

SECTION F - FACILITIES DEVELOPMENT

FA	Facilities Development Goals
FAA	Facilities Development Priority Objectives
FB	Facilities Planning
FBA	Facilities Planning Advisors
FBB	Enrollment Projections
FC	Facilities Capitalization Program
FD	Bond Campaigns (See File: KBE)
FE	Facilities Construction
FEA	Educational Specifications
FEB	Selection of Architect
FEC	Facilities Development Plans and Specifications
FECA	Site Plans and Specifications
FECB	Construction Plans and Specifications
FECC	Equipment Plans and Specifications
FED	Construction Cost Estimates and Determinations
FEE	Site Acquisition Procedure
FEF	Construction Contracts Bidding and Awards
FEFA	Contractor's Fair Employment Clause
FEFB	Contractors Affidavits and Guarantees
FEG	Supervision of Construction
FEI	Construction Project Records and Reports
FL	Retirement of Facilities

FACILITIES DEVELOPMENT GOALS

The board accepts the premise that a school building should reflect the philosophical convictions of the school district about education. The board recognized, however, that educational programs are neither unchanging, or simple to incorporate into a facility plan. Anticipation of program change makes the need for flexible use of buildings necessary.

School buildings will be functionally compatible with desired school experiences. The program, not the physical setting, will dictate the manner in which the building is used.

The board recognizes that funds are limited, and that when planning facilities priorities must be established to make the best use of the school building dollar. The board's first objective will be to develop a plan that provides adequate space for each student's educational development. Whenever possible, the cultural, as well as educational needs of the community, will be considered in planning facility expansion.

Architects retained by the board will be expected to plan for simplicity of design, sound economics, including low, long-range maintenance costs, efficiency in energy needs, low insurance rates, high educational use, and flexibility.

Adoption Date:	June 9, 1997
Policy Committee Review:	December 17, 2007
Policy Committee Review:	July 31, 2013

FACILITIES PLANNING

The board is responsible for the regular operation and orderly development of its physical plant. For this reason, the board will concern itself with both short and long-range planning as it relates to the priorities of the school district.

In developing a long-range program, the board will monitor:

- 1.) The evaluation of existing facilities in terms of capacity and function;
- 2.) The projection of life expectancy of facilities and maintenance costs;
- 3.) Enrollment projections and community development patterns;
- 4.) Site availability and acquisition;
- 5.) Changing instructional requirements and services.

This program will be subject to systematic study, revision, and extension from time to time, and the respective construction projects will be acted upon individually when proposed for implementation.

The board's building program will be designed to provide adequate facilities to conduct full-time elementary and secondary education programs for all students residing in the district. The building program will be based upon specific board policies that have been and will continue to be modified to conform to changes in the curriculum, availability of construction funds, and changes in enrollments.

LEGAL REFS.: SDCL 13-24-9

Adoption Date:	June 9, 1997
Revised:	February 11, 2008
Policy Committee Review:	July 31, 2013

FACILITIES CAPITALIZATION PROGRAM

To finance the facilities program, the board, as established by law, may to its discretion, authorize an annual tax levy not to exceed three (3) dollars per thousand on the taxable valuation of the district for the capital outlay fund. The board may also issue and sell capital outlay certificates. Money received from the sale of these certificates will also be placed in the capital outlay fund.

The capital outlay fund is a fund provided by law for the purchase of land, improvement of grounds, construction of, additions to, and remodeling of facilities, or for the purchase of equipment. It may also be used for installment payments for the purchase of real property, plant or equipment, where the installment contract does not exceed twenty-five (25) years, and for the payment of the principal and interest of capital outlay certificates. When used for the purchase of capital outlay certificates and the payment of installment contracts, the total accumulated unpaid principle balances cannot exceed three percent (3%) of the taxable valuation.

Construction of new facilities, or of additions to facilities which will require advertising for bids, must have a public hearing at least ten (10) days prior to the advertisement of any contract specifications. Following this public hearing and approval of the board, the district may use the capital outlay fund for payment of the new construction or additions, however, the district may not change the originally advertised use of the fund without holding another public hearing.

In accordance with SDCL 13-16-9.2, the board will develop and maintain a five-year plan on the annual projected revenues and expenditures for the capital outlay fund whenever the capital outlay fund is utilized to build new facilities or additions to the facilities. The projected expenditures will itemize the projected costs for new or additional facilities.

LEGAL REFS.: SDCL 13-16-6 through 13-16-34

Adoption Date:	June 9, 1997
Revised:	February 9, 2004
Policy Committee Review:	December 17, 2007
Policy Committee Review:	July 31, 2013

BOND CAMPAIGNS

In accordance with law, the board, by resolution, may determine that the district should issue negotiable bonds. These bonds may only be used for the purposes of:

- 1.) Refunding any bonded indebtedness which is or is about to become due and payable or whenever such indebtedness can be refunded at a lower rate of interest to fund any judgment or outstanding warrants.
- 2.) Raising money for any purpose for which the board is authorized to spend school district funds.

The proposition to issue bonds, except bonds to fund registered warrants or to refund bonded indebtedness, will first be submitted to the electors of the district at a general or special election.

Once the board determines the necessity for a bond issue, the board must obtain the services of a bonding company.

The amount of money borrowed will not exceed the sum of ten percent (10%) of the previous year's assessed valuation.

LEGAL REFS.: Constitution of the Sate of South Dakota
(Article XIII, Section 4)

Adoption Date:	June 9, 1997
Policy Committee Review:	December 17, 2007
Policy Committee Review:	July 31, 2013

EDUCATIONAL SPECIFICATIONS

To ensure that facilities being planned are designed best to implement the educational program, the superintendent will provide for the establishment of educational specifications to apply when planning, building or renovating school facilities.

The educational specifications will include:

- 1.) A description of the needs of persons to use the facility;
- 2.) The kinds of educational activities to be provided in the facility;
- 3.) The appropriate kinds and amounts of furniture and equipment needed;
- 4.) The consideration of location of facilities with regard to the educational and administrative needs (i.e., band room and library, playing fields and locker rooms, front office and general school control, and student traffic patterns);
- 5.) Special site considerations for esthetics, vehicle traffic patterns, cooperative community use, and the like;
- 6.) Required standards of construction to assure that the facility is readily accessible to and usable by handicapped persons;
- 7.) Any other kinds of unique information that will give guidance to an architect in developing facility plans.

Adoption Date:	June 9, 1997
Policy Committee Review:	December 17, 2007
Policy Committee Review:	July 31, 2013

SELECTION OF ARCHITECT

The board will employ a licensed architect to design the plans of each proposed building, building addition, or extensive renovation. For remodeling or the building of new facilities costing less than \$200,000, the board does not need to hire a qualified licensed architect.

In selecting architects, the following criteria will be considered:

- 1.) Experience in school construction,
- 2.) Evidence of relevant experience in special situations, such as facilities for the handicapped,
- 3.) Creative design ability,
- 4.) Technical knowledge to control the design so that the best results are obtained for the least amount of money,
- 5.) Executive and business ability to oversee the proper performance of contracts,
- 6.) Proven ability in all of the major phases of planning and construction: pre-design planning, schematic design, design development, bidding, construction,
- 7.) Ability and temperament to work cooperatively with others,
- 8.) Willingness to consult with staff on educational specifications, and,
- 9.) Extent and experience of architectural staff in relation to the scope of the planned project.

The architect will be selected by the board on the basis of the above criteria and will be employed under a contract which meets the current standards of the American Institute of Architects.

The board will approve procedures that it will use in the selection of architects and a statement of the architect's responsibilities.

LEGAL REFS.: SDCL 36-18-7 (6e)

Adoption Date: June 9, 1997
Policy Committee Review: December 17, 2007
Policy Committee Review: July 31, 2013

FACILITIES DEVELOPMENT PLANS AND SPECIFICATIONS

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 a school plant, the following general principles will be applied to the design of new building and the renovation of older facilities:

- 1.) **FLEXIBILITY** - versatile construction materials will be used so as to provide a building adjustable to future changes in curriculum and teaching methods.
- 2.) **DURABILITY** - buildings will be constructed of durable materials. These may not necessarily be expensive; on the other hand, materials of an initial higher cost may be chosen to offset operational or maintenance expense.
- 3.) **SAFETY** - construction materials, architectural and equipment specifications will meet the state safety requirements to ensure the safety of the students and staff, as well as other persons who may use the school facilities.
- 4.) **EXPANDABILITY** - the building design should provide for the possibility of future addition, while leaving the original concept of the structure intact.
- 5.) **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 a good traffic patterns inside the school.
- 6.) **ENVIRONMENTAL** - aesthetic values and energy conservation measures will 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.

Before advertising for bids on the plans and sites for the building or remodeling of school facilities, the board will submit all plans to the State Fire Marshall for examination and approval.

LEGAL REFS.: SDCL 13-25-2
ARSD Article 61:15:02

Adoption Date: June 9, 1997
Policy Committee Review: December 17, 2007
Policy Committee Review: July 31, 2013

SITE PLAN AND SPECIFICATIONS

In accordance with local policies, school building sites will conform to minimum criteria established by the school board (assistance with planning may be obtained from the South Dakota Department of Education and the Office of State Fire Marshall).

LEGAL REFS.: SDCL 13-25-2
ARSD 61:15:02

CROSS REFS.: FEE, Site Acquisition Procedures

Adoption Date: June 9, 1997
Policy Committee Review: December 17, 2007
Revised: October 14, 2013

CONSTRUCTION COST ESTIMATES AND DETERMINATIONS

Preliminary and Final Estimates:

After the architectural firm has been selected, a cost ceiling estimate indicating the maximum cost of the new construction or remodeling project will be submitted by the architect. Then, after final plans have been made concerning building design and building size or remodeling needs, a final cost estimate will be drawn up by the architect.

Periodic and Final Computations During Construction:

At regular intervals during the construction period, the superintendent, the architect, the contractor, and, if necessary, the school attorney will review earlier projected costs and actual construction expenditures to determine the financial position of the project at that particular point. Upon completion of project, a final computation of building expenditures will be made to determine the cost of each aspect of the total building project or remodeling program.

Adoption Date:	June 9, 1997
Policy Committee Review:	December 17, 2007
Policy Committee Review:	July 31, 2013

SITE ACQUISITION PROCEDURE

Priorities based upon a student population, location, and education needs will be established well in advance in order that proper locations for school sites might be acquired. Sites will be acquired in advance of time for construction to allow adequate time for the completion of topography studies and other preliminary work. Eminent domain action for the acquisition of property for school site purposes will be executed only after negotiations fail and all other avenues to the solution have been exhausted.

To acquire a school site, the board may exchange property with the state and any municipality or organized township or county within or partly within the boundaries of the school district under terms and conditions determined by the respective governing bodies.

LEGAL REFS.: SDCL 13-24-1 through 13-24-4

CROSS REFS.: FECA, Site Plan and Specifications

Adoption Date:	June 9, 1997
Policy Committee Review:	December 17, 2007
Policy Committee Review:	July 31, 2013

CONTRACTORS AFFIDAVITS AND GUARANTEES

The board will require a contractor, before commencing building, remodeling or improvement of a school site, to furnish a performance bond for the faithful performance of the contract. The bond will contain the provisions required by laws and be in a form prescribed by the district.

The board may waive the deposit when the improvement does not exceed the amount of \$25,000.

LEGAL REFS.: SDCL 5-18-3, 5-18-6 et seq., and 5-21-1 et seq.

CROSS REFS.: DJC, Bidding Requirements

Adoption Date: June 9, 1997
Policy Committee Review: December 17, 2007
Policy Committee Review: July 31, 2013

SUPERVISION OF CONSTRUCTION

The board will appoint a construction superintendent for any remodeling, addition or new construction project. The construction superintendent will be a competent person who may or may not be otherwise employed by the district to be certain that the interests of the public are protected and that the contractor complies strictly with approved plans and specifications.

The district may also hire a construction superintendent from outside the district. The construction superintendent will report regularly to the board, to keep it informed of construction progress.

The contractor will retain supervision of the actual construction and the workers whom he has employed to complete the actual building of the structure.

LEGAL REFS.: SDCL 13-20-9

Adoption Date:	June 9, 1997
Policy Committee Review:	December 17, 2007
Revised:	October 14, 2013

CONSTRUCTION PROJECT RECORDS AND REPORTS

All documents pertaining to the planning and construction of the facility shall be preserved by the Superintendent of Schools. Original copies of the "As Built" plans, specification, operation and maintenance manuals, and shop drawings shall be on file in the school district's Business Office. Additional copies of these documents will be provided to the Director of Maintenance.

Subsequent changes to any building shall be documented, filed, and recorded. Electronic scanning of all original and changed drawings shall be encouraged for the purpose of preservation.

Adoption Date: October 14, 2013

RETIREMENT OF FACILITIES

The board will annually review space needs for the educational program. Consideration will be given to closing schools when declining enrollment results in detrimental effects on the district's educational program and/or results in adverse effects on the financial management of the district. The board will keep the public informed of any consideration to close a school.

If the board wishes to close a school, it may do so by resolution at a board meeting on or before December 1st.

The board, also by resolution, may submit the question to a vote of the people. If persons other than the board wish to have the questions of closing a school submitted to a vote of the people they must file with the business manager, by January 15th, a petition calling for an election. Such petition must be signed by at least fifteen percent (15%) of the registered voters of the district at the last preceding general election.

The following criteria may be used to aid in making recommendations for the closing of schools:

- 1.) Enrollment projections and classroom usage,
- 2.) Future financial forecast,
- 3.) Effect upon the educational program of the school and the district,
- 4.) Effect upon the community,
- 5.) Evaluation of present facilities, including:
 - a.) educational adequacy
 - b.) operational costs
 - c.) modernization potential
 - d.) building capacity
 - e.) alternate use of building

LEGAL REFS.: SDCL 13-6-9, 13-23-1, 13-23-3

Adoption Date:	June 9, 1997
Policy Committee Review:	December 17, 2007
Policy Committee Review:	July 31, 2013