



Book	Policy Manual
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7100 - **FACILITIES PLANNING**

A. Long-Range Facility Planning

The School Board is committed to long-range, research-based planning and decision-making in the purchase, construction, maintenance, operation and improvement of existing and new sites and facilities. The District shall maintain a long-range facilities improvement plan that relates school plant utilization, improvement and maintenance to educational goals and programs. The long-range facilities improvement plan shall reflect the coordination of construction and opening of public school facilities with plans for residential development and other necessary services, as set forth in the interlocal agreement between the Board, county government, and municipal government. This plan shall be annually updated to reflect District progress, as well as changing programmatic, fiscal, demographic, energy and other conditions. The District shall also maintain educational and materials specifications for school plants as supporting documents to its long-range facilities plan. These educational specifications shall specifically address the matters of facility capacity and energy efficiency. Facility capacity can be defined in terms of physical site capacity or program design capacity. Preference shall be accorded program design capacity over physical capacity whenever economically and administratively feasible, in order to achieve District educational goals addressed by the program design.

New construction and improvements or modifications to existing facilities shall be in accordance with applicable Federal, State, and local regulations.

B. Educational Facilities Plan

The District shall annually prepare a tentative educational facilities plan prior to adoption of the District school budget, in accordance with the requirements set forth in F.S. 1013.35. The tentative plan shall be submitted to affected local governments and provision shall be made for public comment on the plan prior to Board approval. The plan may be amended, provided that prior notice is given to affected local governments and the public, and the public is afforded an opportunity for comment. The adopted educational facilities plan shall be a complete, balanced, and financially feasible capital outlay financial plan for the District, and it shall set forth the proposed commitments and planned expenditures of the District to address the educational facilities needs of its students and to adequately provide for the maintenance of the educational plant and ancillary facilities, including safe access ways from neighborhoods to schools. The educational facilities plan in the District shall be guided by the following priorities:

1. safety and health;
2. applicable laws shall be followed, including accessibility or accommodations for persons with disabilities;
3. present facilities and sites shall be well maintained and functional;

4. accreditation standards shall be met;
5. schools shall be as equal as possible in terms of the quality of their facilities;
6. instructional space shall complement the teaching effort;
7. facilities shall be made as energy efficient as economically justifiable;
8. administrative and support space shall complement the administrative and support effort; and
9. facilities should be permanent and long lasting.

C. Five Year Facilities Work Program

The District shall update annually its Five Year Facilities Work Program for approval by the Board and submission to FDOE by October 1st of each year, or as required by State law. The Five Year Work Program shall be financially feasible and shall reflect the five (5) year listing of capital outlay projects adopted by the Board in order to properly maintain the educational plants and ancillary facilities of the District and to provide an adequate number of satisfactory student stations for the projected student enrollment of the District in grades K-12 programs. The detailed plans for providing student stations in the District's Five Year Facilities Work Program shall be based on recommendations made in the Educational Plant Survey as specified in Board Policy 7100.01. Once approved by the Board, the Five Year District Facilities Work Program shall be submitted to FDOE.

D. Educational Plant Survey

At least once every five (5) years, the District shall arrange for an educational plant survey in conformance with section F.S. 1013.31(1), which shall expire on June 30th of the fifth fiscal year from the survey year. All new construction, remodeling and renovation included in the District's Five Year Facilities Work Program must be adopted by the Board and included in the educational plant survey. The Board shall readopt the educational plant survey annually to ensure that the Five Year Facility Work Program and the educational plant survey are balanced and facilities planning is properly coordinated for the five (5) year span covered by the Five Year Facilities Work Program. The educational plant survey shall propose a building program for the District for a period of five (5) years.

1. Survey Report

The District's Educational Plant Survey Report shall contain recommendations for housing educational programs, services, leased space used for conducting the District's education instructional programs, projected student population, and other information required by F.S. 1013.31; and shall be reviewed and approved by the Board prior to submission to FDOE. The survey shall include, but not be limited to, the following:

a. Inventory

A current inventory of all existing Board-owned and long-term leased educational, ancillary and auxiliary facilities and plants, including all satisfactory lease-rented, lease-purchased, owned, and rented relocatables.

b. Recommendations

Recommendations for remodeling, renovation, new construction, site acquisition, site development, and site improvement for existing and new educational and ancillary plants and auxiliary facilities shall be coordinated with the local comprehensive plan as required in F.S. 1013.33. Recommendations shall include the general location, capacity, and estimated cost of work for each project.

1. Capital Outlay Classification 1 - Satisfactory (C-1)

An existing educational plant that is recommended by a survey for continued use or a new educational plant recommendation. Generally, adequate site; satisfactory facilities; or projected membership within desirable size range for the type of school.

2. Capital Outlay Classification 2 - Satisfactory (C-2)

An educational plant that is in a period of transition with evidence insufficient to recommend replacement. Generally, in need of renovation, repair, or maintenance.

3. Capital Outlay Classification 3 - Unsatisfactory (C-3)

An educational plant that is unsatisfactory in one (1) or more major respects. Generally, inadequate site or declining enrollment where the needs of students may be better and more economically served at other educational plants and abandoned educational plants not currently housing students. Unsatisfactory educational plants that currently house students should be closed as soon as adequate facilities are available. The Board may, by resolution pursuant to F.S. 1013.28, elect to dispose of said property when determined by the Board to be unnecessary for educational purposes, as recommended in a survey. The District may not use PECO maintenance funds for a facility with a C-3 classification.

4. Capital Outlay Classification 6 - Satisfactory (C-6)

Existing ancillary facilities recommended by the survey for continued use or new ancillary facilities. Generally, adequate site and satisfactory facilities.

5. Capital Outlay Classification 7 - Unsatisfactory (C-7)

Ancillary facilities. Generally, inadequate site; unsatisfactory building(s); and/or abandoned facility not currently being used. Such facilities should be closed as soon as adequate facilities are available elsewhere. The Board, by resolution pursuant to F.S. 1013.28, may elect to dispose of said property when determined by the Board to be unnecessary for educational purposes, as recommended in an educational plant survey. The District may not use PECO maintenance funds for a facility with a C-7 classification.

6. Capital Outlay Classification 9 (C-9)

Any District-owned facility that is leased to an entity for use by the lessee for any purpose, including educational, but is not used by the District during the normal school hours of operation. PECO maintenance funds may not be used for facilities assigned a C-9 capital outlay classification, even when the facility contains satisfactory space. These facilities shall be counted in the District's inventory of available space and will be considered in the determination of new construction needs.

7. Student Population

An analysis using numbers provided by FDOE, of the projected capital outlay full-time student population (COFTE) based on the "traditional school year" by school center and based on an extended day or year-round operation for grades kindergarten through 12 and vocational programs.

8. Facilities Lists

Statements of proposed types of facilities, grade structure, and student capacity for grades kindergarten through 12 and vocational schools. The District shall use electronic facilities list programs developed by FDOE for all facilities where any construction expenditures are derived from any State sources and shall not be modified by the District.

9. Capital Outlay Proposed Funding Plan

An analysis of expenditures and projected capital outlay funds for grades kindergarten through 12 and vocational schools; millage necessary to raise the required local contribution; tax levies on nonexempt property (millage); debt service obligations; anticipated State funds; the amount of unappropriated and unencumbered capital improvement funds available for construction at the time of the survey or other financial data as may be relevant, such as trends in assessed valuation.

2. Precedence

The Board's new Five-Year Educational Plant Survey shall supersede all previous surveys. The District may prepare a supplementary survey at any time for approval by the Board and submission to FDOE. Once approved by FDOE, the supplementary survey shall supersede all previous surveys for the recommended facility or site.

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