

FAIRVIEW AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: June 20, 1994

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1351</p> <p>3. Delegation of Responsibility AP 701</p> <p>4. Guidelines SC 701, 704</p> <p>SC 703.1, 731.1, 791</p>	<p style="text-align: center;">701. FACILITIES PLANNING</p> <p>Long range planning is desirable and is required by State Board of Education regulations. Community involvement is an important part of such a process. Facilities planning is a primary component of long range planning.</p> <p>The Board shall maintain a continuing school census of all the children from birth to eighteen (18) years living in the district.</p> <p>The Board authorizes the administration to develop and implement procedures for annually conducting the school census as required in Section 1351, School Laws of Pennsylvania.</p> <p>In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs.</p> <p><u>Leasing</u></p> <p>All leases are subject to prior approval by the Board.</p> <p>Each school building and site shall provide suitable accommodations to carry out the educational program of the school, including provision for the handicapped, pursuant to law and regulation.</p> <p><u>NEW CONSTRUCTION</u></p> <p>The purpose of this policy is to set forth the policies, procedures and the management system needed for the District to engage in a building program as effectively as possible.</p>
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<p>SC 701</p>	<p>A "School District Facilities Long Range Plan" will be maintained and kept up-to-date. The District Facilities Long Range Plan will reflect the needs of current instructional procedures and projected educational programming. The plan will incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and the determination of financial needs for providing the necessary school facilities.</p> <p><u>Planning</u></p> <p>1. <u>Long Range Plan</u></p> <p>The Long Range Plan of the District will abide by the existing Pennsylvania Department of Education procedures.</p>
<p>SC 1351</p>	<p>2. <u>Forecasting Enrollments</u></p> <p>Enrollment forecasts shall be prepared by the Superintendent, utilizing current enrollment information, supplemented with data furnished by the county and regional planning offices.</p> <p>3. <u>Determining Extent of New Construction</u></p> <p>The extent of new construction shall be determined by the increase in enrollment, by adopted pupil-teacher ratios, by changing educational programs, by the condition of existing facilities, and the present and projected budgetary limitations.</p>
<p>SC 733, 735, 504</p>	<p>4. <u>Developing Educational Specifications</u></p> <p>To insure 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 and building school facilities.</p> <p>The educational specifications should include:</p> <ol style="list-style-type: none"> a. Description of the pupils to be housed (age level, level of intelligence, physical normality or abnormality). b. The kinds of educational activities to be carried on (vocational, heavy emphasis on typing, science, or rehabilitation). c. The kinds and amounts of furniture and equipment needed.

<p>SC 735</p>	<ul style="list-style-type: none">d. The relationships among areas of plant and site (band room and library; playing fields and locker rooms; front office and general school control).e. Special site considerations, such as, aesthetics, traffic patterns, and cooperative community use.f. Special site considerations for use by handicapped persons.g. Any other information that will give guidance to an architect in arriving at a solution. <p>5. <u>Patterns of Participation</u></p> <p>To insure that the school construction program proceeds as smoothly and rapidly as possible, the following step-by-step process for planning and building shall be utilized. Generally speaking, a school construction program involves four (4) broad phases:</p> <ul style="list-style-type: none">a. Identifying school building needs.b. Planning the school plant.c. Constructing the buildings.d. Accepting and using the plant. <p>6. <u>Involving the Staff</u></p> <p>Planning liaison shall be maintained with all staff members involved in instructional and administrative supervision of schools and their facilities.</p> <p>7. <u>Involving the Public</u></p> <p>New educational programs, proposed new construction, and/or innovations to educational methods shall be discussed in public at regular board meetings and/or with local citizen groups or selected committees.</p> <p>8. <u>Using Educational Consultants</u></p> <p>The Board recognizes the complexities of providing physical facilities in a rapidly growing community. This responsibility is complicated by the demands for change made by a dynamic educational program.</p>
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<p>SC 406</p>	<p>Consultants and other appropriate resource personnel from state agencies, colleges, universities, planning laboratories, and consulting firms may be used to augment school system personnel when needed and authorized by the Superintendent.</p> <p>9. <u>Administrative and Legal Services</u></p> <p>The management of all long-range building programs shall be the responsibility of the Superintendent.</p> <p>The management of all individual construction projects shall be the responsibility of the Superintendent.</p> <p>The school solicitor shall work closely with the District on all matters of possible legal import during all phases of new construction.</p> <p>10. <u>Relations with the Public</u></p> <p>The Board accepts its responsibility for keeping the public informed as to the use of funds for school facilities.</p> <p>The Superintendent will provide informative news releases through mass media organs or by other means as the Superintendent deems necessary and desirable.</p> <p>11. <u>Public Ceremonies</u></p> <p>The Board authorizes the Superintendent to arrange for appropriate ground breaking ceremonies and appropriate dedication ceremonies for all new construction.</p>
<p>SC 731</p>	<p>12. <u>Relations with State and Federal Agencies</u></p> <p>The Board will work with state and federal agencies as prescribed by law, and will, in addition, cooperate with all governmental units in order to provide the best possible school facilities while obtaining the greatest efficiency and economy in the use of the tax dollar.</p>

Designing

All designs shall be based on the educational specifications as submitted to and approved by the Pennsylvania Department of Education.

1. Architectural and Engineering Services

The Superintendent is to advise the Board concerning architectural and related services that conform to the educational specifications as developed by the school staff.

2. Selection of Architect

Board established criteria for the selection of architects to be employed by the school District will be such as to assure the system of a high degree of competency from its employed professionals.

Selection of architects for each project will be made from a Board-approved limited listing, arrived at by applying the criteria referred to above.

The Superintendent shall, through appropriate delegation, be responsible for:

- a. Developing criteria applicable to the selection of architects and similar professionals for Board approval.
- b. Recommending a limited list of architects and similar professionals to be approved by the Board.
- c. Providing the pertinent information necessary to facilitate review and reappraisal of the limited list of architects and similar professionals.
- d. Recommending specific architectural firms for each project from the approved list.

The architect shall:

- a. Develop appropriate designs for facilities that meet the educational needs within the budget of the Board.
- b. Prepare feasibility studies for additions, alterations or renovations to existing buildings.

- c. Provide consulting services on technical matters or in support of legal proceedings or public hearings.
- d. Be responsible for all technical services included in the owner-architect agreement.
- e. Be available for such other services as required by the Board within the scope of an agreement.

The payment of architectural fees shall follow such standards as are consistent with the A.I.A. standards and/or good business practice.

A separate contract shall be signed for each project with the architect selected by the Board. The contract shall include statements outlining specific District requirements and procedures which must be followed by the architect.

No contract shall be enjoined without the written approval of the school solicitor.

3. Engineer

The Board may employ certified engineers, at approved fees, to perform professional services for projects of limited scope involving planning design or study in specialized fields, such as site development, plumbing, heating, air conditioning, structural, foundations, electrical, communications, and others.

Board established criteria for the selection of engineers to be employed by the school District will be such as to assure the system of a high degree of competency from its employed professionals.

Selection of engineers for each project will be made from a Board-approved limited listing, arrived at by applying the criteria referred to above.

The Superintendent shall, through appropriate delegation, be responsible for:

- a. Developing criteria applicable to the selection of engineers and similar professionals for Board approval.
- b. Recommending a limited list of engineers and similar professionals to be approved by the Board.
- c. Providing the pertinent information necessary to facilitate review and reappraisal of the limited list of engineers and similar professionals.

<p>SC 703</p>	<p>d. Recommending specific engineering firms for each project from the approved list.</p> <p>The services provided by the engineer shall be:</p> <ul style="list-style-type: none">a. To develop appropriate designs for the required facilities within the budget of the Board.b. To prepare feasibility studies of specialized systems.c. To provide consulting services on technical matters, or in support of legal proceedings or public hearings.d. To be responsible for all technical services included in the owner-engineer agreement.e. To render such other services requested by the Board within the scope of an agreement. <p>The engineer's fee shall be established by the Board based on the type of services to be rendered and conditions involved.</p> <p>The contract between the Board and the engineer shall be a standard form of agreement, modified as necessary to define the services to be rendered, duly executed by both parties, and attested.</p> <p>The Board will require a legal review of the agreement by the school solicitor.</p> <p>4. <u>Site Selection</u></p> <p>The state legislature has charged local School Boards in the Commonwealth with the sole responsibility for selecting school sites and this authority cannot be delegated. The processes of selection, however, concern the entire administrative and supervisory staffs, and others with special skills and insights. The Superintendent, therefore, is instructed to establish such criteria and procedures as are necessary to assure the citizens and Board that the best possible sites are being acquired for the least expenditure of public funds.</p> <p>The Board believes that early and long range planning is the wisest and best policy.</p> <p>The Board looks with favor on taking options on such sites that conform to the criteria of the Board.</p>
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<p>SC 703</p>	<p>The Superintendent, working with his/her administrative staff and such other outside consultants as s/he may desire, shall apply the Board's criteria in searching for and taking options on new possible sites to recommend to the Board.</p> <p>The selection of sites will be subject to final approval by the Board.</p> <p>Property acquisition for school purposes shall generally proceed in the following manner:</p> <ol style="list-style-type: none"> a. The property shall be appraised at current market value by at least two competent appraisers. b. Negotiations with the owner on the basis of the appraisals shall be made. c. The purchase shall be consummated or condemnation proceedings shall be instituted. d. The property shall be cleared of all unnecessary structures as rapidly as possible. Such work shall be let for bids. <p>Every school site shall be planned for ultimate development. This planning should include the locations of all buildings, grounds, and service facilities.</p> <p>Landscaping plans shall be prepared as part of architectural services for new buildings.</p> <p>To the extent permitted by site topography and site improvements and where economically feasible, all desirable trees, shrubs, and vegetation shall be preserved.</p>
<p>SC 731, 733, 734 735</p>	<p>5. <u>Designing</u></p> <p>Minimum standards for school building design, as specified in the Commonwealth school laws, shall not be looked upon as limiting factors in creative school design.</p> <p>The primary guiding principle in school design must be the educational program to be served. There is, in addition, the extremely important, but intangible matter of aesthetics, particularly as they reflect the aspirations of people for their schools.</p>

<p>SC 632, 672, 791.4</p> <p>SC 631, 632</p>	<p>The Superintendent and his/her staff shall be responsible for presenting to the Board building proposals which best reflect the above point of view within the ability of the community to finance the building.</p> <p>The preliminary drawings shall be the first step in the development of the architectural drawings. The architect shall prepare line drawings illustrating the following:</p> <ol style="list-style-type: none">a. Site plan with building location.b. Floor plans to illustrate general room locations and overall dimensions.c. Exterior elevations.d. The total area of the building at this stage with a cost estimate for construction. <p>Board approval of the preliminary drawings shall be necessary for the architect to proceed to the second phase, working drawings. Subsequent to this approval, the Board shall present the drawings and design project to the appropriate local authorities for review and approval.</p> <p>Working drawings and specifications shall be the responsibility of the architect and shall be presented to the Board for their approval.</p> <p><u>Financing</u></p> <p>The method of financing shall be determined by the Board.</p> <ol style="list-style-type: none">1. <u>Bonded Indebtedness</u> <p>Legal limitations regarding the amount of bonded indebtedness shall be in accordance with the Commonwealth law. Cost determination for new and rehabilitation projects, bond limitations, and bond sales shall be responsibilities of the Superintendent.</p> <ol style="list-style-type: none">2. <u>Payments to Architects and Engineers</u> <p>Payments for architectural and engineering services will be in accordance with existing contracts.</p>
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SC 751, 801,
807.1

Constructing

1. Bids

A bidding shall follow the adopted procedures in Policy 610 with these additions:

- a. Bidders may be required to make a deposit.
- b. Bid bonds will be required.
- c. Financial statement of bidder required.
- d. List of completed projects required.
- e. Description of organization and equipment required.
- f. Non-collusion affidavit required.

2. Contracts

All contracts shall be drawn with the approval of the solicitor.

3. Change Orders

All change orders shall be subject to the following constraints:

- a. Must have adequate justification and recommendation of the Superintendent.
- b. Must have recommendation of the building committee.
- c. Must be approved by the Board.
- d. Must be written in a contract form.

4. Protection and Guarantee

The contractor is responsible on all construction projects for these protections and guarantees:

- a. Appropriate surety bond.

- b. Reasonably safe working conditions at project site.
- c. Appropriate insurance during construction.
- d. Means for adjustments and correction during guarantee period following completion.

5. Supervision

The supervision of projects will be delegated to the Superintendent, the architect, the clerk-of-the-works, and the contractor as delineated in this policy.

On complex construction, the Board will employ a clerk-of-the-works, or a similar type supervisor, who is to be directly accountable to the Superintendent.

On less complex construction, the Superintendent will use staff members to supervise the project.

The architect and/or engineer shall provide construction supervision in accordance with the terms of their contract or agreement.

The clerk-of-the-works will be employed upon recommendation of the building committee on a project by-project basis. S/He shall act as the supervisor for the Board during the construction phase and be directly responsible to the Superintendent.

The contractor shall supervise and direct the work and is solely responsible for all construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the work included in the owner-contractor agreement.

Occupying

1. Training the Staff

Staff training prior to the occupancy of a particular building shall be a part of the in-service training program. The training shall be directed by the appropriate supervisor, conducted by the building principal, and coordinated with the business manager. Nonprofessional staff members shall be trained by the supervising personnel from the central office. Technical personnel shall be trained by staff members from the maintenance department, or the private enterprises which are supplying the equipment to be used in the building.

2. Inspection of Completed Project

Completed projects shall be inspected in accordance with the contract for architectural services. Administrative staff inspections shall include those conducted by the building principal, the Superintendent's representative, and the forepersons of the respective trades employed by the school District. Recommendations shall be made for the acceptance of the building to the Board by the Superintendent.

The architect and/or engineer shall conduct inspections to determine the dates of substantial and final completion, and shall notify the Board in writing. The contractor shall furnish all final inspection certificates or permit releases.

3. Acceptance of Completed Project

The Board will accept the new construction only after a recommendation to accept from the architect, Superintendent, and the building committee.

4. Assembling and Preserving Important Documents

All documents pertaining to the planning and construction of the facility shall be preserved in the office of the business manager. "As Built" plans shall be filed with the supervisor of maintenance and a microfilm copy made. Subsequent changes to any buildings shall be entered on the original plans, re-microfilmed, and filed with the supervisor of maintenance.

5. Dedication of Project

Dedication procedures and naming of the building will be decided by the Board.

6. Recording Names of Board Members, Administrators, Architects, or Builders

All major building projects will be identified by suitable plaque(s) identifying the project, year completed, the names of the Board members, Superintendent, and the architectural firm, and other pertinent information as determined by the Board.

SC 524	<p><u>Closing of Schools</u></p> <p>1. <u>Department of Education Approval</u></p> <p>The Fairview Board of School Directors will request prior approval of the Department of Education in the event the closing of a school building is necessary.</p> <p>2. <u>Notification to Employees</u></p> <p>The Fairview Board of School Directors will notify, in writing, sixty (60) days before the closing, all temporary and permanent employees affected when the closing of a school building is anticipated.</p>
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