

	ABERDEEN SCHOOL DISTRICT	NEPN Code: FAA
	POLICIES AND REGULATIONS	

FACILITY PLANNING AND DEVELOPMENT

The significance of providing school facilities that enhance the District's educational program is recognized by the School Board. To assure a comprehensive approach to projecting and planning needs, the following aspects of need will be considered.

- Safety and welfare of students and staff
- The expanding and changing educational program of the district
- Standards of construction to assure that the facility is readily accessible to and usable by persons with disabilities
- Relations with the total community, and projected developments in those relationships over the years
- Plant and site aesthetics as they affect the education of pupils and feelings of people about their schools
- Changing demographics of the District's population
- Community planning and zoning requirements
- Budget capabilities of the school district
- Relationship between the projected new facilities and those already in existence

PLANNING

A school district facilities 5 year Capital Outlay Plan will be maintained and kept up-to-date. The Capital Outlay Plan will reflect the needs of current instructional procedures and projected educational programming. This Plan will incorporate enrollment projections, site acquisition needs, school plant placement, and determination of financial needs for providing the necessary school facilities.

EVALUATING EXISTING BUILDINGS

All existing school facilities will be evaluated periodically for their spatial, thermal, visual, sonic, and aesthetic requirements in terms of the desired educational programming. In addition to the inspections provided by other district personnel, planning for major rehabilitation and remodeling will be incorporated in the Capital Outlay Plan on a scheduled basis and shall be based upon the standards. The Capital Outlay Plan shall include cost estimates for each facility to meet the standards, as well as a target date for the work to be completed. In addition, the District shall develop and maintain a preventive maintenance plan and schedule for all facilities. This shall be updated yearly and shall be approved by the Board.

DETERMINING EXTENT OF NEW CONSTRUCTION

New construction should be the product of an evaluation process whereby it is determined that existing structures are insufficient, or wholly unsuited to remodeling or other work to enable them to properly house the projected educational program.

LAND USE

Every school site shall be master-planned for ultimate development. This planning should include the locations of all buildings, grounds, and service facilities. If all buildings in the Capital Outlay Plan are not constructed in the first phase, then a tentative set of increments should be developed.

ADMINISTRATION OF INDIVIDUAL PROJECTS

1. Determine educational philosophy - by school board
2. Prepare education program - by administration
3. Prepare a facilities program or educational specifications, assign a priority of needs
4. Select architect
5. Review programs 1, 2 and 3 with architect and appropriate committee
6. Select site (if necessary)
7. Prepare preliminary drawings
8. Review preliminaries with appropriate committee
9. Revise preliminaries as necessary
10. Review plans with school board
11. Development of working drawings
12. Review with appropriate committee as working drawings progress
13. Approval of working drawings by school board
14. Approval of working drawings by state department
15. Advertise project, issue plans and specifications for bidding
16. Issue addenda as necessary
17. Receive and open bids
18. Approval by school board - award contracts
19. Appoint "clerk of works" if necessary
20. Ground breaking
21. Construction phase
22. Periodic progress reports to school board
23. Final inspection
24. Acceptance of building
25. Dedication

LEGAL REFERENCES:

- SDCL 13-24-9 School Board power to erect, acquire, equip and dispose of school and accessory building
SDCL 13-24-11 Equipment, maintenance and repair of buildings and athletic fields
SDCL 13-24-14 Examination and approval by state superintendent of school building plans and sites
SDCL 13-24-16 Sanitary facilities and utilities required for school buildings
SDCL 13-24-17 Flagpole required, display of flag
SDCL 13-24-18 Equipment, books and facilities recommended by State Board

ADOPTED: November 14, 2000

REVIEWED: July 23, 2007

REVISED: March 11, 2013

REVISED: February 26, 2018