

802.2 FACILITIES DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish guidelines for facility development.

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II. GENERAL STATEMENT OF POLICY

A. Facilities Development Goals

1. The development of a quality educational program and school buildings which facilitate the implementation of the program go hand in hand.
2. Therefore, it is the goal of the Board to provide both the facilities needed for the number of students in the District and to provide the type of facilities that will best accommodate and support the educational program.
3. The Board shall authorize the construction of a sufficient number of school buildings to meet the demands of present and future student enrollments. The facilities shall provide the highest level of educational environment for students and be constructed at the lowest practicable cost to property holders.

B. Facilities Planning

1. In an effort to provide the best possible facilities for the students of the District, the Superintendent, at the request of the Board, shall outline long range facility needs of the District. The Superintendent is authorized to consult with those persons who can lend professional assistance and guidance in this matter.
2. Enrollment forecasts shall be prepared under the direction of the Superintendent, utilizing current enrollment information.
3. Attendance area boundaries which will not create or aggravate racial or ethnic imbalance should be considered.
4. It is the responsibility of the Superintendent to make an inventory of existing facilities and present it to the Board for study and consideration. The Superintendent may ask for the cooperation of principals and teachers in making this inventory.

C. Facilities Planning Advisors

1. Arrangements will be made by the Superintendent, working through principals and other administrators, for the school staff to contribute in the planning of new school buildings. Teachers shall have the opportunity to submit suggestions for possible inclusion in the educational specifications.
2. Staff may be assigned to a new school in advance of its opening in order to make proper preparation. All such advance assignments shall be subject to the approval of the Board.

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3. The Board shall enlist citizens to serve on advisory committees to make recommendations regarding the need for new school facilities and the types of facilities most appropriate. Such committees shall report their recommendations to the Board, and the Board alone shall have authority to act on them.
4. The Board will work with state and federal agencies as prescribed by law and will, in addition, cooperate with all governmental units in order to provide the best possible school facilities while obtaining efficiency and economy in the use of the tax dollar.

D. Temporary School Facilities

1. It is the intention of the Board to provide sufficient facilities to meet the needs of school enrollment and the school program.
2. If circumstances require immediate space not available in the District, the Superintendent is encouraged to secure under-utilized public buildings as temporary emergency measures.
3. Any such facility must conform to all appropriate state and local building and land codes, health and fire laws, and environmental standards.

E. Educational Specifications

1. The Board shall require the Superintendent, following consultation with teachers and administration, to develop a set of comprehensive educational specifications for the architect. These specifications, which shall then be discussed in conferences with the architect, shall include:
 - a. Information concerning the plan of school organization and estimated enrollment in the proposed building
 - b. A description of the proposed curriculum and the teaching methods and techniques to be employed
 - c. A schedule of space requirements, including an indication of relative locations of various spaces
 - d. A desired layout of special areas and the equipment needed for such areas
 - e. An outline of mechanical features and special finishes desired

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- f. A description of standard codes and regulations (school district, city, county, and state) affecting planning
2. Equipment and furniture lists shall be prepared for each construction project. These lists shall be made available to representatives of local and out-of-town supply houses for bidding purposes.

F. Site Acquisition

1. The Board believes that site selection and development should start from the premise that the school is an integral and inseparable part of the total community. Since the school is a community institution, it should reflect this relationship physically as well as ideologically.
2. How a site serves a school district's educational needs should be considered as only one aspect of its adequacy. Its adequacy should also be appraised in respect to its potential for contributions to the scope and depth of many other cultural functions in the community.
3. The state legislature has charged local school boards in this state with the sole responsibility for selecting school sites, and this authority cannot be delegated. The processes of selection, however, concern the entire administrative and supervisory staffs and others with special skills and insights. The Superintendent, therefore, is instructed to establish such criteria and procedures as are necessary to assure the citizens and Board the best possible sites are being acquired for the least expenditure of public funds.
4. The Board may acquire property under the right of eminent domain in accordance with procedures and under circumstances prescribed by law.

G. Contractor's Fair Employment Clause

1. Contractors and subcontractors may not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to hiring, tenure, terms, conditions, or privileges of employment because of race, color, religion, national origin, or ancestry or also because of age, disability, or sex except where based on bona fide occupational qualification.
2. Each order or contract bid or quotation request issued is to contain the above paragraph. (G.1.)

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H. Board Inspection and Acceptance of New Facilities

1. Completed projects shall be inspected in accordance with the contract for architectural services. Administrative staff inspections shall include those conducted by the director of buildings and grounds, building principal, the Superintendent, and the foreman of the respective trades employed by the School District. Recommendations shall be made for the acceptance of the building to the Board by the Superintendent. An amount of money may be withheld as final payment to contractor until all obligations on punch list are met.

I. Staff Orientation to New Facilities

1. Staff orientation to a new school building shall begin with the participation of staff members in the research and the planning of the building. When educational specifications for a new building include program changes, there shall be appropriate training of staff members so they will be adequately prepared for implementing the desired changes. This preparation shall be directed by the building principal and coordinated with central office staff.

J. Retirement of Facilities

1. It is the responsibility of the Superintendent to report to the Board any facilities that have deteriorated to the point that they are no longer usable. The Board will make final decisions as to what should be done with such facilities. Professional advice may be sought in order to determine whether or not these facilities can be repaired and renovated for possible use.
2. Teachers and principals may make suggestions to the Superintendent as to the status of their facilities.
3. The Board may close a school building only after a public hearing on the question of the necessity and practicability of the proposed closing.