

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: March 13, 2018

REVISED:

701-AR-0. FACILITIES PLANNING

The District administrators are responsible to integrate facilities planning with other aspects of planning and goal setting.

The Superintendent, building principals and designated administrators are responsible to collect and review relevant information regarding the District's facilities planning and to determine recommendations, both short-term and long-term, that the Superintendent will present to the Board.

When appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion.

Facility Needs

The Superintendent, building principals and designated administrators will annually collect information regarding:

1. Current condition of District schools, facilities and property.
2. Short-term repairs, enlargements, construction, equipment needs, etc. required to maintain District schools, facilities and property.
3. Long-term maintenance, enlargements, equipment and new construction needs for District schools, facilities and property.
4. Cost of projected repairs, enlargements, equipment, construction, etc.
5. Projected closure of buildings and proposed new construction, with estimated associated costs.

The Superintendent and administration will compile a report of these findings to present to the Board in accordance with the budget timeline designated by the Board.

Enrollment Projections

The Superintendent, building principals and designated administrators will use the following methods to project enrollment numbers:

1. Reports on buildings and grades for current enrollment numbers.
2. Reports by building principals projecting enrollment numbers by grades for next two (2) school years.
3. Number of resident students attending private, charter and cyber charter schools.
4. Reports indicating number of approved and anticipated residential units, based on submitted site plans.
5. Review of any proposed rezoning and its consequences.
6. Consideration of proposed industrial and/or commercial development within the District and surrounding areas.

Community Involvement

The Board may appoint committees comprised of Board members, District administrators and designated staff, and community members to study specific areas of facilities planning.

The Board and Superintendent will schedule meetings as necessary to allow District residents to present their views on facilities issues affecting their local schools or community.

The Board will request designated administrators to be present to provide information at public presentations regarding matters involving facilities planning. This information may include visual aids, maps, charts, data, and other statistical presentations.

Indoor Air Quality

A goal of the District is to improve indoor air quality during new construction and while making repairs, renovations and maintenance to existing facilities. When reviewing bids of this nature, consideration will be given to those contractors who incorporate good indoor air quality into their design plans.

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701-AR-1. NEW CONSTRUCTION

When appropriate, based on the recommendations of the administration, the Board will authorize a comprehensive study to determine the need for new construction of a District facility.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the District staff, community residents, the Department of Education, and educational and architectural consultants, as it deems appropriate.

The administration will ensure that the District's goals for facilities are to:

1. Integrate facilities planning with other aspects of planning and goal setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled individuals as specified in Applicable Law.
7. Provide for low maintenance costs and energy efficiency.

Selection of Architect

The Board and Superintendent will develop criteria for the selection of architects and engineers to be employed by the Board to assure the District will receive a high degree of competency for these professionals.

The procedure for selecting an architect to direct a new construction project is as follows:

1. The Board will appoint a Screening Committee, which will comprise no more than six (6) members. The Committee will be a balance of Board members and administrators. The Superintendent will be a member of the Screening Committee.

2. The Superintendent will serve as the resource person for the Committee. S/He will solicit bids from the firms approved by the Board or other sources.
3. The Screening Committee will review proposals relative to the established criteria and determine the firms to be interviewed by the Committee.
4. The Superintendent will schedule the interviews and the Committee will conduct the interviews in the most efficient manner possible.
5. The Screening Committee will determine the final nominee(s) and prepare a written report for the Board describing the reasons for the recommendation of the firm(s) and rejection of the other applicants.
6. The Screening Committee will present its final nominee(s) to the Board for final interview, recommendation and approval.

Role of Solicitor

The solicitor will be responsible to review the following:

1. Land purchase contracts.
2. Construction contracts.
3. Easements and/or permits for utilities.
4. Titles and deeds for chosen sites.
5. Need for applications relative to special land use.

The solicitor will be responsible for preparing the following:

1. Titles and deeds.
2. Settlement documents for land transfer.
3. Condemnation documents for site and easement acquisitions.
4. Liens and claims.
5. Deeds of dedication for rights-of-way.
6. Resolutions for Board approval involving easements, rights-of-way and land sales.

The solicitor will provide legal representation during condemnation proceedings, suits involving construction contracts and payments.

The solicitor will coordinate settlement and condemnation payments for land and easement acquisitions.

Construction Manager Responsibilities

When the Board or Superintendent solicits the services of a Construction Manager, the following minimal services shall be required:

1. Serve as the District's professional representative for the construction/renovations project, and provide professional consultation and advice through completion of the project.
2. Provide pre-construction phase services in concert with the District's architect, design professionals, and internal staff to assist with the planning and preparation of the project for bidding purposes, including, but not limited to, initial cost preparation, schedule preparation, specification preparation, design constructability, local, county and state agency requirements, etc.
3. Provide bidding phase services, including, but not limited to, identification of bidding environment (work force analysis), assistance in the procurement and selection of prime bidders (general, mechanical, electrical, and plumbing), the development of a milestone master schedule, and associated phasing plans.
4. Provide construction phase services, including, but not limited to, full time representation for the District through the construction phase of the project.
5. Provide construction closeout services, including, but not limited to, all closeout activities as per the contract documents for all prime contractors and in concert with the project architects and other associated professionals.

Contractor Responsibilities

1. The contractor will provide a qualified construction supervisor on the project.
2. The construction supervisor will provide such supervision service directly or indirectly through his/her assistants or subcontractors as necessary to complete the project in accordance with the contract documents, or schedule such acceptable workmanship.
3. The contractor will provide for all permits, tests, and reports required by regulations, codes and/or the contract demands.
4. The contractor will provide for the reasonable safety measures for all parties associated with the project.
5. The contractor will take necessary precautions to protect adjacent property and the public from damage to persons or property as a result of his/her operations or those of his/her subcontractors, as required by federal, state and local safety standards, laws, codes or contract documents.
6. The contractor will compare the project progress with the progress chart and update as required.

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701-AR-2. ALTERNATE USE OF DISTRICT BUILDINGS/SPACE

Identification/Determination of Facilities for Closing/Leasing

Prior to the final adoption of the annual budget, the Superintendent, building principals and designated administrators will project each District school building's enrollment figures for the ensuing two (2) school years and identify those school buildings whose projected enrollments are below acceptable capacities.

The Superintendent will notify the Board prior to May 1 if a school building's enrollment has been projected to be less than the building's capacity for at least the ensuing two (2) years.

The Board and administration will consider the feasibility of closing or leasing areas in the underutilized school buildings.

At that time, the administration will contact the Department of Education, appropriate government agencies and community residents of the affected municipality(ies) where the building is located to advise them that the Board is considering the desirability and feasibility of closing or seeking an alternate use of the surplus space. The administration will keep the agencies and community members informed in writing of the considerations as they progress and will actively seek input of affected agencies and community residents regarding the actions being considered with respect to the building or space.

In the case of available surplus areas within a facility that will continue to be used in the District's educational program, administration will identify such areas and advise the Board if and how such areas can appropriately be grouped for alternate use.

The Board must approve of any closing of a school building or leasing of surplus space within a school building and must notify the Department of Education in writing of such Board resolution.

Application for Use of Surplus Space

After Board approval, the administration will advertise the availability for rental of surplus space in a school building. The administration will provide an Application For Leasing Surplus Space and a copy of these administrative regulations to all interested parties.

Entities and individuals interested in leasing surplus space must complete and submit to the Business Administrator a completed application form. The application must contain complete information. The administration may require applicants to provide additional information to the District.

The designated administrators will ensure that each applicant being considered for leasing provides copies of any required licenses and approval from supervisory agencies, and is fully capable of meeting District lease requirements.

Identification/Selection of Prospective Lessees

The Business Administrator will maintain a file of applicants for lease of surplus space.

The administration may advertise for and engage, with Board approval, the services of a real estate firm to seek desirable lessees.

Appropriate governmental agencies and community organizations of the municipality(ies) where the surplus space is located will be advised in writing regarding the prospective lessees with which the District is negotiating.

The Board will give at least thirty (30) days' public notice of its intention to act on the administration's recommendation that surplus space be leased to a proposed lessee. Such notice will identify the proposed lessee by name and will describe the use(s) to which the proposed lessee would put such space.

Leases

The Business Administrator will develop, with the assistance of the solicitor, a lease form to be signed by all parties that states the terms and conditions of the lease of the District's surplus space.

Oversight of Leased Space

The Business Administrator is responsible for overseeing compliance by lessees with lease terms and conditions, and with all applicable codes, laws and regulations.

The Business Administrator is responsible for ensuring that the lessees of such areas do not interfere with the educational program conducted by the District in the facility where the leased area is located.

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701-AR-3. APPLICATION FOR LEASING SURPLUS SPACE

Applicant Identification

Name of organization: _____

Address: _____

Telephone: _____

Type of organization – brief description, profit or non-profit:

Principal Officers – names and titles:

Financial information – Audit – submit copy of last completed fiscal year:

Bonding/insurance company – names, addresses:

Bank credit line (optional): _____

Building Space Required

Building location: _____

Rooms (square footage): _____

Use of built-in equipment: _____

Time period desired: _____

Nature and Purpose of Intended Use

Detail intended use of facilities: _____

Number of individuals who would be regularly occupying space: _____

Approximate number of transient individuals visiting building space: _____

Space required for automobile parking: _____

References

Bank references – name, address, contact person:

Credit references (4) – name, address, contact person:

Applicant Name: _____

Signature of Business Administrator: _____

Date: _____

Note: If additional space is required, please attach additional information to this application.