

SECTION F: FACILITIES DEVELOPMENT

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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 that 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 that 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: October 22, 2013]

LEGAL REFS.: ORC 153.65 through 153.71
3313.76; 3313.77
3318.01 et seq.
OAC 3301-35-03

FACILITIES DEVELOPMENT PRIORITY OBJECTIVES

In accordance with its stated goals concerning facilities development, the Board endorses the following priority objectives.

1. A long-range facilities expansion plan should be developed based on enrollment projections, estimates of obsolescence for current facilities, estimates of major renovation needs and projections of program needs. The plans should project facilities expansion for at least five years.
2. All architectural work for facilities expansion should meet the following requirements.
 - A. Plans are evaluated specifically and thoroughly as to how well they incorporate and meet educational specifications for the facilities. They are not accepted unless judged as adequately meeting those specifications.
 - B. Alternatives are provided, especially for the general layout of facilities, from which the District may select the plan that appears to best meet program needs.
3. All administrators and all teachers should have the competencies necessary to develop educational specifications.

[Adoption date: October 22, 2013]

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 that 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: October 22, 2013]

LEGAL REFS.: ORC 3313.37
3315.10; 3315.18; 3315.181
Chapter 3318
OAC 3301-35-03; 3301-35-06

CROSS REF.: FA, Facilities Development Goals

FACILITIES PLANNING ADVISERS

The architects shall advise the administration and Board on the phases of the program for which they have technical training and experience.

The architects perform other functions as follows. They shall:

1. translate the educational program for which the facilities are needed into building design and specifications;
2. advise the Board on letting of contracts;
3. supervise or direct the supervision of construction;
4. recommend approval and acceptance of completed facilities and
5. supplement their services, when necessary, by consulting specialists such as landscape architects and heating, ventilating, electrical, structural and acoustical engineers.

[Adoption date: October 22, 2013]

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: September 12, 1995]

[Re-adoption date: April 22, 2003]

[Re-adoption date: November 17, 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 REFS.: BCF, Advisory Committees to the Board
FL, Retirement of Facilities

NOTE: The coding of this policy indicates that the identical policy is also filed in Section K, Coldwater Exempted Village School District.

FACILITES CONSTRUCTION

Most schools are planned and designed to be used for many years. To provide long-term usefulness to the District and to justify the expensive investment in school plans, the following principles are suggested as guidelines to an effective building plan.

1. Flexibility: Modern technology has made available a wide choice of versatile construction materials that make a building adjustable to future changes in curriculum and teaching methods.
2. Durability: Buildings should be constructed of durable materials that are not necessarily expensive. On the other hand, the initial higher cost of good quality materials may be offset by lower operational maintenance expense.
3. Expandability: The building design should provide for the possibility of future additions while leaving the original concept of the structure intact.
4. Accessibility: Buildings should be designed to allow easy flow of traffic for all who use the building. This principle applies not only to vehicular traffic (accessibility to public thoroughfares and ample provision for parking), but also to the establishment of good traffic patterns inside the school.
5. Environmental: Aesthetic values must be considered in planning the total school environment. In order to provide the best possible learning environment, the surroundings should be comfortable, pleasing and safe.

[Adoption date: October 22, 2013]

CONSTRUCTION COST ESTIMATES AND DETERMINATIONS

It is the responsibility of the general contractor, in cooperation with the subcontractors and the architect, to develop and submit to the Board through the Superintendent both revised estimates and actual costs for comparison against original contract cost estimates. The existing utility rates and re-estimated comparative operating costs are also compared when preliminary building plans are submitted for Board approval. This is retroactive for all schools where final plans have not yet been state approved.

[Adoption date: October 22, 2013]

SITE ACQUISITION PROCEDURE

When the Board determines that a particular piece of 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: October 22, 2013]

LEGAL REFS.: ORC 163.01 through 163.22
3313.16; 3313.17; 3313.37; 3313.39; 3313.41

CROSS REF.: KH, Public Gifts to the District

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% 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). Bids 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.

School districts are exempt from paying prevailing wage rates on construction work.

[Adoption date: October 22, 2013]

LEGAL REFS.: ORC 9.33 through 9.333
Chapter 153
Chapter 1305
3313.37; 3313.46
3318.01 et seq.
Chapter 4703
OAC generally 4101 (Ohio Building Code)

CROSS REFS.: DJ, Purchasing
DJC, Bidding Requirements
DJF, Purchasing Procedures

SUPERVISION OF CONSTRUCTION

It is the policy of the Board that the acceptance of new construction be withheld until all details are complete and the Superintendent/designee and other staff with delegated responsibilities certify the buildings as complete.

[Adoption date: October 22, 2013]

CONSTRUCTION PROJECT INSURANCE PROGRAM

The Board may provide builder's risk and fire insurance. The contractor furnishes public liability and property damage insurance naming the District on the policy, in amounts to be determined by the District, and provides for holding the District harmless.

[Adoption date: October 22, 2013]

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 the 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, students 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: October 22, 2013]

LEGAL REF.: ORC 3313.20

PUBLIC DEDICATION OF NEW FACILITIES

The Board recognizes the benefits of providing the public with the opportunity to tour a new building or reconstruction project soon after its occupancy. The touring of a facility is enhanced by a ceremony of dedication including remarks by the President of the Board, Superintendent, building principal, architect and others named by the Board. All persons who have had a part in planning, approving, constructing or making possible a facility should be invited to participate in the ceremony. While the focus of the ceremony is the Board accepting the facility from the contractor, one of the most important functions of the dedication is the expression of appreciation to the taxpayers for providing the necessary funds.

[Adoption date: October 22, 2013]