

SERIES 900: FACILITIES

910 NEW FACILITIES GOALS AND OBJECTIVES

911 Facilities Development Goals

920 FACILITIES PLANNING

920-Rule Objectives of Facilities Planning

921 Enrollment Projections

922 Facilities Capitalization

930 FACILITIES CONSTRUCTION

931 Educational Specifications

932 Selection of Architect

933 Construction Contracts, Bidding, and Awards

933.1 Contractor's Fair Employment Clause

934 Site Acquisition Procedure

935 Supervision of Construction

940 NAMING NEW FACILITIES

950 BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

960 STAFF ORIENTATION TO NEW FACILITIES

970 RETIREMENT OF FACILITIES

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910

NEW FACILITIES GOALS AND OBJECTIVES

911

Facilities Development Goals

With a view to achieve the district's central purpose of high quality education, and acting also with fiscal responsibility, the district shall strive not for the cheapest but for the most economical construction which adequately meets requirements for quality education, safety, durability, maintenance, insurance and flexibility.

The Board establishes these broad goals for development:

1. To integrate facilities planning with other aspects of planning in a comprehensive program of educational problem solving.
2. To base educational specifications for school buildings on identifiable learner needs.
3. To design for sufficient flexibility to permit program modification or the installation of new programs.
4. To design school buildings as economically as feasible, providing that learner needs are effectively and adequately met by the design.
5. To involve the community, local school staff, available experts, and the latest in related current developments and research in building plans and specifications.
6. To design school buildings for maximum potentiality for community use.

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920

FACILITIES PLANNING

The Board will concern itself with short and long-range planning as they relate to the properties of the public schools. The superintendent and his/her staff will periodically submit for Board consideration plans for facilities improvement, additions and/or construction.

The Board's building program will be designed to provide adequate facilities to conduct full-time elementary and secondary education programs for all students in the district. The building program will be based on Board policies which will conform to changes in curriculum, availability of construction funding, changes in territory to be served and changes in enrollment.

When possible, parents, principals, teachers, support staff and other community representatives should be involved in the planning process.

LEGAL REF.: Wisconsin Statutes Sections 120.12(5), 120.13(9)
CROSS REF.: 920-Rule, Facilities Planning Objectives
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SURING PUBLIC SCHOOL DISTRICT

920-Rule

Objectives of Facilities Planning

A long-range facilities expansion plan will be developed, based on enrollment projection, estimates of obsolescence for current facilities, estimates of major renovation needs, and projections of program needs. The plan shall project facilities expansion and costs for at least five to ten years, and it must be approved by the Board in order to be considered as having successfully achieved this objective.

All architectural work for facilities expansion shall meet the following requirements:

- A. Plans shall be evaluated, specifically and thoroughly, as to how well they incorporated and meet educational specifications for the facilities. They shall not be accepted unless judged as adequately meeting those specifications.
- B. Alternatives shall be provided, especially in the general layout of facilities, from which the district may select that plan which appears to best meet program needs.

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921

Enrollment Projections

Enrollment forecasts shall be prepared under the direction of the superintendent. It shall be the joint responsibility of the superintendent and the principal to compile the data necessary to project enrollments several years in advance.

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922

Facilities Capitalization

The Board may submit at any regular election or at a special election called for the purpose, to qualified electors of the school district the question of contracting a specified amount of promissory notes or bonded indebtedness for the propose of erecting and/or furnishing school buildings or purchasing school sites. Before such election, specific needs for facilities are made clear to the general public and careful estimates are made as to amounts required for sites, buildings and equipment.

While the Board may, and should, provide the public with information on school building needs, it may not use district funds to specifically advocate “yes” votes on borrowing issues.

Following any bonding or note approval by the voters, the debt to be contracted will be advertised and marketed according to law with the assistance of a financial consultant to be selected by the Board. Such consultant will be approved only after careful study of qualifications of applicants. A contract for the consultant will be specific as to remuneration and length of time.

LEGAL REF.: Wisconsin Statutes Sections 67.12, 120.10(5)(6), 120.10(10m),
120.13(20)
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930

FACILITIES CONSTRUCTION

931

Educational Specifications

The Board shall require the superintendent to develop a set of comprehensive educational specifications for the architect. These specifications, which shall then be discussed in conferences with the architect, shall include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building.
2. A description of the proposed curriculum and the teaching methods and techniques to be employed.
3. A schedule of space requirements, including an indication of relative locations of various spaces.
4. A desired layout of special areas and the equipment needed in such areas.
5. An outline of mechanical features and special finishes desired.
6. A description of standard codes and regulations.

LEGAL REF.: Wisconsin Statutes Section 120.13(9)

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SURING PUBLIC SCHOOL DISTRICT

932

Selection of Architect

The architect contributes to the building program as follows:

1. Advice and assistance in the selection of a site.
2. Assistance in determining the physical requirements of the project and developing preliminary budgets.
3. Preparation of preliminary sketches and studies incorporating educational specifications.
4. After thorough review, preparation of detailed drawings, plans, specifications, and contracts for the projects.
5. Assistance in obtaining a building plan approval by the State Department of Commerce.
6. Preparation of necessary forms and information to advertise the project for bid, assistance in bid opening, advice to the committee on awarding the contract.
7. Supervision and administration of the construction phase of the project.
8. Certification of payments to the contractor, advice as to final acceptance of the building.
9. Authoritative, professional presentation of the building program to the public, especially with regard to costs and details of construction.

LEGAL REF.: Wisconsin Statutes Section 120.13(9)
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SURING PUBLIC SCHOOL DISTRICT

933

Construction Contracts, Bidding, and Awards

Upon the approval of working drawings and specifications by the Board and state agencies, the Board shall solicit bids to be submitted on or before a specified time at the Office of the Board of Education. Each bid will be accompanied by a certified check or a bank draft in the amount of 5% or a bidder's security bond in the amount of 10% of the total bid. The advertisement shall state that the Board reserves the right to reject any or all bids and to readvertise the project if necessary.

The architect shall take the responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds, and forms of agreement between the Suring Board of Education and the successful bidder(s). Upon receipt of bids, they will be opened publicly and entered upon the minutes of the Board of Education. The architect shall assist the Board and school personnel in analyzing the bids. The architect's advice on awarding the contract of particular value with respect to legal aspects of contract provisions which regulate alternations, extras, nonperformance, damages and security bonds.

LEGAL REF.: Wisconsin Statutes Sections 66.29, 120.13(9), 779.14
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SURING PUBLIC SCHOOL DISTRICT

933.1

Contractor's Fair Employment Clause

Contractors and subcontractors are required not to discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to hiring, tenure, terms, conditions, or privileges of employment because of the person's age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the U.S. military, except where based on a bona fide occupational qualification. Breach of this covenant may be regarded as a material breach of the contract of purchasing agreement.

LEGAL REF.: Wisconsin Statutes Sections 111.31-111.395
Immigration Reform and Control Act Federal Law Section 504
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SURING PUBLIC SCHOOL DISTRICT

934

Site Acquisition Procedure

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

LEGAL REF.: Wisconsin Statutes Sections 120.10(5-6), 120.12(21), 120.13(20)

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SURING PUBLIC SCHOOL DISTRICT

935

Supervision of Construction

The Board shall require from personnel employed and directly responsible to the school district a review of the architect's activities in his/her supervision of building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school district. The district's representative shall make periodic reports certifying by his/her personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specification and contracts.

Any change order will be submitted to the superintendent of schools who will determine whether it is a matter for Board action. If the superintendent decides Board consideration is not necessary, the signature of the superintendent will be considered Board action.

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940

NAMING NEW FACILITIES

The Board shall solicit input of staff, students, and community in the naming of new facilities.
The final decision on the name will rest with the school board.

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SURING PUBLIC SCHOOL DISTRICT

950

BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

Upon completion of the building construction and a final inspection of all aspects by the architect, contractors and school officials, the Board will make final acceptance.

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SURING PUBLIC SCHOOL DISTRICT

960

STAFF ORIENTATION TO NEW FACILITIES

Staff orientation to a new school building will begin with the participation of staff members in and research for the planning of the building. When educational specifications for a new building include program changes, arrangements shall be made for appropriate training of staff members so they will be adequately prepared for implementing the desired changes.

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SURING PUBLIC SCHOOL DISTRICT

970

RETIREMENT OF FACILITIES

The Board will seek both professional advice and the advice of the community in making its final determination as to the retirement of any school facility.

Recognizing that retired school property may have value for recreational or other community purposes, the Board will grant first opportunity to acquire such property to the City Parks and Recreations Department; the second opportunity to other municipal bodies; and the third opportunity to private entrepreneurs whose use of the property would return it to the district's tax rolls.

LEGAL REF.: Wisconsin Statutes Section 120.10(12)
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