APS Policy Review Team
2110 Washington Blvd
Arlington, VA 22204

TO: Arlington School Board
FROM: Policy Review Team
THROUGH: Dr. Francisco Durán, Superintendent
DATE: July 10, 2026
RE: Revisions to Policy Implementation Procedure F-5.7 PIP-2 Building Level Planning Committees

This PIP was revised as part of its regular 5-year review.

The Superintendent has signed the following changes to F-5.7 PIP-2 Building Level Planning Committees.

- Streamline parent and student categories for BLPC representation to just require that parents/guardians and students be selected.
- Require each civic association within the attendance zone of a neighborhood school to be represented, rather than the one where the school is located and each adjacent one. Save that criteria for option schools.
- Require that the staff assigned to support the BLPC be different than the staff appointed to serve on the BLPC.
- Take out provisions that attempt to control the County government.
- Take out unnecessary language regarding BLPC conduct and understanding.
- Add that BLPC provides input, but all decisions are made by the School Board.
- Minor technical changes.

Building Level Planning Committee

In accordance with School Board Policy F-5.7 Capital and Maintenance Program, the School Board appoints members to and provides a charge for the Building Level Planning Committee (BLPC) on most Capital Improvement Projects. Members of the BLPC review and comment on the design of the Capital Improvement Project as it develops through the Concept and Schematic Design Phases. They communicate with and obtain feedback from the stakeholder groups they represent, and provide feedback and recommendations to the School Board, staff, and the Architecture/Engineering firm.

Stakeholder Groups Represented on the BLPC

The School Board appoints members to represent the following stakeholder groups to the BLPC as applicable for each Capital Improvement Project.

1. Parents/guardians;
2. Students;
3. Special Education Parent Teacher Association (SEPTA): one member;
4. Arlington Special Education Advisory Council (ASEAC): one member;
5. Civic Associations: for option schools, one member of the civic association in which the school or program is located or to be located, and one member of the civic associations that are adjacent to it;
6. Civic Associations: for neighborhood schools, one member of any civic association within the school's attendance zone;
7. Operations Advisory Council: one member;
8. Academic Advisory Council: one member;
9. Student Advisory Board (SAB): one member;
10. Other Stakeholder Groups: appointed by the School Board may appoint to represent other stakeholder groups with interest in the project as applicable;
11. School Staff: the principal nominates up to six members of staff including him or herself when the project is at an existing school or program, or an existing school or program is to be relocated; and
12. School Staff: the Chief Academic Officer nominates up to six members of staff at existing schools or programs, including a principal, when the project is a new school or program.

Arlington Public Schools Staff Assigned to the BLPC

The Assistant Superintendent for Facilities and Operations and the Chief Academic Officer appoint staff members to the BLPC to support its work and to provide direction to it and the Architecture/Engineering firm to meet the School Board's Project Requirements for the Capital Improvement Project, comply with Arlington Public Schools Educational Specifications, and observe Arlington Public Schools Design Standards. These are not the same staff members as those appointed by the School Board to serve on the BLPC. BLPC members appointed by Arlington Public Schools staff may not vote on any recommendations the BLPC may make to the School Board regarding the Concept and Schematic Design proposals developed during the BLPC process. Department of Facilities and Operations staff manage the BLPC process, including scheduling and developing agendas for meetings, and submitting drafts of presentations to be made at meetings to members no later than twenty-four hours before the meeting takes place.

Public Facilities Review Committee

The BPLC works with the Public Facilities Review Committee (PFRC), which advises the County Board on Arlington County and Arlington Public Schools Capital Improvement Projects. The PFRC and BLPC communicate and collaborate with one another through the Concept and Schematic Design phases of an Arlington Public Schools Capital Improvement Project. Civic associations members of the PFRC may be joint members of the BLPC. Joint meetings of the PFRC and BLPC may be held and are encouraged.

School and County Boards

The School Board and County Board may convene work sessions before and during the design phases of a Capital Improvement Project to discuss concerns, express preferences regarding approaches to the project, refine stakeholder group engagement, review design options and receive feedback from the BLPC, the PFRC, community members, and County Commissions. Department of Facilities and Operations staff informs BLPC members of School and County Board meeting agenda items related to the project. On School and County joint use projects School and County staff provide information to their leadership teams and Boards on project progress and design.

Role of BLPC

The BLPC provides feedback and recommendations to the School Board. The final decision on all matters considered by the BLPC rests within the sole discretion of the School Board. The BLPC meets regularly with the Architecture/Engineering firm and Arlington Public Schools staff during the initial Concept Design and Schematic Design phases of a Capital Improvement Project, and occasionally as the project proceeds through subsequent design and construction phases to inform members of progress, receive input from them on any substantive changes, and inform them of the School Board action on such changes.

1. BLPC members facilitate communications with the stakeholder groups they represent as the Architecture/Engineering firm develops the design of a Capital Improvement Project through the Concept and Schematic Design phases, and in subsequent phases if changes occur. BLPC members keep stakeholder groups informed and updated on progress by soliciting feedback from them and by sharing their feedback with the BLPC.
2. Members of the BLPC help to manage expectations among stakeholder groups regarding additional amenities and features that may be desired by community members but are not included in the School Board's approved Project Requirements and Project Specific Educational Specifications and may not comply with Arlington Public Schools Design Standards. Such amenities and features would cause the cost of the Capital Improvement Project to exceed the estimated total construction and project costs approved by the School Board, and if approved by the School Board might reduce funding available for other much needed Capital Improvement Projects.
3. The BLPC provides input, but all decisions are made by the School Board.
4. The BLPC chair may write letters to the School Board chair at the end of the Concept and Schematic Design phases summarizing the BLPC's recommendations on the Concept and Schematic Designs.

5. BLPC members may be asked to assist Department of Facilities and Operations staff at community meetings prior to presentation of the Concept and Schematic Designs to the School Board for information and action.

Role of Architecture/Engineering Firm

The School Board awards a contract to an Architecture/Engineering firm for services on a Capital Improvement Project. The Architecture/Engineering firm provides civil engineering, landscape architecture, transportation/parking, mechanical, electrical, plumbing, structural and other engineering and design consultants. The Architecture/Engineering firm performs its services in accordance with Policy Implementation Procedure F-5.7 PIP-1 Capital and Maintenance Program.

Communications

BLPC members share updates with the stakeholder groups they represent through multiple methods to ensure effective engagement, including email lists, web pages, social media, stakeholder group meetings and communications, and community meetings. Key roles have been developed for BLPC members to ensure that communications are effective and that citizens and stakeholder groups become and remain engaged in the process:

1. The PTA, or other groups representing parents, and other parent members of the BLPC collaborate with the school principal to keep parents informed of progress and relay feedback to the BLPC for consideration;
2. Department of Facilities and Operations staff schedule design presentations to parents and relay feedback to the BLPC for consideration;
3. Student members of the BLPC communicate progress to the student organization and other students, and relay feedback received to the BLPC for consideration;
4. Civic association members notify and communicate progress to the associations they represent, and relay feedback to the BLPC for consideration;
5. The chair and FAC member of the BLPC provide information on progress to the greater Arlington community, and relay feedback to the BLPC for consideration; and
6. The school principal and other school staff members of the BLPC keep school staff informed of the progress through staff meetings and other regular communications, and by posting drawings and other informative materials in the school; feedback is solicited and shared with the BLPC for consideration.

Members of the BLPC are appointed by the School Board and are therefore subject to the provisions of the Freedom of Information Act in accordance with School Board Policy K-2.1 Virginia Freedom of Information Act. Individual members of the BLPC recognize that the Committee acts only as a whole. Individual members may not represent their own personal opinions or comments verbally or in writing as those of the BLPC or Arlington Public Schools. When communicating with the media, members of the community, other individuals or institutions, BLPC members exercise caution to ensure that, unless authorized by majority vote of the Committee, they specifically indicate that any opinions or comments expressed are, in fact, their own.

School Facilities Committee

A School Facilities Committee may be formed to perform a similar role to that of a BLPC on specific Capital Improvement Projects that have a limited scope and/or short duration such as interior renovations, playgrounds and landscaping at existing schools. On such projects the Assistant Superintendent, Facilities and Operations asks the principal of the school at which the project is located to appoint a Special School Committee. Members of the Committee may include the school principal or designee, school staff, parents, and Facilities and Operations staff members as applicable.

Information Provided to BLPC and School Facilities Committee

Prior to the first meeting of the BLPC, Facilities and Operations staff provides the information needed by the BLPC or School Facilities Committee to facilitate and direct its work. Such information may include, but is not limited to, the following:

1. A roster of BLPC members for the project;
2. The School Board's most recently adopted Capital Improvement Plan, which includes the School Board's Project Requirements and Project Specific Outline Educational Specifications for the Capital Improvement Project;
3. The School Board's adopted charge for the BLPC;
4. The request for proposal for Architecture/Engineering services including the general scope of work on which the Architecture/Engineering firm's contract for services on the project is based;
5. Current student enrollment projections; and
6. Existing Arlington County plans and studies relevant to the project.

References

Policy F-1 Capital Improvement Plan

Policy Implementation Procedure Adoption and Revision History

Adopted February 3, 2006
Renumbered (former PIP 50-1.2) effective July 1, 2018
Revised July 1, 2019, Effective July 1, 2019
Revised December 3, 2020, Effective December 3, 2020

Building Level Planning Committee

In accordance with School Board Policy F-5.7 Capital and Maintenance Program, the School Board appoints members to and provides a charge for the Building Level Planning Committee (BLPC) on most Capital Improvement Projects. Members of the BLPC review and comment on the design of the Capital Improvement Project as it develops through the Concept and Schematic Design Phases. They communicate with and obtain feedback from the stakeholder groups they represent, and provide feedback and recommendations to the School Board, staff, and the Architecture/Engineering firm.

Stakeholder Groups Represented on the BLPC

The School Board appoints members to represent the following stakeholder groups to the BLPC as applicable for each Capital Improvement Project.

~~1.~~ Parents/guardians;~~: when the project involves improvements at an existing school or program, and when an existing school or program is to be relocated, members of the Parent Teacher Associations (PTA) or other groups representing parents of students at the school and sending schools as applicable;~~

~~2. Parents: when the project is a new elementary or middle school or program, members of the PTAs or other groups representing parents at neighboring elementary and middle schools or programs as applicable;~~

~~3.~~1.~~Parents: when the project is a new high school or program, members of the PTAs or other groups representing parents at neighboring middle and high schools or programs as applicable;~~

~~4.~~ Students;~~: when the project involves improvements at an existing high school or program, or an existing high school or program is to be relocated, members of the student organization as applicable;~~

~~5.~~2.~~Students: when the project is a new high school or program, members of the student organizations at other high schools or programs as applicable;~~

~~6.~~3. Special Education Parent Teacher Association (SEPTA): one member;

~~7.~~4. Arlington Special Education Advisory ~~Committee~~ Council (ASEAC): one member;

5. Civic Associations: for option schools, one member of the civic association in which the school or program is located or to be located, and one member of the civic associations that are adjacent to it;

~~8.~~6. Civic Associations: for neighborhood schools, one member of any civic association within the school's attendance zone;

~~9.~~7. ~~Advisory Council on School Facilities and Capital Programs (FAC)~~Operations Advisory Council: one member;

~~10. Advisory Council on Teaching and Learning (ACTL)~~Academic Advisory Council: one member;

~~11.~~8. ~~Budget Advisory Committee (BAC): one member;~~

~~12.~~9. Student Advisory Board (SAB): one member;

~~13.~~10. Other Stakeholder Groups: appointed by the School Board may appoint to represent other stakeholder groups with interest in the project as applicable;

~~14.~~11. School Staff: the principal nominates up to six members of staff including him or herself when the project is at an existing school or program, or an existing school or program is to be relocated; and

~~15.~~12. School Staff: the ~~Assistant Superintendent for Teaching and Learning,~~Chief Academic Officer nominates up to six members of staff at existing schools or programs, including a principal, when the project is a new school or program.

Arlington Public Schools Staff Assigned to the BLPC

The Assistant Superintendent~~s~~ for ~~Teaching and Learning and~~ Facilities and Operations and the Chief Academic Officer appoint staff members to the BLPC to support its work and to provide direction to it and the Architecture/Engineering firm to meet the School Board's Project Requirements for the Capital Improvement Project, comply with Arlington Public Schools Educational Specifications, and observe Arlington Public Schools Design Standards. These are not the same staff members as those appointed by the School Board to serve on the BLPC. BLPC members appointed by Arlington Public Schools staff may not vote on any recommendations the BLPC may make to the School Board regarding the Concept and Schematic Design proposals developed during the BLPC process. Department of Facilities and Operations staff manage the BLPC process, including scheduling and developing agendas for meetings, and submitting drafts of presentations to be made at meetings to members no later than twenty-four hours before the meeting takes place.

Public Facilities Review Committee

The BPLC works with the Public Facilities Review Committee (PFRC), which advises the County Board on Arlington County and Arlington Public Schools Capital Improvement Projects. ~~The County Board appoints members of civic associations affected by a specific Capital Improvement Project to the PFRC for that project.~~ The PFRC and BLPC communicate and collaborate with one another through the Concept and Schematic Design phases of an Arlington Public Schools Capital Improvement Project. Civic associations members of the PFRC may be joint members of the BLPC. Joint meetings of the PFRC and BLPC may be held~~,~~ and are encouraged. ~~At the end of the Concept and Schematic Design phases the PFRC chair writes a letter to the County Board chair summarizing the recommendations of the PFRC on the Concept and Schematic Designs that have been developed.~~

School and County Boards

The School Board and County Board may convene work sessions before and during the design phases of a Capital Improvement Project to discuss concerns, express preferences regarding approaches to the project, refine stakeholder group engagement, review design options and receive feedback from the BLPC, the PFRC, community members, and County Commissions. Department of Facilities and Operations staff informs BLPC members of School and County Board meeting agenda items related to the project. On School and County joint use projects School and County staff provide information to their leadership teams and Boards on project progress and design.

Role of BLPC

The BLPC provides feedback and recommendations to the School Board. The final decision on all matters considered by the BLPC rests within the sole discretion of the School Board. The BLPC meets regularly with the Architecture/Engineering firm and Arlington Public Schools staff during

the initial Concept Design and Schematic Design phases of a Capital Improvement Project, and occasionally as the project proceeds through subsequent design and construction phases to inform members of progress, receive input from them on any substantive changes, and inform them of the School Board action on such changes.

1. BLPC members facilitate communications with the stakeholder groups they represent as the Architecture/Engineering firm develops the design of a Capital Improvement Project through the Concept and Schematic Design phases, and in subsequent phases if changes occur. BLPC members keep stakeholder groups informed and updated on progress by soliciting feedback from them and by sharing their feedback with the BLPC.

~~2. The BLPC communicates and collaborates closely with the PFRC throughout the process; BLPC and PFRC members recognize that the design of the project will be influenced by and benefit from their joint communication and collaboration.~~

~~3. BLPC members understand that, while all Arlington Public Schools facilities are community assets and are shared with Arlington County programs and community members to the greatest extent possible, the prime purpose of a Capital Improvement Project is to provide teaching and learning environments that comply with the School Board's approved Project Requirements and Project Specific Educational Specifications and observe Arlington Public Schools Design Standards~~

~~4.~~2. Members of the BLPC help to manage expectations among stakeholder groups regarding additional amenities and features that may be desired by community members~~,~~ but are not included in the School Board's approved Project Requirements and Project Specific Educational Specifications and may not comply with Arlington Public Schools Design Standards. Such amenities and features would cause the cost of the Capital Improvement Project to exceed the estimated total construction and project costs approved by the School Board, and if approved by the School Board might reduce funding available for other much needed Capital Improvement Projects.

~~5. BLPC members understand that the design of a project is greatly influenced by the estimated total construction and project costs approved by the School Board, and that changes may be necessary to reconcile the design with approved the estimated total construction and project costs based on Construction and Total Project Cost estimates prepared by the Architecture/Engineering firm, the Construction Manager Advisor or Construction Manager at Risk, and Arlington Public Schools staff prior to completion of the Concept Design, Schematic Design, Design Development and Construction Document phases, prior to award of the contract for construction, and during construction.~~

~~6.~~3. ~~BLPC members understand that some aspects of the Schematic Design approved by the School Board may change as construction documents are prepared by the Architecture/Engineering firm to comply with Arlington County and other statutory requirements prior to submission of the project for approval of a Use Permit by the County Board, and prior to approval of permits required for construction.~~The BLPC provides input, but all decisions are made by the School Board.

~~7.~~4. The BLPC chair may write letters to the School Board chair at the end of the Concept and Schematic Design phases summarizing the BLPC's recommendations on the Concept and Schematic Designs.

~~8.~~5. BLPC members may be asked to assist Department of Facilities and Operations staff at community meetings prior to presentation of the Concept and Schematic Designs to the School Board for information and action.

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References

Policy F-1 Capital Improvement Plan
~~Policy F-5.7 Capital and Maintenance Program~~
~~Policy Implementation Procedure F-1 PIP-1 Capital Improvement Plan~~
~~Policy Implementation Procedure F-5.7 PIP-1 Capital and Maintenance Program~~

Policy Implementation Procedure Adoption and Revision History

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