

SECTION F: FACILITIES DEVELOPMENT

FA	Facilities Development Goals
FB	Facilities Planning
FD	Tax Issues (Also KBE)
FEE	Site Acquisition Procedure
FEF	Construction Contracts Bidding and Awards
FFA	Memorials and Facility Naming
FFB	Names on Building Plaques
FL	Retirement of Facilities

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 kinds 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: January 14, 2002]

LEGAL REFS.: ORC 153.65 thru 153.71
3313.76; 3313.77
3318.01 et seq.
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 they relate 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: January 14, 2002]

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

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

FACILITIES PLANNING

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 are constructed of durable materials that are not necessarily expensive. On the other hand, the initial higher cost of good sound materials may be offset by lower operational or maintenance expense.
3. Expandability: The building design provides for the possibility of future additions while leaving the original concept of the structure intact.
4. Accessibility: Buildings are 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 provisions 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.

(Approval date: January 14, 2002)

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 property appraisal in affected District counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: January 14, 2002]

LEGAL REFS.: Ohio Const. Art XII, Sections 2, Sections 5
ORC Chapter 133
3311.21
3313.37; 3313.375
3315.07
3501.01
Chapter 5705
5748.01 et seq.

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

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: January 14, 2002]

LEGAL REFS.: ORC 163.01-163.22
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.

[Adoption date: January 14, 2002]

LEGAL REFS.: ORC 9.3-9.333
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

MEMORIALS AND FACILITY NAMING

In special circumstances, the Board may permit memorials on school grounds. Normally, these requests will not be acted upon until six months after the death of the individual or individuals to be honored. These memorials may take the form of trees, honor rolls, plaques or other structures. It is strongly recommended that such memorials be in the form of living memorials such as a tree marked with a permanent stone or plaque. Memorials are limited to the memory of the individual(s) who have been associated with the schools as students or employees under circumstances that have a relationship to events or activities that impact the school. Any permanent structure or tree must have some utilitarian or aesthetic value in the operation of the school. Permission to erect any temporary structure is given only on consideration that the structure will be removed within a reasonable time and the premises will be restored to the condition in which found.

In rare cases, the Board may choose to honor living or deceased persons by naming school facilities such as auditoriums, media centers, gymnasiums, athletic fields or lobbies in their honor. These requests will not be acted on until six months after the death of the individual or individuals to be honored.

In the case of both memorials and faculties, the individual or group considering honoring a deceased member(s) of the school community shall place the request in writing and submit to the Board. The Board forms a committee to consider the request after first consulting with the family of the deceased. The recommendation of the committee will be presented to the Board.

[Adoption date: December 15, 2008]

LEGAL REF.: ORC 3313.20

NAMES ON BUILDING PLAQUES

The Board directs that names placed on plaques in new buildings are limited to the following:

1. any person serving on the Board at the time the bond issue was approved or any person serving on the Board during the construction process;
2. the name of the Superintendent that served at any time between the passage of the bond issue to the completion of construction and dedication of the new building.
3. the name of the architectural firm that was responsible for the design of the building and
4. the name of the general contractor responsible for the erection of the building.

[Adoption date: January 14, 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 historic value of any building is also considered by the Board. In such cases, it may take special action to provide for its preservation.

[Adoption date: January 14, 2002]

LEGAL REFS.: ORC 3313.41; 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