

OPSB’s Facilities Siting Process for Applications due October 4, 2018



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Eligibility to Apply

- Organizations with approved charters that have not yet been activated, or organizations currently in operation who need a different facility either for long-term or short-term use.
- Organizations without an approved charter are not permitted to apply through this process.
- School Leaders of OPSB direct operated schools are eligible to apply on behalf of their school through this process.
- The majority of the facility space must be used for the explicit purpose of educating students.

Process Timeline

September 18	•Available Schools Announced
September 19 - October 3	•Walk throughs of the facilities scheduled in conjunction with OPSB, Prospective applicant, and current occupant.
October 4th	•Applications due by noon to tlambert@opsb.us
October 9*	•Decisions no earlier than the October Board / Committee Meeting Cycle * Tentative Date

Process Notes

- We recommend that forms are submitted ahead of the designated due date / time to ensure they are timely.
- The administration may submit follow up questions and utilize other information available to it in making its final decision
- Walk through visits of each facility should be requested by emailing tlambert@opsb.us
- OPSB prioritizes awarding facilities based on known needs within our system. To aid the administration in doing this we utilize our “[OPSB School and Program Development Priorities](#)”

Available Facilities

OPSB has identified the following buildings for assignment via the siting process. A list of definitions follows the table to assist applicants.

Site	Long Term	Short Term	Lease Type	Available Starting*	FCI	2011 Master Plan Investment Type	Program Capacity
Current Edna Karr (Huntlee)	X	X	B	2021-22	60%	No Project	930
Former Habans (Herschel)	X	X	B	2019-20	71%	No Project	410
Guste Elementary	X	X	A	2019-20	50%	Renovation	570
AP Tureaud	X	X	B	2019-20	67%	No Project	278

*Availability Starting dates reflect our current understanding based on facility construction timelines. These dates are subject to change due to construction timelines and other needs. OPSB reserves the ability to delay availability of any building based on portfolio needs.

Definitions

- Short term siting: Schools designated for short term siting are available to meet a temporary need or an expansion to serve additional students. This option should be used when the operator has a specific date at which they will no longer need the facility.
- Long term siting:
 - Type A Lease: Schools with an FCI < 55.
 - Type B Lease: Schools with an FCI ≥ 55 – [Lease Template Available Here](#)
 - OPSB will not invest any money into Type B facilities.
 - Operators will be fully liable for repairs, maintenance, and capital investment.
 - Type B leases will allow for extended lease terms to be negotiated with OPSB upon assignment to allow for private investment.
- Program Capacity: our calculation of number of students who can be served comfortably in the building
- Investment Type:
 - Reno/New: A school that is fully renovated (demolition to the structure and with interior and exterior walls, all systems, etc., built new) plus a significant addition. Sophie B. Wright was a renovation plus the construction of a new gymnasium.
 - Refurbished: One or more major systems (HVAC, roof, windows, etc.) had some amount of repair or replacement. An example would be Bethune on Eagle St.
 - Stabilized: The building was repaired so that it could be occupied. For example, a roof would be repaired, not replaced in a stabilization project. An example would be Tureaud ES.
 - No Project: No work was done as the result of the Master Plan. An example would be the Old Habans on Herschel St.

Facilities Siting Application

Applicants should submit the application as a single PDF document including all attachments via email to tlambert@opsb.us by 12:00 pm Thursday, October 4, 2018.

Please complete a separate application for each site you wish to operate.

- 1) Site Name
 - a. If applying for multiple sites, rank order the sites from most preferred to least preferred.
- 2) Please include your school's enrollment plans in the following table

	Grade Level			Number of Students		
	Year 1:	Year 2:	Year 3:	Year 4:	Year 5:	Year at Capacity:
Pre-K						
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
PLANNED ENROLLMENT						
MAXIMUM ENROLLMENT						

- 3) Why do you need this facility? What other options have you explored? At what point will you be required to leave your current building, or need this space? If awarded this facility, what buildings would your school occupy and what grades would be served in each? Will this facility meet your long-term facility need, if not how will your organization ensure adequate space exists for your school when at scale?
- 4) Explain how this move or location would impact the community within which you are applying to be located as well as the students currently enrolled (or who intend to enroll) in your school. Please provide any of the following if applicable:
 - a. Evidence of community support for your siting to this location
 - b. A schedule of community engagement activities that your organization intends to, or has made, in the school community
 - c. % of currently enrolled students living in the same geographic zone (catchment) as the new school and/or artifacts supporting students from the geographic zone (catchment) seeking to enroll in your school
- 5) How does your school's siting to a facility align to the [OPSB School and Program Development Priorities](#)
- 6) Describe any commitments you plan to make to improve the facility.

Certification

I certify that I have the authority to submit this application and that all information contained herein is complete and accurate. I recognize that any misrepresentation could result in disqualification from the application process or revocation after approval. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the organization.

Lead Official's Signature (CEO or Designee)

Date

Print Name & Title of CEO or Designee

Authorized Governing Board Representative (Board Chair or Designee) Signature

Date

Print Name & Title Governing Board Representative (Board Chair or Designee)

Evaluation Considerations

Considerations	
Facility Need	<ul style="list-style-type: none"> • Timeline within which the organization will need the space • Characteristics of the building and any of the school's unique needs.
District Enrollment Needs	<ul style="list-style-type: none"> • The overall grade level enrollment needs (number of projected students) compared to the grades being offered at the school • Sub parish demographic needs may be considered if appropriate
Strategic Priority	<ul style="list-style-type: none"> • Strategic priority of academic program shall be considered and evaluated
Proximity for Students & Community Support	<ul style="list-style-type: none"> • If applicable, evaluated based on facility proximity to current student population • If applicable, evaluated based on letters of support from neighborhood organizations, businesses, and neighbors • Examples of community outreach exhibited by the school will also be considered • For applicants not currently operating evidence of demand for your school by students who live in the zone will be evaluated
Commitment to Improvements	<ul style="list-style-type: none"> • Any stated commitments to repair the specific facility will be considered and evaluated. • Specific financial commitments with funding sources will be considered
Utilization	<ul style="list-style-type: none"> • Current enrollment and/or future enrollment vs. program capacity will be considered and evaluated. • Applicants who will utilize multiple campuses to meet their space needs will have utilization measured across all campuses. Significant over utilization without a strong and resources long-term plan may result in fewer points.

OPSB Administration and the Superintendent will use its best judgement when allocating facility resources to ensure the allocation of facility resources is strategic, considering both efficiency and long-term portfolio health in making its siting decisions.