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

BOARD POLICY 7100

CAPITAL PROJECTS and FACILITIES MANAGEMENT

PURPOSE

The Board of Trustees (Board) is committed to providing a quality physical learning environment for all students that provides, supports, and enhances the Washoe County School District (District) educational mission. The community's investment in these capital assets must be protected, maintained, and revitalized in a manner that enhances educational programs for all students and seeks to provide for the safety of all students, employees, and the community. The District shall seek to construct and/or revitalize facilities that house education programs using current best practices and methods that promote continuous improvement of student learning.

POLICY

1. Capital Improvement and Planning

    a. The Board 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 a program of projects within 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 will be utilized in the development of the Capital Improvement Plan.

    c. Facility Master Plans Using the Capital Improvement Plan as a foundation, the Facilities Management Department will develop the Capital Renewal Plan annually for the Board's approval.

d. Significant capital projects, such as new schools, shall be reviewed by the Board prior to initiating the design phase and again prior to initiating the construction phase of each major project.

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 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 for approval;

      ii. 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, use educational building and facilities consultants. With the Superintendent's approval, employees may visit other sites/buildings and use resources that will provide effective, modern, and efficient school facilities.

      iii. When practical, building administrators, teachers and other employees, 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; and

      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. 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.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

    a. Board Policy 3221, Contract Review and Approval; and.

    b. Board Policy 9405, Capital Projects / Bond Oversight.

2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:

    a. NRS Chapter 278, Planning and Zoning;

    b. NRS Chapter 332, Purchasing: Local Governments;

    c. NRS Chapter 338, Public Works;

    d. NRS Chapter 350, Municipal Obligations;

    e. NRS 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. NRS Chapter 388, System of Public Instruction, and specifically:

   i. NRS 388.040, Zoning of School District by board of trustees; and

g. NRS Chapter 393, School Property.

REVISION HISTORY

Date	Revision	Modification
03/24/2015	1.0	Adopted (combined deleted Board policies: 7080, 7081, 7082, 7084, 7085)
07/26/2022	2.0	Revised: Update format, deletion of unnecessary language that is no longer relevant, clarify language related to NRS and NAC.