

POLICY 7200  
FACILITIES PLANNING

School facilities should provide an environment for effective educational development for all students for a diverse student population.

Long-range plans should exist that provide a sustainable basis for meeting District facilities needs in an orderly manner and which make school facilities available at the time and in the place needed. Planning of school facilities will be consistent with the best acceptable current methods for the practical implementation of educational programs. Educational, diversity and community needs shall be considered in the planning of school facilities.

A continuing effort shall be made to provide facilities that will enable all District students to have a suitable educational environment. Before renovating or adding to existing school buildings, careful consideration shall be given to whether present and future needs can best be met in this manner. Existing school buildings shall be evaluated in terms of instructional developments and their ability to meet future enrollment and educational needs.

The Superintendent of Schools or designee shall have primary responsibility for the development and administration of major facility construction, additions or remodeling projects. Planning of major facility construction additions or remodeling shall involve staff members and Board members. The District shall comply with federal, state and local laws, codes and ordinances relating to design and construction.

The public shall be kept informed of District facilities needs and plans.

LEGAL REF.: Wisconsin Statutes

- Sections 120.10(5) [Annual meeting power; designating building sites]
- 120.10(10m) [Annual meeting power; school capitalization expansion fund]
- 120.12(1) [Board duty; care, control and management of district property]
- 120.12(5) [Board duty; repair of school buildings]
- 120.12(21) [Board duty; consideration of effects on historic properties]
- 120.13(1) [Board power; do all things reasonable for cause of education]

CROSS REF.: Policy 7210, Forecasting Enrollments  
Policy 7320, Consultant Services  
Policy 7340, Site Selection and Acquisition

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 25, 2001  
September 25, 2007  
December 17, 2013

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A. Long-Range Planning

1. The Superintendent of Schools or designee shall establish a Long-Range Facilities Planning Committee for the purpose of developing a plan that will be reviewed as necessary to determine long-range district facility needs and be presented to the School Board periodically as directed by the School Board.
2. A comprehensive long-range facilities plan should consider several factors, including the following:
  - a. The educational program to be offered.
  - b. The number and location of individuals to be served by the school system.
  - c. The space needs required beyond existing facilities.
  - d. The financial implications to the community.
  - e. Attendance boundaries
  - f. Population demographic characteristics of the District and the specific attendance boundaries.
  - g. The adequacy of existing facilities to meet program needs.

B. Instructional Design

1. Educational specifications shall be compiled by an instructional design committee appointed by the Superintendent of Schools when deemed necessary, when new facilities, additions or remodels are being considered. Members of this committee will represent the various instructional and service areas of the District and represent the Districts diverse student population (i.e. minority, special needs, majority, etc.). The educational specifications shall be submitted to the School Board for approval and referred to the facilities design committee.
2. Specifications for educational facility construction, additions or remodeling shall include:
  - a. Program considerations
  - b. Characteristics of the community
  - c. Instructional program
  - d. Other administrative considerations, such as:
    - i. Enrollment data
    - ii. Financial considerations
    - iii. Interrelationship of facility to District
    - iv. Description of curriculum organization
    - v. Personnel requirements
    - vi. Diversity of the student population
  - e. Relationship of spaces
  - f. Facilities required

C. Facilities Design Committee

1. A planning committee, consisting of staff members appointed by the Superintendent of Schools or designee, Board members, and members of the community that reflects the diverse demographics of the District shall be convened for the purpose of assisting in the design of a comprehensive building plan. Staff members representing the various instructional and service areas of the District, in addition to the architect/engineer, and other consultants may be invited for development and review of plans for specific building program areas.

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2. Major facilities planning shall be based on the educational specifications and/or evaluation of existing buildings. "Major facility construction, additions and remodeling" shall be defined to include any projects that (a) are new construction or remodeling which would substantially change the nature of an existing building, and (b) would require funding other than the normal, annual District budgetary provisions.
3. The Superintendent of Schools or Designee shall have decision-making authority to revise plans and specifications recommended by the planning committee to avoid cost overruns and to ensure timely completion of the project, subject to School Board approval. Approval of plans at the various stages of development shall be by School Board action.
4. A milestone schedule for the entire project shall be developed and submitted to the School Board for approval.
5. An estimate of the costs of major construction, additions or remodeling shall be submitted to the School Board and based upon information furnished by the architect/engineer and/or the general contractor/construction manager. A total project cost estimate shall be prepared and include:
  - a. Construction cost including fixed equipment and site development
  - b. Architectural services
  - c. Movable equipment (Furniture, Fixtures and Equipment)
  - d. Special assessments for sewer, water and paving
  - e. Contingency