



**Responsible Office:** Office of Operations / Capital Projects and Facilities Management

## **BOARD POLICY 7100**

### **CAPITAL PROJECTS and FACILITIES MANAGEMENT**

#### **PURPOSE**

The Board of Trustees is committed to providing a quality physical learning environment for all students that is safe, warm and dry. The community's investment in these capital assets must be protected, maintained and revitalized in a manner that enhances educational programs for all students. A well-managed capital projects and facilities management program ensures the safety of all students, faculty/staff, and the community; and supports quality physical facilities, both existing and new, that are required to provide, support and enhance the District's educational programs. All physical facilities that house and support the educational programs of the District must be continuously maintained, regularly revitalized and constructed using current best practices and methods that promote continuous improvement of student learning.

#### **POLICY**

##### 1. Capital Improvement and Planning

- a. The Board of Trustees will evaluate school facility needs on an annual basis using the five (5) year Capital Improvement Plan (CIP) which prioritizes the District's capital improvement needs. The Board will approve the Capital Improvement Plan so that available funding can be applied to the areas of greatest need first. This plan will minimally list, in priority order these categories:
  - i. Capital renewal;
  - ii. Revitalization and technology for existing school facilities and support services;
  - iii. New schools to replace old ones; and
  - iv. New schools and school expansions to accommodate growth.
- b. All planning documents approved by the Board of Trustees will be utilized in the development of the Capital Improvement Plan including:
  - i. The Facility Condition Index Survey (FCIS);

- ii. The Older School Revitalization Identification and Prioritization Report;
    - iii. Educational Specifications; and
    - iv. The Middle School and High School Assessment Report.
  - c. Using the Capital Improvement Plan as a foundation, the Superintendent's Technical Team for Facility Planning will develop the Capital Improvement Allocation Plan (CIAP) for the Board's approval. The Capital Improvement Allocation Plan will present the capital improvements contained in the Capital Improvement Plan and recommended sources of funding for the implementation of these improvements. The Capital Improvement Allocation Plan will contain annual allocation plans for the years that funding will be available.
  - d. Significant capital projects, such as new schools, shall be reviewed by the Board of Trustees at each major phase of the design process.
  - e. In accordance with state law and Board policy, construction contracts will be administered allowing all properly licensed and qualified businesses the opportunity to participate in the District's capital improvement program.
  - f. The Superintendent will regularly report to the Board of Trustees on the progress of all District construction activities that are part of the capital improvement program. This information will be released to the public through the Office of Communications and Community Engagement.
  - g. The District's facilities will be continuously evaluated with respect to their material condition. Areas evaluated shall include safety, comfort, lighting, indoor air quality, capital asset maintenance, compliance with current educational specifications, and desirability as a structure for educational programs.
2. Determining the Needs of School Facilities
- a. Standards:
    - i. Educational specifications shall be developed through the mutual efforts and collaboration of District staff prior to being presented to the Board of Trustees for approval.
    - ii. In planning new school facilities, the following grade configurations will be used. Exceptions may be made for small attendance areas or when deemed necessary by the Board of Trustees.
      - 1. Elementary School: Kindergarten through 5<sup>th</sup> grade

2. Middle School: 6<sup>th</sup> grade through 8<sup>th</sup> grade; and
  3. High School: 9<sup>th</sup> grade through 12<sup>th</sup> grade
- iii. In order to insure the use of best practices and exposure to the latest innovations and efficiencies, the District may, with approval by the Board of Trustees, use educational building and facilities consultants. With the Superintendent's approval, staff may visit other sites/buildings and use resources that will provide effective, modern and efficient school facilities.
  - iv. When practical, building administrators, teachers and other staff, parents/guardians, students, and members of the community will be invited to participate in the building planning and design processes for new facilities.
- b. Needs Assessment:
- i. Facility replacement will be a criterion when evaluating the needs of existing facilities.
  - ii. Five-year enrollment projections will be developed annually and provided to the Superintendent or his/her designee. The establishment of a student capacity number for each school is critical in determining the need for additional schools, facility additions, the placement of temporary (portable) classrooms, and for the implementation of alternative capacity enhancement measures such as extended day sessions, double sessions, and multi-track year round programs. The resources of Washoe County will be evaluated as well as those in the public utilities, commercial, industrial and governmental sectors of the community that are sensitive to and contribute to the District's population growth.
- c. The District will utilize qualified architects, engineers and consultants for the capital improvement program's planning and design requirements.
- d. The acquisition of school sites shall be an ongoing process that is related to anticipated residential developments in Washoe County.
3. Capital Funding
- a. Every existing and potential funding source will be pursued to fund the District's capital improvement program including property taxes, the Government Services Tax, a capital projects tax, a residential construction tax, a transient lodging tax, a real estate transfer tax and sales taxes.

- b. The District will make every effort to maintain a capital reserve account to minimize the use of general obligation (bond) funds for facility renewal.
4. Community Engagement
    - a. Community involvement and a regular exchange of information is important for fostering and maintaining support for the District's capital improvement program. The District will take advantage of every opportunity to involve the community and governmental agencies in applicable phases of the program.

### **DESIRED OUTCOMES**

1. All educational programs shall have equitable facilities that are provided and maintained in a timely and cost efficient manner.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This policy reflects the goals of the District's Strategic Plan.
2. This policy aligns with the governing documents of the District, to include:
  - a. Board Policy 3221, Bids/Quotations and Contracts.
3. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 278, Planning and Zoning
  - b. Chapter 332, Purchasing: Local Governments
  - c. Chapter 338, Public Works
  - d. Chapter 350, Municipal Obligations
  - e. Chapter 387, Financial Support of School System, and specifically:
    - i. NRS 387.328, Financing of Construction of Schools and Other Projects: Establishment; purposes; accumulation of money for specified period; source; reversion prohibited; pledge of proceeds for payment on bonds.
  - f. Chapter 388, System of Public Instruction, and specifically:
    - i. NRS 388.040, Zoning of School District by board of trustees.
  - g. Chapter 393, School Property

## **REVIEW AND REPORTING**

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.
3. The Board of Trustees will evaluate school facility needs on an annual basis using the five (5) year Capital Improvement Plan (CIP) that includes all of the District's capital improvement needs.

## **REVISION HISTORY**

Date	Revision	Modification
3/24/2015	1.0	Adopted (combined deleted Board policies: 7080, 7081, 7082, 7084, 7085)