration priorities associated with correcting deficiencies.
- b. The secretary of the CRAC shall be a staff employee of the Facilities Department. This individual shall be responsible for preparing and disseminating minutes of each meeting and correcting any errors in the minutes. The secretary shall transmit to all members of the CRAC any recommendations of the Administration or final decisions of the School Board regarding EED grant proposals, bond proposals, or CIP.
- c. Meetings.
  - i. Regular meetings. On a quarterly basis the CRAC will meet to learn about construction issues in the District, including timelines and process; review legislative grant proposals; make recommendations on bond proposals; and review the CIP.
  - ii. Special meetings. Special meetings may be called at any time during the year.

### 5. Administration of the Focus Group.

- a. The chairman of the Focus Group shall be the Assistant Superintendent for Support Services. The chairman shall schedule the meeting(s) of the Focus Group, preside at the meetings, and provide information to the Focus Group regarding the CRAC's recommendations in all areas of capital requests.
- b. The secretary of the Focus Group shall be a staff employee of the Facilities Department. This individual shall be responsible for preparing and disseminating minutes of each meeting and correcting any errors in the minutes. The secretary shall transmit to all members of the Focus Group any recommendations of the Administration or final decisions of the School Board regarding EED grant proposals, bond proposals, or CIP.
- c. Meetings.
  - i. Meetings may be called at any time during the year.

### 6. Conduct of Meetings.

- a. The CRAC meetings shall follow Robert's Rules of Order. Advisory members shall not vote.
- b. The Focus Group meetings shall follow Robert's Rules of Order. Advisory members may be present to provide information as requested by the Focus Group.