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FACILITIES DEVELOPMENT GOALS

The Board accepts the premise that a school building should reflect the philosophical convictions of the school district about education. The Board recognizes, however, that educational programs are neither unchanging or simple to incorporate into a facility plan. Anticipation of program change makes the need for flexible use of buildings necessary.

School buildings will be functionally compatible with desired school experiences. The program, not the physical setting, will dictate the manner in which the building is used.

The Board recognizes that funds are limited, and that when planning facilities priorities must be established to make the best use of the school building dollar. The Board's first objective will be to develop a plan that provides adequate space for each student's educational development. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansion.

Architects retained by the Board will be expected to plan for simplicity of design; sound economics, including low long-range maintenance costs, efficiency in energy needs, low insurance rates; high educational use; and flexibility.

(ADOPTION DATE: May 10, 1982)

(REVIEWED DATE: February 23, 2004)

(REVIEWED DATE: August 27, 2007)

FACILITIES PLANNING

The Board is responsible for the regular operation and orderly development of its physical plant. For this reason, the Board will concern itself with both short- and long-term-range planning as it relates to the properties of the school district.

To this end, the Board will follow the policy of having before it at all times a long-term building program to serve as a guide for capital improvements. In developing a long-range program, the Board, will monitor:

1. The evaluation of existing facilities in terms of capacity and function.
2. The projection of life expectancy of facilities and maintenance costs.
3. Enrollment projections and community development patterns.
4. Site availability and acquisition.
5. Changing instructional requirements and services.

This program will be subject to systematic study, revision, and extension from time to time, and the respective construction projects will be acted upon individually when proposed for implementation.

The Board's building program will be designed to provide adequate facilities to conduct full-time elementary and secondary education programs for all students residing in the district. The building program will be based upon specific Board policies and have been and will continue to be modified to conform to changes in the curriculum, availability of construction funds, and changes in enrollments.

(ADOPTION DATE: May 10, 1982)
(REVISION DATE: February 23, 2004)
(REVIEWED DATE: August 27, 2007)

FACILITIES CAPITALIZATION PROGRAM

To finance the facilities program, the Board, as established by law, may at its discretion authorize an annual tax levy not to exceed three mills on the taxable valuation of the district for the capital outlay fund. The Board may also issue and sell capital outlay certificates. Money received from the sale of these certificates will also be placed in the capital outlay fund.

The capital outlay fund is a fund provided by law for the purchase of land; improvement of grounds; construction of, additions to and remodeling of facilities; or for the purchase of equipment, books and software. It may also be used for installment payments for the purchase of real property, plant or equipment, where the installment contract does not exceed 10 years, and for the payment of the principal and interest of the capital outlay certificates. When used for the purchase of capital outlay certificates and the payment of installment contracts, the total accumulated unpaid principal balances cannot exceed three percent of the taxable valuation.

Construction of new facilities, or of additions to facilities which will require advertising for bids, must have a public hearing at least 10 days prior to the advertisement of any contract specifications. Following this public hearing and approval of the Board, the district may use the capital outlay fund for payment of the new construction or addition, however, the district may not change the originally advertised use of the fund without holding another public meeting.

In accordance with law, the Board will develop and maintain a five-year plan on the annual project revenues and expenditures for the capital outlay fund. The projected expenditures will itemize the project costs for new or additional facilities.

(ADOPTION DATE: May 10, 1982)
(REVISED DATE: February 23, 2004)
(REVIEWED DATE: August 27, 2007)

CROSS REFS.: FD, Bond Campaigns

FACILITIES CAPITALIZATION PROGRAM

CAPITAL OUTLAY CERTIFICATE

NUMBER

DOLLARS

UNITED STATES OF AMERICA

STATE OF SOUTH DAKOTA

COUNTY OF _____

School District No.

ISSUE DATE _____

CAPITAL OUTLAY CERTIFICATE

SERIES _____

KNOW ALL MEN BY THESE PRESENTS that the Brandon Valley School District #49-2 of Minnehaha County, South Dakota, a duly organized and existing school district, hereby acknowledges itself to be indebted and for value received promises to pay the bearer the sum

_____ DOLLARS

on the maturity date as herein set forth on the schedule of payments, or on a date prior thereto on which this Capital Outlay Certificate shall have been duly called for redemption and to pay interest on said principal sum from the redemption at the rate of _____percent per annum payable _____. Both the principal and the interest are payable at the _____ Bank _____, of South Dakota. For the prompt and full payment of such principal and interest as the same becomes due, the full faith, credit and taxing powers of said School District have been and are irrevocably pledged, subject only to the statutory levy limitation on the taxable valuation of the district for the capital outlay fund. Also pledged is any or all of that portion of those monies received in the Capital Outlay fund as property tax replacement necessary to make prompt and full payment of principal and interest as they become due.

This Capital Outlay Certificate is one of an issue of certificates in the total principle amount of _____ all of like date and tenor except as to certificate number, dollar amount and maturity date, issued by said School District for school building purposes and is issued in full conformity with the Constitution and laws of the State of South Dakota and resolutions duly adopted by the School Board of said School District.

After _____ years Capital Outlay Certificates of this issue are subject to redemption and prepayment at the option of the District. A notice of call for redemption shall be mailed thirty days in advance of the date specified for redemption to the bank and to the holder, if known, of each certificate to be prepaid, Holders of Capital Outlay Certificates who wish to receive such notices must register their names, addresses and certificate numbers with the School District Business Manager at _____ South Dakota.

IT IS HEREBY AGREED that all acts, conditions and things required by the Constitution of Laws of the State of South Dakota, to be done and to be performed precedent to an in the issuance of this Capital Outlay Certificate in order to make it a valid and binding general obligation of the district in accordance with its terms have been done and have been performed in regular and due form, time and manner as so required and that the tax has been or will be levied on the taxable property in said School District in an amount to pay the interest when it falls due and also to pay discharge the principal of this Certificate a maturity, and that this Certificate, together with all other indebtedness of the School District outstanding on this date and on the date of actual issuance and delivery, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, _____, South Dakota, by its School Board has caused this certificate to be executed in its behalf by the signatures of the President of the School Board and Business Manager and has caused this certificate to be dated _____.

ATTEST:

Business Manager

President of School Board

Current 1981

(ADOPTION DATE: May 10, 1982)
(REVISION DATE: February 23, 2004)
(REVIEWED DATE: August 27, 2007)

BOND CAMPAIGNS

In accordance with law, the Board by resolution may determine that the district should issue negotiable bonds. These bonds may only be used for the purpose of:

1. Refunding any bonded indebtedness which is or is about to become due and payable or whenever such indebtedness can be refunded at a lower rate of interest to fund any judgment or outstanding warrants;
2. Raising money for any purpose for which the Board is authorized to spend school district money

The proposition to issue bonds, except for bonds to fund registered warrants or to refund bonded indebtedness, will first be submitted to the patrons of the district at a general or special election.

Once the Board determines the necessity for a bond issue, the Board must obtain the services of a bonding company and/or a financial advisor to handle the sale and issuance of bonds.

The amount of money borrowed will not exceed the sum of 10 percent of the previous year's assessed valuation.

(ADOPTION DATE: May 10, 1981)
(REVISION DATE: February 23, 2004)
(REVISION DATE: September 24, 2007)

EDUCATIONAL SPECIFICATIONS

To ensure that facilities being planned are designed best to implement the educational program, the superintendent will provide for the establishment of educational specifications to apply when planning, building or renovating school facilities.

The educational specifications will include:

1. A description of the needs of persons to use the facility.
2. The kinds of educational activities to be provided in the facility.
3. The appropriate kinds and amounts of furniture and equipment needed.
4. The consideration of location of facilities with regard to the educational and administrative needs (e.g., band room and library; playing fields and locker rooms; front office and general school control; and student traffic patterns).
5. Special site considerations for esthetics, vehicle traffic patterns, cooperative community use, and the like.
6. Required standards of construction to assure that the facility is readily accessible to and usable by handicapped persons.
7. Any other kinds of unique information that will give guidance to an architect in developing plans.

(ADOPTION DATE: May 10, 1982)

(REVIEWED DATE: February 23, 2004)

(REVIEWED DATE: August 27, 2007)

SELECTION OF ARCHITECT

The Board will employ a licensed architect to design the plans of each proposed building, building addition, or extensive renovation. For remodeling or the building of new facilities, if the site is less than 5,000 square feet, the Board does not need to hire a qualified licensed architect.

In selecting architects, the following criteria will be considered:

1. Experience in school construction.
2. Evidence of relevant experience in special situations, such as facilities for the handicapped.
3. Creative design ability
4. Technical knowledge to control the design so that the best results are obtained for the least amount of money.
5. Executive and business ability to oversee the proper performance of contracts.
6. Proven ability in all of the major phases of planning and construction: predesign planning, schematic design, design development, bidding, construction.
7. Ability and temperament to work cooperatively with others.
8. Willingness to consult with staff on educational specifications.
9. Extent and experience of architectural staff in relation to the scope of the planned project.
10. Experience with the Brandon Valley School District.

The architect will be selected by the Board on the basis of the above criteria and will be employed under a contract which meets the current standards of the American Institute of Architects.

(ADOPTION DATE: May 23, 1988)

(REVISION DATE: October 28, 1991)

(REVISION DATE: February 23, 2004)

(REVISION DATE: September 24, 2007)

FACILITIES DEVELOPMENT PLANS AND SPECIFICATIONS

Most schools are planned and designed to be used for many years. To provide long-term usefulness to the district and to justify the investment in a school plant, the following general principles will be applied to the design of new buildings and the renovation of older facilities.

1. **Flexibility:** Versatile construction materials will be used so as to provide a building adjustable to future changes in curriculum and teaching methods.
2. **Durability:** Buildings will be constructed of durable materials. These may not necessarily be expensive; on the other hand, materials of an initial high cost may be chosen to offset operational or maintenance expense.
3. **Safety:** Construction materials, architectural and equipment specifications will meet the state safety requirements to ensure that safety of students and staff, as well as other persons who may use the school facilities.
4. **Expandability:** The building design should provide for the possibility of future addition, while leaving the original concept of the structure intact.
5. **Accessibility:** Buildings should be designed to allow easy flow of traffic for all who use the building. This principle applies not only to vehicular traffic (accessibility to public thoroughfares and ample provision for parking), but also to the establishment of good traffic patterns inside the school.
6. **Environmental:** Aesthetic values and energy conservation measures will be considered in planning the total school environment. In order to provide the best possible learning environment, the surroundings should be comfortable, pleasing and safe.

(ADOPTION DATE: May 10, 1982)
(REVISION DATE: October 28, 1991)
(REVISION DATE: January 22, 1996)
(REVISION DATE: February 23, 2004)
(REVIEWED DATE: August 27, 2007)

CROSS REF.: EB, Safety Program

SITE PLAN AND SPECIFICATIONS

In accordance with local policies, school building sites will conform to minimum criteria established by the school board (assistance with planning may be obtained from the South Dakota Department of Education and Cultural Affairs and the Office of State Fire Marshall).

(ADOPTION DATE: May 10, 1982)
(REVISION DATE: October 10, 1994)
(REVISION DATE: January 22, 1996)
(REVISION DATE: February 23, 2004)
(REVIEWED DATE: August 27, 2007)

CROSS REF. FEE, Site Acquisition Procedure

CONSTRUCTION COST ESTIMATES AND DETERMINATIONS

Preliminary and Final Estimates

After the architectural firm has been selected, a cost ceiling estimate indicating the maximum cost of the new construction or remodeling project will be submitted by the architect. Then after final plans have been made concerning building design and building size or remodeling needs a final cost estimate will be drawn up by the architect.

Periodic and Final Computations During Construction

At regular intervals during the construction period, the superintendent, the architect, and the contractor, will review earlier project costs and actual construction expenditures to determine the financial position of the project at that particular point. Upon completion of the project, a final computation of building expenditures will be made to determine the cost of each aspect of the total building project or remodeling program.

(ADOPTION DATE: May 10, 1982)

(REVIEWED DATE: February 23, 2004)

(REVIEWED DATE: August 27, 2007)

SITE ACQUISITION PROCEDURE

Priorities based upon student population, location, and education needs will be established well in advanced in order that proper locations for school sites might be acquired. Sites will be acquired in advance of time for construction to allow adequate time for the completion of topography studies and other preliminary work (i.e. traffic safety patterns). Eminent domain action for the acquisition of property for school site purposes will be executed only after negotiations fail and all other avenues to the solution has been exhausted.

To acquire a school site, the Board may exchange property with the state and any municipality or organized township or county within or partly within the boundaries of the school district under terms and conditions determined by the respective governing bodies.

(ADOPTION DATE: May 10, 1982)
(REVISION DATE: October 10, 1994)
(REVISION DATE: February 23, 2004)
(REVIEWED DATE: August 27, 2007)

CONTRACTOR'S AFFIDAVITS AND GUARANTEES

The Board will require a contractor, before commencing building, remodeling, or improvement of a school site, to furnish a performance bond for the faithful performance of the contract. The bond will contain the provisions required by law and be in a form prescribed by the district.

The Board may waive the deposit when the improvement does not exceed the amount of \$50,000.

(ADOPTION DATE: May 23, 1988)

(REVISION DATE: February 23, 2004)

(REVISION DATE: September 24, 2007)

CROSS REF.: DJC, Bidding Requirements

CONTRACTOR'S AFFIDAVITS AND GUARANTEES
PERFORMANCE BOND

Bond No. _____

Premium _____

KNOW ALL MEN BY THESE PRESENTS, that we _____
of _____, state of _____
as principal, and _____
of _____, state of _____
as surely, are held and firmly bound unto the Brandon Valley School District in the sum
of _____ Dollars (\$ _____),
lawful money of the United States, to be paid to the Brandon Valley School District for
the payment of which we bind ourselves, our heirs, our successors and assign, our
executors and administrators, jointly and severally, by these presents. WHEREAS, The
principal has entered into a contract with the Brandon Valley School District, through its
Office of Purchasing of Brandon, South Dakota, on the _____ day of _____,
20____, to perform, furnish and deliver the supplies, equipment and commodities
specified in the schedule annexed hereto and incorporated by reference herein _____

NOW THEREFORE, The conditions of the above obligations are such that the Principal
shall well and truly comply with the terms of said contract and said Principal shall fail to
fulfill any or all parts of the contract then this bond and the surety thereon shall be
responsible to the State of South Dakota for the full payment of the full value of the
supplies, equipment and commodities specified in the schedule annexed hereto needed
to complete the contract.

Sealed with out seals and dated at _____, state of _____
this _____ day of _____, 20 _____.

PRINCIPAL

(company name)
By: _____
(signature) (title)

Countersigned (resident South Dakota
Agent, exempt if premium \
Is \$40.00 or less)

SURETY

(company name)
By: _____
(signature) (title)

bonding agent

address

SUPERVISION OF CONSTRUCTION

The Board will appoint a construction operation manager for any remodeling, addition or new construction project. He/She will be a competent person who insures that the interests of the public are protected and that the contractor complies strictly with the approved plans and specifications. The operation manager will report regularly to the Board, to keep it informed of construction progress.

The contractor will retain supervision of the actual construction and the workers whom he has employed to complete the actual building of the structure.

(ADOPTION DATE: May 10, 1982)

(REVISION DATE: February 23, 2004)

(REVIEWED DATE: August 27, 2007)

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RETIREMENT OF FACILITIES

The Board will annually review space needs for the educational program. Consideration will be given to closing schools when declining enrollment results in detrimental effects on the district's educational program and/or results in adverse effects on the financial management of the district. The Board will keep the public informed of any consideration to close a school.

If the Board wishes to close a school it may do so by resolution at a Board meeting on or before December 1.

The Board, also by resolution, may submit the question to a vote of the people. If persons other than the Board wish to have the question of closing a school submitted to a vote of the people they must file with the business manager, by January 15, a petition calling for an election. Such petition must be signed by at least 15 percent of the registered voters of the district at the last preceding general election.

The following criteria may be used to aid in making recommendations for the closing of schools:

1. Enrollment projections and classroom usage.
2. Future financial forecast.
3. Effect upon the educational program of the school and the district.
4. Effect upon the community.
5. Evaluation of present facilities, including:
 - a. educational adequacy
 - b. operational costs
 - c. modernization potential
 - d. building capacity
 - e. alternate use of building

(ADOPTION DATE: May 23, 1988)

(REVISION DATE: February 23, 2004)

(REVIEWED DATE: August 27, 2007)