

Facilities Master Plan Update – Useful Information

The Master Plan Web Tool was revised to assist school districts when entering Utilization as required by Rule. Districts must complete each appropriate Utilization section of the Master Plan Web Tool for ***all the school district's campuses, all buildings/facilities, additions, and other real property, including unused or underutilized.***

Unused or underutilized public school facilities shall be reported by each school district to the Division of Public School Academic Facilities and Transportation (*Division*) via the Master Plan Web Tool, per the *Commission for Arkansas Public School Academic Facilities and Transportation Rules Governing Right of Access to Unused or Underutilized Public School Academic Facilities and the Sale or Lease of Public School Facilities (December 31, 2018)* (Rules).

A campus/building/facility/addition and/or other real property is considered **unused** if it is closed and not used for any purpose.

A campus/building/facility/addition is considered **underutilized** if it is not used on a regular basis (section 2.12.1, 2.12.2) or a significant portion of it is unused (sections 2.14, 2.15-2, 15.5).

The Master Plan Web Tool contains the following Utilization designations:

1. Campus and other real property

- Unused - Closed and not used for any purpose
- Utilized as Designated - Used as originally designed to provide education instruction
- Closed – Closed and not used as originally intended for educational instruction but used for other purposes such as storage, etc.

2. Buildings/facilities and additions

- Unused - Closed and not used for any purpose
- Utilized as Designated - Used as originally intended typically to deliver educational instruction
- Underutilized - Not used as originally intended all or in part (section 2.12-2.15.5)

Act 542 of 2017 directed school districts report by February 1, 2018, the Utilization of all campus/building/facility/addition and other real property's status as of August 1, 2017.

Annually by February 1, school districts must update, add, or delete any changes to the district property including all the unused or underutilized facilities, which includes all the school district's campuses, all buildings, all facilities, additions, and other real property. It is important that school districts complete the Utilization "note" to explain and provide details to the Utilization, such as leased, current use, etc. School districts should explain the underutilization including what the purpose of the utilized square footage. If a campus is listed as closed (used for other purposes) or a building is listed as underutilized, the square footage of underutilized square footage and "note" must be entered in the appropriate boxes.

The Division may verify school district property Utilization(s) and may identify campuses, buildings, facilities, additions, and/or other real property as unused or underutilized. Section 3.02 requires the Division publish to the Division website a list of the unused/underutilized facilities no later than March 1 of each year.

Annually prior to March 1, the Division will send each school district an e-mail containing the district's campuses, buildings, facilities, additions, and/or other real property identified as unused or underutilized and that the property will be included in the (March 1) Unused and Underutilized List in Accordance with Act 542 of 2017 report. The school district may dispute an identification made by the Division within the time period provided within the Division's notification e-mail.