

## SECTION F: FACILITIES DEVELOPMENT

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| FA*  | Facilities Development Goals                      |
| FAA  | Facilities Development Priority Objectives        |
| FB*  | Facilities Planning                               |
| FBA  | Facilities Planning Advisers                      |
| FBB  | Enrollment Projections                            |
| FC   | Facilities Capitalization Program                 |
| FD*  | Tax Issues (Also KBE)                             |
| FE   | Facilities Construction                           |
| FEA  | Educational Specifications                        |
| FEB  | Selection of Design Professional Services         |
| 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                        |
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| FL*  | Retirement of Facilities                          |

\*denotes areas covered by Sandusky Board policy

## 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 kind 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: November 19, 2001]

LEGAL REFS.: ORC 3318.01  
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 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 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: November 19, 2001]

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

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

## 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: November 19, 2001]

[Re-adoption date: July 13, 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

## 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: November 19, 2001]

LEGAL REFS.: ORC 163.01-163.22  
3313.37; 3313.39

## CONSTRUCTION CONTRACTS BIDDING AND AWARDS

Upon the approval of working drawings and specifications by the Board and State agencies, the Board, when required by law, shall solicit 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 percent 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). Upon receipt of bids, they 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: November 19, 2001]

[Re-adoption date: May 9, 2007]

LEGAL REFS.: ORC 9.3-9.333  
Chapter 153  
Chapter 1305  
3313.37; 3313.46  
3318.08; 3318.10  
3319.04  
Chapter 4703  
OAC generally 4101 (Ohio Building Code)

## 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 Board also considers the building's historical value. In such cases, the Board may take special action to provide for its preservation.

[Adoption date: November 19, 2001]

[Re-adoption date: November 7, 2011]

LEGAL REFS.: ORC 3313.41; 3313.411; 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  
DN, School Properties Disposal

Sandusky City School District, Sandusky, Ohio