

Unit 6.1 Assignment: Pilot Proposal to Develop a Multiuse Community Campus

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**Purpose**

This internal proposal requests approval to plan and launch a one-year pilot that opens selected school facilities for community use during non-instructional hours. The pilot will test a multiuse campus model that supports adult education, senior services, community health, and performing arts while preserving instructional priorities for students.

**Problem**

District facilities are underused outside the school day and the traditional calendar. Large common spaces sit idle most evenings and weekends, while residents need accessible venues for training, wellness, and community events. Budgets remain tight, and creating new stand-alone sites would exceed available funds. Prior examples of multiuse campuses display that schools can serve as civic anchors when designed and scheduled for shared use. This improves learning environments and returns more value on existing taxpayer investments (Kolin, 2022, p. 458).

**Proposed Solution**

Approve a phased pilot that designates one secondary campus as a community hub after school hours. The hub will host adult-education classes, a rotating public-health clinic, senior and childcare programming, small-business workshops, and performing arts events. The plan uses written agreements, safety screening, custodial coverage, and scheduling software to separate student activities from community activities while protecting property and data.

**Why this Plan Works**

Effective proposals adopt a constructive stance, document need, and match scope to time and budget constraints (Kolin, 2022). This pilot follows that guidance by starting with a single campus, reusing existing rooms, and defining a straightforward model for scheduling, staffing,

and security. It sets measurable objectives and a short feedback loop so leaders can judge results and adjust.

## **Objectives**

The pilot will pursue these objectives.

- Increase constructive use of facilities during non-instructional hours
- Expand access to lifelong learning and wellness for residents
- Strengthen district–community relationships and reputation
- Track revenue recovery from space use to offset costs

## **Scope and Guardrails**

The work will remain within these boundaries.

- One hub campus in year one
- After 4:00 p.m. on school days and daytime on weekends
- Spaces are limited to auditorium, two computer labs, four classrooms, and one clinic room
- Security, cleaning, and IT support staffed during events
- Written use agreements, insurance, and code-of-conduct requirements

## **Timeline**

The project will follow the sequence below.

1. Months 1-2: approval and stakeholder onboarding
2. Month 3: facility readiness, scheduling setup, and training
3. Month 4: program launch
4. Months 5-11: operation with quarterly reviews
5. Month 12: evaluation report and recommendation

## **Budget Snapshot**

The pilot budget comprises these elements.

- One part-time coordinator and event custodial hours
- Minor room readiness such as lock cores, signage, and storage
- Scheduling software license and ID badging supplies
- Costs partially offset by rental or cost-recovery fees and partner contributions
- An itemized worksheet for labor, materials, and services will accompany the routing packet

## **Risk and Mitigation**

The following risks and mitigations will guide execution.

- Safety and security managed through partner background checks, separate exterior entries, limited-area access, and cameras (where permitted)
- Custodial needs and facility wear addressed through event staffing and fee recovery
- Scheduling conflicts reduced by a first-priority rule for student programs and centralized booking
- Community uptake supported through early outreach and a simple program calendar

## **Assessment and Reporting**

The pilot defines success measures up front. The coordinator will report monthly on room-use hours, attendance, cost recovery, survey results from participants and staff, and any incidents. A final memo will compare outcomes to objectives and provide a clear recommendation on expansion or closure in accordance with short-report guidance (Kolin, 2022).

**Conclusion and Request**

Multiuse campuses have helped districts serve as community hubs while extracting more value from each public dollar (Kolin, 2022, p. 458). Our district can test the concept on a small-scale with calculated and controlled risk, clear rules, and measurable results. Please approve the one-year pilot and authorize the project team to proceed with detailed budgeting, scheduling, and partner agreements.

### Reference

Kolin, P. C. (2022). *Successful writing at work* (12th ed.). Cengage.