



**ZONING PROCEDURE
(OPS-P017)**

Clarksville-Montgomery County School System

5.1.6 Consideration of free and reduced lunch status (socioeconomics)

5.1.7 Allow for future growth where possible (based upon Regional Planning Commission lot and permit data)

- 5.2 The Operations Department presents their preliminary recommendations to the Zoning Project Team for review.
- 5.3 The Zoning Project Team develops staff's recommendations for the School Board.
- 5.4 Staff's initial recommendation is presented to the School Board for the first reading.
- 5.5 Maps and feedback forms are placed in affected schools and on CMCSS website to gather public input.
- 5.6 A public hearing is held.
- 5.7 The Zoning Project Team considers public feedback, adjusts recommendation as required (if applicable), and makes final recommendation to the School Board for second reading.
- 5.8 If the Zoning Project Team's final recommendation is approved by the School Board, notification letters will be mailed to the families affected by the rezoning. If the School Board does not approve the Zoning Project Team's final recommendation, the Zoning Project Team will meet to develop new recommendations as many times as necessary.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Zoning Process Map

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Preliminary recommendations	Electronic	Until changed	Recycled	Password controlled application; backup to server
Feedback forms	Paper and electronic	6 years	Recycled	Locked building; backup to server
Final recommendation to school board	Electronic	Permanent	N/A	Locked building
Notification letters to families	Student Files	Until graduation	Shred	Locked building
Option letters to families	Student Files	Until graduation	Shred	Locked building



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8.0 REVISION HISTORY:

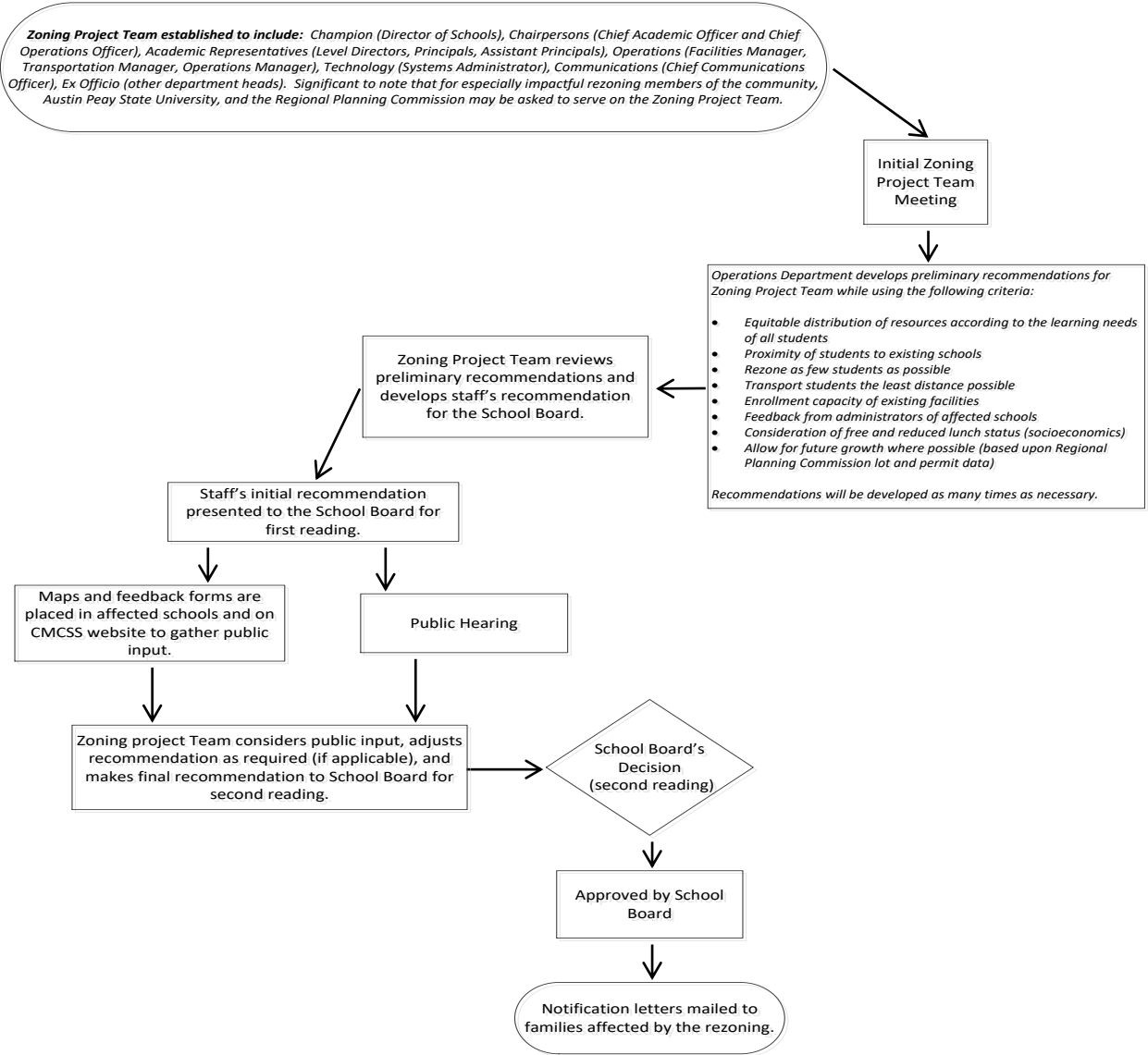
Date:	Rev.	Description of Revision:
10/31/14		Initial Release
1/29/15	A	Renumbered to OPS-P017 (removed ZON-P001)
9/19/19	B	2.1.7 Changed "Operations Manager" to "Special Projects Manager", changed "OM" to "SPM"; Added "2.1.10 Other individuals as deemed appropriate by the COO"; 5.1 Changed "TM" to "STM", changed "OM" to SPM"; Moved "A public hearing is held" from 5.5 to create "5.6 A public hearing is held."; 5.7 Changed "input" to "feedback".

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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.



* * * End of Procedure * * *