

SECTION F – FACILITIES PLANNING AND DEVELOPMENT

Section F contains policies, regulations and exhibits on facility planning, financing, construction and renovation. It also includes topics of temporary facilities, school closings bond campaigns and naming facilities.

FA Facilities Development Goals/Priority Objectives

FB Facilities Planning

FB-R Facilities Planning – Regulation

FBC Prioritization of Facility Improvement*

FBC-R Prioritization of Facility Improvements – Regulation*

FD Facilities Funding

FDA Bond Campaigns

Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

FA: Facilities Development Goals/Priority Objectives

We believe that a quality educational program is affected to a great extent by the environment within which it functions. The development of a quality educational program and school facilities which promote the implementation of the program go hand in hand.

Therefore, it is the goal of the Board to provide and maintain the number of facilities needed for the enrollment and the types of facilities supportive of the educational program.

Adopted: October 1998

Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

FB: Facilities Planning

The Board believes that facilities are an integral part of instruction. Facilities represent a major investment for the district, and facilities planning is an essential component of instructional planning. It is the Board's goal to plan facilities that will:

1. efficiently house students and staff in permanent facilities that are conducive to optimal teaching and learning;
2. be appropriately located to provide optimal use during the life of the facility;
3. provide equity in instructional opportunities for all students; and
4. reflect the value placed on instruction by the school district community.

Adopted: July 2002

LEGAL REFS: C.R.S. 22-30.5-401 *et seq.* (*Charter School Capital Facilities Financing Act*); C.R.S. 22-41-110 (*payment of bonds*); C.R.S. 22-41.5-101 *et seq.* (*weakening of debt limitations*); C.R.S. 22-42-101 *et seq.* (*bonded indebtedness*); C.R.S. 22-45-103 (1)(b) and (d) (*bond redemption and special building and technology funds*); C.R.S. 29-14-101 *et seq.* (*Bond Anticipation Note Act*)

CROSS REF: LBDA*, Facilities Planning and Funding for Charter Schools

FB-R: Facilities Planning - Regulation

The Board recognizes that facility planning is an ongoing process that requires resources to carry out short and long-range facility planning responsibilities. The superintendent shall establish a facilities planning process that includes:

1. coordinating a process to identify, evaluate, validate, and document capital improvement needs, including the capital needs of charter schools;
2. maintaining and updating a comprehensive list of capital improvement needs;
3. maintaining complete and current educational and technical specifications;
4. providing facility needs data and background information for development of short and long-range capital improvement programs;
5. maintaining permanent facility project record documents and providing facility record information;
6. conducting a thorough technical evaluation of proposed school sites;
7. providing consultation, research, and information on facility matters; and
8. keeping abreast of educational program changes/trends and their facility impact.

FBC*: Prioritization of Facility Improvements

The Board recognizes that not all facility improvement needs have the same level of importance. Therefore, the Board directs the superintendent to develop a process to prioritize the relative importance of each facility improvement need. The four (4) following priority groups shall be used in prioritizing capital improvements:

1. Priority Group 1 - Critical projects
2. Priority Group 2 - Necessary projects
3. Priority Group 3 - Deferrable necessary projects
4. Priority Group 4 - Desirable projects

Adopted: July 2002

FBC*-R: Prioritization of Facility Improvements – Regulation (pg 1 of 3)

Priority Group 1 - Critical Projects:

This group includes those projects that are deemed to be of utmost importance. For this reason, projects in this group need to be accomplished as soon as feasible and preferably within a year, subject to the availability of funds. The following are the types of projects that are included in Priority Group 1:

1. projects involving health and safety (water supply that may become contaminated, poor traffic patterns that endanger pupil safety, potential structural failures, installation of emergency systems, etc.);
2. projects mandated by law (Americans with Disabilities Act, EPA regulations, state/local health department regulations, code revisions, etc.);
3. projects necessary to avoid a building or facility being temporarily closed (leaking boiler, cracked combustion chamber in a furnace, etc.);
4. projects that are necessary to prevent other damage to a building or site (extensive roof leaks that can cause interior damage, severe erosion along foundations and footings, etc.);
5. projects which retard deterioration or which will cause an inordinate increase in scope or cost if delayed beyond one year (roof deterioration that will impact other building components such as deck, insulation, electrical, flooring, wall finishes, if not corrected; extensive deterioration in pavement that could adversely affect subgrade conditions or that creates a safety hazard if not repaired, etc.);
6. projects which provide permanent additional capacity housing for students (when current enrollment at a school is greater than 125% of permanent program capacity, permanent facilities or other alternatives for housing students should be provided unless projections indicate a declining enrollment trend).

Priority Group 2 - Necessary Projects:

This group includes those projects that are essential to support the facilities' mission and purpose. Although they are important in nature, they are not as critical and urgent as those projects in Group 1. Group 2 projects should be accomplished within the next five (5) years, subject to availability of funds. Examples include:

1. necessary preventative repairs and improvements to maintain the integrity of and keep in operation a building or facility (replacement of equipment and systems that have served their useful life, including boilers, electrical panels, roofs, floor replacement, pavement overlay, etc.);
2. projects which provide permanent housing for students (new schools and additions required to permanently house current or projected enrollment not exceeding 125% of permanent program capacity, etc.);

FBC*-R: Prioritization of Facility Improvements – Regulation (pg 2 of 3)

3. projects which support existing instructional/auxiliary service programs (additions, renovation of open space classrooms, acoustical treatment in instructional areas, renovation of older schools to meet current program standards, renovation to provide functional facilities, etc.);
4. projects which support the expansion of or changes in instructional/auxiliary service programs (computer classrooms, modular technical education laboratories and similar improvements);
5. projects which provide operational efficiencies and economies (energy conservation projects, pavement sealing/overlays, ditch water irrigation systems, HVAC control automation and automated irrigation systems, and projects that provide a substantial cost avoidance or return on investment).

A large number of capital improvement needs are usually identified as Group 2 priorities. Therefore, this priority group is divided into six (6) sub-groups as follows:

Priority Group 2A:

Necessary repairs and improvements to maintain the safety and integrity of the building and avoid imminent failure of a building system that would cause the facility to be shut down and/or result in a substantial loss (roof replacement, boiler replacement, heating pipe and domestic water pipe replacement, etc.);

Priority Group 2B:

Projects required to house students in permanent facilities on a regular single track schedule (new schools or additions to existing schools where the projected five-year future enrollment, based on the most current enrollment projection report, exceeds the permanent program capacity by 20% or more).

Priority Group 2C:

Projects which support existing instructional/auxiliary service programs and will provide a substantial return on investment, including acoustical improvements, renovation of classroom facilities and renovation/upgrade of facilities thirty-five (35) years old and older that have had no major remodeling during the last ten (10) years, including mechanical, electrical, core facility and flooring improvements as required.

FBC*-R: Prioritization of Facility Improvements – Regulation (pg 3 of 3)

Priority Group 2D:

Projects which support existing instructional/auxiliary service programs, renovation/upgrade of facilities thirty (30) years old and older that have had no major remodeling during the last ten (10) years and side improvement projects required to provide safe and functional site facilities, including mechanical, electrical, core facility, and flooring improvements as required.

Priority Group 2E:

Projects which support existing instructional/auxiliary service programs, renovation/upgrade of facilities twenty-five (25) years old and older that have had no major improvements during the last ten (10) years, including mechanical, electrical, core facility, and flooring improvements as required.

Priority Group 2F:

Necessary maintenance or repairs to maintain the site facilities (pavement drainage and other projects which provide operational efficiencies and economies) and projects that support the expansion of instructional/auxiliary service projects (computer labs, modular technical education laboratories, etc.).

Priority Group 3 - Deferrable Necessary Projects:

Projects in this group are identical to those in Group 2 except they may be deferred beyond five (5) years.

Priority Group 4 - Desirable Projects:

Desirable projects are those that improve the environment qualities of a building or site above adopted district standards (installation of plantings and shrubs, carpet replacement for aesthetic reasons, etc.).

Adopted: October 1998

FD: Facilities Funding (pg 1 of 2)

The Board of Education may submit to the registered qualified electors of the school district, at any regular school election or at a special election called for the purpose, the question of contracting a bonded indebtedness for any of the following purposes:

1. acquiring or purchasing buildings or grounds;
2. enlarging, improving, remodeling, repairing or making additions to any school building;
3. constructing or erecting school buildings;
4. equipping or furnishing any school building, but only in conjunction with a construction project for a new building or for an addition to an existing building, or in conjunction with a project for substantial remodeling, improvement, or repair of an existing building;
5. improving school grounds;
6. funding floating indebtedness.

Before such a bond election, the specific needs for facilities shall be made clear to the general public, and careful estimates will be made as to the amounts required for the sites, buildings, and equipment.

Following approval by the voters, the bonds to be issued will be advertised in newspapers and national financial journals, the date of issue being coordinated with tax collection dates, payments on bonds already outstanding, and favorable market conditions. Disposition of the bonds then shall be accomplished by public sale on the basis of sealed bids. The Board reserves the right to reject any and all bids.

The bond and interest fund of the district comes directly and solely out of the levy of taxes initiated by the successful bond election. In anticipation of interest and principal payments, the Board will adopt annual resolutions authorizing the withdrawal from the bond and interest fund of the amounts needed to meet the payments due and the deposit of such monies with the depository for honoring the bonds and interest coupons presented for payment.

The building fund is the fund authorized by the approval of the bond issue. The initial receipts from the sale of bonds are deposited in this fund, and actual expenditures for sites, buildings and equipment are made from it. The Board of Education will adopt an annual budget resolution authorizing the withdrawal of the fund of the amounts needed to meet the payments due architects, contractors and other individuals or firms. The Board shall receive periodic reports on the expenditures made from this fund as compared with the original appropriations for the various projects included.

Adopted: October 1998

Revised : October 2000, July 2002

Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

FD: Facilities Funding (pg 2 of 2)

LEGAL REFS: C.R.S. 22-30.5-401 *et seq.* (Charter School Capital Facilities Financing Act); C.R.S. 22-41-110 (payment of bonds); C.R.S. 22-41.5-101 *et seq.* (weakening of debt limitations); C.R.S. 22-42-101 *et seq.* (bonded indebtedness); C.R.S. 22-45-103 (1)(b)(d) (bond redemption and special building and technology funds); C.R.S. 29-14-101 *et seq.* (Bond Anticipation Note Act)

CROSS REFS: FDA, Bond Campaigns; LBDA*, Facilities Planning and Funding for Charter Schools

FDA: Bond Campaigns

Any special election to authorize bonded indebtedness shall be held on the first Tuesday in November in odd-numbered years in conjunction with the regular biennial school election or on general election day in even-numbered years.

If other jurisdictions that have overlapping boundaries or the same electors as the school district are conducting an election on the same day, the county clerk and recorder shall conduct the election as a coordinated election to allow voters to vote on all ballot issues at one polling place. The decision whether the election will be conducted as a polling place election or by mail ballot is one which shall be made by the country clerk.

The election shall be conducted pursuant to an intergovernmental agreement between the district and the county clerk and recorder. The agreement shall allocate responsibilities between the county clerk and the district for the preparation and conduct of the election and shall be signed no less than 60 days prior to the election. The Board shall designate a school election official to whom some election responsibilities may be delegated pursuant to the agreement.

As an alternative, the district may have the option of conducting the election by mail ballot in accordance with rules promulgated by the secretary of state when the county clerk is conducting a polling place election. This decision should be made after consultation with the county clerk.

Expenditures of any school district funds or in kind services to otherwise inform voters about election issues must be specifically authorized by the Board. The district may dispense a factual summary which includes arguments both for and against the proposal without any conclusion or opinions in favor of or against any particular issue addressed by the summary.

Adopted: October 1998

LEGAL REFS: Constitution of Colorado, Article X, Section 20; C.R.S. 1-1-101 through 1-13-108 (*Uniform Election Code of 1992*); C.R.S. 1-45-117 (*Fair Campaign Practices Act*); C.R.S. 22-41.5-101 *et seq.*; C.R.S. 22-42-101 *et seq.*; C.R.S. 22-54-108