

FACILITIES DEVELOPMENT

NEPN Code	Title of Policy	Next Scheduled Review
F	<u>Description</u>	FY2025
FA	<u>Facilities Development Goals</u>	FY2025
FB	<u>Facilities Planning</u>	FY2025
FC	<u>Facilities Capitalization Program</u>	FY2025
FD	<u>Bond Campaigns</u>	FY2025
FEA	<u>Educational Specifications</u>	FY2025
FEB	<u>Selection of Architect</u>	FY2025
FEB-R	<u>Selection of Building/Construction Method</u>	FY2025
FEC	<u>Facilities Development Plans and Specifications</u>	FY2025
FECA	<u>Site Plans and Specifications</u>	FY2025
FED	<u>Construction Cost Estimates and Determinations</u>	FY2025
FEE	<u>Site Acquisition Procedure</u>	FY2025
FEFA	<u>Contractor's Fair Employment Clause</u>	FY2025
FEFB	<u>Contractor's Affidavits and Guarantees</u>	FY2025
FEG	<u>Supervision of Construction</u>	FY2025
FL	<u>Retirement of Facilities</u>	FY2025
All Staff	All Staff need to be made aware of policy each year	
Approve Each year	Board should approve all policies in this color each year	
Green	Students and parents need to be made aware of policy each year	

Arlington School District 38-1	NEPN Code: F
School Board Policy Reference Manual	

FACILITIES DEVELOPMENT

Section F contains policies related to facility planning, financing, construction, renovation and school closings.

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FA
School Board Policy Reference Manual	

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 recognizes, however, that educational programs are neither unchanging nor 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.

Legal References:

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FB
School Board Policy Reference Manual	

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 properties of the school district.

To this end, the Board will follow the policy of having before it at all times a long-term building program to serve as a guide for capital improvements. 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 References: SDCL 13-24-9

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code FC
School Board Policy Reference Manual	

FACILITIES CAPITALIZATION PROGRAM

To finance the facilities program, the Board, as established by law, may at its discretion authorize an annual tax levy not to exceed 3 dollars per thousand dollars 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 to meet expenditures on one thousand dollars or more 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 or lease-purchase payments for the purchase of real property, plant or equipment, where the installment or lease purchase contract does not exceed 20 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 or lease-purchase contracts, the total accumulated unpaid principal balances cannot exceed three percent of the taxable valuation. A school district, which contracts its student transportation may expend from the capital outlay fund an amount not to exceed fifteen percent of the contract amount. The capital outlay fund may be used to purchase textbooks and instructional software. The capital outlay fund may be used to purchase warranties on capital assets only if the warranties do not include supplies.

Construction of new facilities, or of additions to facilities which will require advertising for bids, must have a public hearing at least 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 addition; however, the district may not change the originally advertised use of the fund without holding another public hearing.

In accordance with law, the Board will develop and maintain a five-year plan on the annual projected revenues and expenditures for the capital outlay fund. The projected expenditures will itemize the projected costs for new or additional facilities.

Established by law

Legal References: SDCL 13-16-6; 13-16-6.1; 13-16-6.2; 13-16-6.3; 13-16-6.4; 13-16-7; 13-16-8; 13-16-9.3

Cross References: FD, Bond Campaigns

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FD
School Board Policy Reference Manual	

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.

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

Election will be set by the Board.

Established by law

Legal References: Constitution of the State of South Dakota, Art. XIII, sec. 4; SDCL 6-8B-2

Cross References: FC, Facilities Capitalization Program

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FEA
School Board Policy Reference Manual	

EDUCATIONAL SPECIFICATIONS

To ensure that facilities being planned are designed best to implement the educational program, the Superintendent with input from employees, students, and the community 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 (e.g., 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.

Legal References:

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FEB
School Board Policy Reference Manual	

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, that are 5,000 square feet or less, 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;
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 References: SDCL 36-18A

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FEB-R
School Board Policy Reference Manual	

SELECTION OF BUILDING/CONSTRUCTION METHOD

The following descriptions are some of the different options of Project Delivery Methods when constructing buildings or major renovations. These methods are not the only method but give the board some insight as to what methods are available. It will be the responsibility of the board and administration to decide on which method is the best for the district when the need arises.

Design/Bid/Build (DBB) (Most Common)

The district develops contract documents with an architect or engineer consisting of a set of blueprints and detailed specifications. Bids are solicited from general contractors based on these documents; a contract is then awarded to the lowest responsive and responsible bidder who then manages all phases of the build.

DBB with Construction Management at Risk

The district would select an architect to design the project and then separately selects a Construction Manager at Risk to serve as the Construction Manager. As substantial portions of the documents are completed, the construction manager will solicit bids from suitable subcontractors. The Construction Manager would then hold the contracts and be responsible for construction guaranteed price.

DBB with Construction Management Agency

The district would select an architect to design the project and then separately selects a Construction Manager to serve as the Construction Manager for the District. As substantial portions of the documents are completed, the construction manager will solicit bids from suitable subcontractors. The Construction Manager would then hold the contracts for the district and provide administration and management services in lieu of a general contractor.

Design Build

The district would select a single entity to provide both design and construction. The team consists of builder, architect and engineer. The Design/Builder contracts directly with the subcontractors and is responsible for delivery of the project.

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FEC
School Board Policy Reference Manual	

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 buildings 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, and 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 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 References: SDCL 13-25-2; ARSD 61:15:02

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FECA
School Board Policy Reference Manual	

SITE PLANS 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 References: SDCL 13-25-2; ARSD 61:15:02.

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FED
School Board Policy Reference Manual	

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 contractors, 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 the 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.

Legal References:

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FEE
School Board Policy Reference Manual	

SITE ACQUISITION PROCEDURE

Priorities based upon 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 construction to allow adequate time for the completion of topography studies and other preliminary work (i.e. traffic safety patterns). 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 References: SDCL 13-24-1, SDCL 13-24-2, SDCL 13-23-3, SDCL 13-24-4

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FEFA
School Board Policy Reference Manual	

CONTRACTOR'S FAIR EMPLOYMENT CLAUSE

It is the policy of the district to require that all contractors and subcontractors demonstrate awareness of the need to comply with federal, state and local mandates designed to provide equal opportunity in the execution of public contracts.

Legal References: U. S. Executive Order 11246, as amended;

Section 503 of the Rehabilitation Act;

38 U.S.C. 2012 of the Vietnam Era Veterans Readjustment Assistance Act.

Cross References: AC (Nondiscrimination)

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FEFB
School Board Policy Reference Manual	

CONTRACTOR'S 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 law 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. The requirement of a performance security may also be waived by the school board if the procurement meets the requirements established pursuant to law for any emergency procurement.

Legal References: SDCL 5-18A-36 (Performance & payment bond or approved security);

SDCL 5-21 (Performance bonds for public improvement contracts)

Cross References: DJC (Bidding Requirements)

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FEG
School Board Policy Reference Manual	

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. His primary responsibilities will be to continually inspect the construction to be certain that the interests of the public are protected and that the contractor complies strictly with the approved plans and specifications. The building 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 References: SDCL 13-20-9

Adopted: FY2012

Last Review: FY2020

Next Review Scheduled For: FY2025

Arlington School District 38-1	NEPN Code: FL
School Board Policy Reference Manual	

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 1.

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 question of closing a school submitted to a vote of the people they must file with the business manager, by January 15, a petition calling for an election. Such petition must be signed by at least 15 percent 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 References: SDCL 13-23

Adopted: FY2013

Last Review: FY2020

Next Review Scheduled For: FY2021 (Yearly)