



KENTUCKY DEPARTMENT OF EDUCATION

300 Sower Boulevard, Frankfort, KY 40601

MEMORANDUM 56

TO: Kentucky School District Superintendents, Finance Officers, Facility Directors, Design Professionals, Construction Managers, and Fiscal Agents serving K-12 Public Schools

FROM: Marshall Smith, Assistant Division Director

DATE: February 3, 2026

SUBJECT: District Facilities Plan Orientation Meeting and Information

The Kentucky Department of Education (KDE) regulates the District Facility Plan (DFP) development through the [Kentucky School Facilities Planning Manual](#) (Planning Manual). The [Planning Manual](#) defines the Orientation Meeting as the first meeting of the Local Planning Committee (LPC) held after the Architectural and Engineering analysis is complete. Further, it is defined to be conducted by KDE staff and outlines the role and responsibilities of those involved in DFP development.

Beginning in February 2026, orientation meetings will utilize updated materials delivered live or virtually by your [KDE project manager](#). This new orientation format requires districts to communicate the availability to virtual meeting technology and to ensure the requirements in the [Planning Manual](#) are met for the LPC's Orientation Meeting.

KDE would like to remind districts of the following requirements in the [Planning Manual](#):

- Design professionals shall complete the assessments (KFICS through the AssetPlanner software) of all classified schools and district support facilities expecting to show Need on a DFP *prior to the development and scheduling of the Orientation presentation*. This means all Audits, Surveys, and proportionately scaled plans shall be provided and published or near publication upon review from KDE staff. Digital file information through KFICS shall replace the 'hard copy' reference standards noted in The Planning Manual. (Sections 102.7, 103.3.2, and 401.1)
 - Upon review of existing KFICS information by each district, if a school buildings information is less than four years since its last publication and a design professional has reviewed the information either at the time of publication or during the current DFP cycle assessment, the district may provide a written statement on district letterhead noting each pertinent school building and the information published prior to the DFP cycle for those buildings within the last four years. Otherwise, it will be expected that all qualifying buildings to meet regulatory requirements will be up for review at the time of the DFP assessment period.
- The initial meeting shall be scheduled and advertised by the district taking into consideration KDE's staff availability to conduct the orientation portion of the meeting. (Definitions, page 10, Public Meetings)

- KDE will determine if staff will be available through virtual or in-person means. Virtual options will need to be tested in advance of the meeting between district personnel and KDE staff.
- The orientation portion shall be the first item on any agenda after the Call to Order and Roll Call by the superintendent or designee. The Orientation is the only portion of the meeting performed by KDE in one (1) part and not the former two (2) part presentation previously provided. You may have other business you elect to conduct for this meeting outside KDE's orientation presentation. After the orientation, the remaining portions of the meeting will be conducted and presented by district administration, the new chairperson, and supporting vendors like facilitators, design professionals, and fiscal agents. (Chapter 1, page 13, Section 3)
- KDE will act as a resource and formally review complete submittals sent through the DFP process but will not develop or draft the DFP for the district during or after the Orientation session. Information provided shall not be misconstrued or interpreted to lean to or favor a particular direction of the development of the DFP (per section 103.2.3)
- Your local board members may be in attendance for the orientation training or receive such training at KSBA or other options as they become available. (section 103.3.3)
 - A district shall advertise the assembly of the local board in accordance with appropriate regulatory and statutory requirements.
 - This is an LPC meeting and not a board meeting and the board shall be there for training and information only.

If you have any questions regarding this matter, please contact your district's [Project Manager](#) in the District Facilities Branch at (502) 564-4326.