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* indicates policies included in this manual

FACILITIES DEVELOPMENT GOALS

The educational program is influenced significantly by the environment within which it functions. The development of a quality educational program and District facilities which help to implement it should be complementary.

It is this Board's goal to provide the facilities needed for the number of students in the District, to provide the kind of facilities which best support and accommodate the educational program and to develop a long-range planning and evaluation program.

The Board recognizes that capital outlay funds are limited and that it must establish priorities in order to make the best use of the school building funds. Whenever possible, the cultural as well as educational needs of the community are considered in planning facilities expansions.

Architects employed by the Board are expected to plan for simplicity of design, sound economics (including low, long-range maintenance costs), efficiency in energy consumption, low insurance rates and high educational utility and flexibility.

[Adoption date: August 14, 2000]

LEGAL REFS.: ORC 3318.01
OAC 3301-35-03

FACILITIES PLANNING

The Board is responsible for the regular operation and orderly development of its physical plant. For this reason, the Board concerns itself with both short- and long-range planning as it relates to the properties of the District.

The Board follows a long-term building program to serve as a guide for capital improvements. This program is subject to systematic study, revision and extension. The respective construction projects are acted upon individually when proposed for implementation.

The Board building program is designed to provide adequate facilities to conduct educational programs for all students residing in the District. The building program is based upon specific Board policies which have been, and continue to be, modified to conform to changes in the curriculum, availability of construction funds, technological needs, changes in enrollments and the results of annual evaluation of facilities. The Board establishes priorities using these and other relevant factors.

[Adoption date: August 14, 2000]

LEGAL REFS.: ORC 3313.37
3315.10; 3315.18
Chapter 3318
OAC 3301-35-03(c); 3301-35-06

CROSS REFS.: FA, Facilities Development Goals
FL, Retirement of Facilities

TAX ISSUES

The Board examines financial needs in advance of any levy or bond elections. The Board provides the public with information on school building needs and on levy and bond elections. It does not use District funds to promote approval of school-related tax issues.

Tax reduction factors are considered in coordination with the Sexennial Reappraisal and/or the Triennial Update in affected district counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: August 14, 2000]

(Revision date: July 9, 2015)

LEGAL REFS.: Ohio Const. Art XII, Sections 2, 5
 ORC Chapter 133
 319.301
 3311.21
 3313.37; 3313.375
 3315.07
 3501.01
 Chapter 5705
 Chapter 5713
 5715.33
 5748.01 et seq.
 OAC 5703-25-45 through 5703-25-49

CROSS REF.: BCF, Advisory Committees to the Board
 FL, Retirement of Facilities

EDUCATIONAL SPECIFICATIONS

When undertaking the development of new or rehabilitation of old educational facilities, the Board requires the Superintendent to develop a set of comprehensive educational specifications with the architect.

These specifications relate to the nature of the development under consideration and may include:

1. information concerning the plan of school organization and estimated enrollment in the proposed building;
2. a description of the proposed curriculum and the teaching methods and techniques to be employed;
3. a schedule of space requirements, including an indication of relative locations of various spaces;
4. a desired layout of special areas and the equipment needed for such areas;
5. an outline of mechanical features and special finishes desired and
6. a description of standard codes and regulations (school district, city, county and state) affecting planning.

[Adoption date: August 14, 2000]

SELECTION OF DESIGN PROFESSIONAL SERVICES

In selecting architects, the following criteria will be considered.

1. training and experience, including that of partners and associates;
2. planning ability and promptness;
3. specification writing, accuracy and sufficiency of detail;
4. design, appearance and utility of work;
5. inspection of previous jobs and
6. experience with government agencies.

When the list of architects has been reduced to two to four, each remaining candidate is asked to make a formal presentation before the Board and the architect is chosen from among them.

[Adoption date: August 14, 2000]

FACILITIES DEVELOPMENT PLANS AND SPECIFICATIONS

The common practices of good business and State law are followed in bidding or quoting and awarding construction contracts.

Facilities development plans and specifications are jointly developed by the Superintendent supervisor of buildings and grounds and the architect.

Facilities development cost estimates are determined by the Superintendent, supervisor of buildings and grounds and the architect.

[Adoption date: August 14, 2000]

SITE ACQUISITION PROCEDURE

When the Board determines that land should be acquired for school purposes, it authorizes the Superintendent to discuss the purchase of the property. He/She may acquire information about the property from a qualified appraiser and advice about the purchase from an attorney. If an agreement is reached, the Board authorizes the Superintendent to acquire the property at the agreed-upon price.

If the Board is unable to reach an agreement with the property owners, appropriation proceedings may begin. The amount of compensation to be awarded to the owners of the land is deposited in escrow with the Clerk of the Court of Common Pleas when the action is filed.

[Adoption date: August 14, 2000]

LEGAL REFS.: ORC 163.01-163.22
3313.37; 3313.39

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

Upon the approval of working drawings and specifications by the Board and State agencies, the Board solicits bids to be submitted at the office of the Board on or before a specified time. Each bid is accompanied by either a bond for the full amount of the bid or a cashier's check or letter of credit equal to 10 percent of the total bid. The advertisement states that the Board reserves the right to reject any or all bids and to re-advertise the project, if necessary.

The architect or authorized individual takes the responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds and forms of agreement between the Board and the successful bidder(s). Upon receipt of bids, they are opened publicly and entered into the minutes of the Board. The architect or other authorized individual assists the Board and District personnel in analyzing the bids. The board attorney or other authorized individual's advice on awarding the contract is of particular value with respect to legal aspects of the contract provisions regulating alterations, extras, nonperformance, damages and security bonds.

Effective August 19, 1997, school districts are exempt from paying prevailing wage rates on construction work.

[Adoption date: August 14, 2000]

LEGAL REFS.: ORC 9.3-9.333
Chapter 153
Chapter 1305
3313.37; 3313.46
3318.08; 3318.10
3319.04
Chapter 4703
OAC generally 4101 (Ohio Building Code)

NAMING NEW FACILITIES

The Board is responsible for the naming/renaming of all Board-owned facilities.

The Board considers facilities to include, but not be limited to, buildings, athletic fields, stadiums, gymnasiums, libraries and multi-purpose rooms. In selecting a name, the Board may consider individuals, geographical locations, general features of the area in which they school or facility is located and other names that are deemed appropriate by the Board. If the facility is named for an individual, that individual must have made an outstanding contribution to the community, county, state or nation.

The Board directs the Superintendent to establish a committee composed of administrators, parents, community members, employees and , when applicable, student to suggest names. The Board will not be influenced in its decision by personal prejudice or favoritism, political pressure or temporary popularity in choosing a name. Although the Board considers all recommendations, final authority rests with the Board.

[Adoption date: August 14, 2000]
(Revision date: September 23, 2002)

LEGAL REF.: ORC 3313.20

NAMING NEW FACILITIES

The Board directs the Superintendent to form and chair a committee to suggest names for the facility. In making the determination the committee considers individuals, geographical locations, general features of the area in which the school or facility is located and other names that, in the judgment of the Board, are deemed appropriate.

The Board directs the Superintendent to appoint to the committee two administrators, two parents, two community members, two staff members and two students.

1. Committee members are encouraged to seek input from other members of the school community.
2. Nominations must be presented to the committee in a brief, two-paragraph statement containing biographical/historical data and reasons justifying the choice.
3. Within two months, the committee submits at least five nominations to the Superintendent in order of preference.
4. After approving the nominations, the Superintendent forwards them in order of preference to the Board.
5. The Board reviews the suggested names and either decides on a name or recommends to the committee additional names.
6. A majority vote of the Board will decide the name.

[Approval date: September 23, 2002]

RETIREMENT OF FACILITIES

When a school building becomes inadequate due to age, condition, size of site, lack of need or other overriding limitations and cannot reasonably and economically be brought up to current educational standards, the building is considered for a comprehensive closing study. The Superintendent recommends to the Board which facilities appear to justify further analysis.

The Board may seek both professional advice and advice from the community prior to taking action to retire any school facility. The Board may consider the following factors:

1. age and current physical condition of the facility, its operating systems and program;
2. adequacy of site, location, access, surrounding development, traffic patterns and other environmental conditions;
3. re-assignment of students, including alternative plans, according to Board policy;
4. transportation factors, including number of students bused, time, distance and safety;
5. alternative uses of buildings;
6. cost/savings (e.g., personnel, plant operations, transportation, capital investment and alternative use) and
7. continuity of instructional and community programs.

If the Board determines to close a school, it first considers other uses of the building before considering its sale. The Board also considers the building's historical value. In such cases, the Board may take special action to provide for its preservation.

[Adoption date: August 14, 2000]
(Revision date: December 13, 2011)

LEGAL REF.: ORC 3313.41; 3313.411; 3313.49
3318.02; 3318.03

CROSS REFS.: ABA, Community Involvement in Decision Making (Also KC)
BCF, Advisory Committees to the Board
BCH, Consultants to the Board
DN, School Properties Disposal