

## SECTION F: FACILITIES DEVELOPMENT

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## FACILITIES DEVELOPMENT GOALS

The educational program is influenced significantly by the environment within which it functions. The development of a quality educational program and District facilities which help to implement it should be complementary.

It is this Board's goal to provide the facilities needed for the number of students in the District, to provide the kind of facilities which best support and accommodate the educational program and to develop a long-range planning and evaluation program.

The Board recognizes that capital outlay funds are limited and that it must establish priorities in order to make the best use of the school building funds. Whenever possible, the cultural as well as educational needs of the community are considered in planning facilities expansions.

Architects employed by the Board are expected to plan for simplicity of design, sound economics (including low, long-range maintenance costs), efficiency in energy consumption, low insurance rates and high educational utility and flexibility.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 153.65 through 153.71  
3313.76; 3313.77  
3318.01 et seq.  
OAC 3301-35-03

## FACILITIES PLANNING

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

The Board follows a long-term building program to serve as a guide for capital improvements. This program is subject to systematic study, revision and extension. The respective construction projects are acted upon individually when proposed for implementation.

The Board building program is designed to provide adequate facilities to conduct educational programs for all students residing in the District. The building program is based upon specific Board policies which have been, and continue to be, modified to conform to changes in the curriculum, availability of construction funds, technological needs, changes in enrollments and the results of annual evaluation of facilities. The Board establishes priorities using these and other relevant factors.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 3313.37  
3315.10; 3315.18; 3315.181  
Chapter 3318  
OAC 3301-35-03; 3301-35-06

CROSS REFS.: FA, Facilities Development Goals  
FL, Retirement of Facilities

## TAX ISSUES

The Board examines financial needs in advance of any levy or bond elections. The Board provides the public with information on school building needs and on levy and bond elections. It does not use District funds to promote approval of school-related tax issues.

Tax reduction factors are considered in coordination with the sexennial property appraisal in affected district counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: October 11, 2004]

LEGAL REFS.: Ohio Const. Art XII, Sections 2, 5  
ORC Chapter 133  
3311.21  
3313.37; 3313.375  
3315.07  
3501.01  
Chapter 5705  
5748.01 et seq.

CROSS REFS.: BCF, Advisory Committees to the Board  
FL, Retirement of Facilities

## SITE ACQUISITION PROCEDURE

When the Board determines that a particular piece of land should be acquired for school purposes, it authorizes the Superintendent to discuss the purchase of the property. He/She may acquire information about the property from a qualified appraiser and advice about the purchase from an attorney. If an agreement is reached, the Board authorizes the Superintendent to acquire the property at the agreed-upon price.

If the Board is unable to reach an agreement with the property owners, appropriation proceedings may begin. The amount of compensation to be awarded to the owners of the land is deposited in escrow with the Clerk of the Court of Common Pleas when the action is filed.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 163.01 through 163.22  
3313.16; 3313.17; 3313.37; 3313.39; 3313.41

CROSS REF.: KH, Public Gifts to the District

## CONSTRUCTION CONTRACTS BIDDING AND AWARDS

Upon the approval of working drawings and specifications by the Board and State agencies, the Board solicits bids to be submitted at the office of the Board on or before a specified time. Each bid is accompanied by either a bond for the full amount of the bid or a cashier's check or letter of credit equal to 10 percent of the total bid. The advertisement states that the Board reserves the right to reject any or all bids and to re-advertise the project, if necessary.

The architect or authorized individual takes the responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds and forms of agreement between the Board and the successful bidder(s). Upon receipt of bids, they are opened publicly and entered into the minutes of the Board. The architect or other authorized individual assists the Board and District personnel in analyzing the bids. The Board attorney or other authorized individual's advice on awarding the contract is of particular value with respect to legal aspects of the contract provisions regulating alterations, extras, nonperformance, damages and security bonds.

School districts are exempt from paying prevailing wage rates on construction work.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 9.33 through 9.333  
Chapter 153  
Chapter 1305  
3313.37; 3313.46  
3318.01 et seq.  
Chapter 4703  
OAC generally 4101 (Ohio Building Code)

CROSS REFS.: DJ, Purchasing  
DJC, Bidding Requirements  
DJF, Purchasing Procedures  
FD, Tax Issues (Also KBE)

## NAMING/RENAMING SCHOOLS AND FACILITIES

The Board considers facilities to include, but not limited to, buildings, athletic fields, stadiums, gymnasiums, libraries, cafeterias, auditoriums, multi-purpose rooms, and hallways. The final decision of any naming of school facilities rests with the Board.

### Naming/Renaming of a School

In selecting the name of a school, the Board will consider:

1. Geographic locations.
2. General features of the area in which the school is located.
3. Other names consistent with educational themes.
4. Individuals may be considered if they meet all of the following criteria:
  - a. Must be deceased.
  - b. Have a distinguished record of service and is recognized as a figure of national prominence.
  - c. Exemplify achievement and qualities in which students and community can take pride.
  - d. Naming the school after this individual should have broad recognition and acceptance throughout our multi-cultural society.
  - e. Naming the school after this individual will positively impact the education of the students.

A school building will be considered for renaming only if it is rededicated or if there is a major change in the use of that building.

### Naming of Other School Facilities and Portions of Buildings

In selecting a name for other school facilities, the Board will consider the same criteria as above, except the person may still be living and must have a distinguished record of service to our community, school system, nation or society. Should an individual or a corporate entity wish to make a financial contribution for consideration of naming opportunities of a new facility, this contribution will make up at least 50% of the total project.

[Adoption date: October 1, 2004]

[Revision date: February 14, 2005]

[Revision date: February 27, 2006]

LEGAL REFS:           OCR3313.20

Middletown City School District, Middletown, Ohio

## **NAMING/RENAMING SCHOOLS AND FACILITIES**

### **Naming Process of a School Building**

Superintendent must approve the need for naming of a school before beginning this process.

1. The building principal, along with the superintendent, will select a School Naming Committee (Committee) that is representative of the school and attendance area. Its make up must include parents, faculty, and community members. If the building is servicing a new area and has no principal, the superintendent will appoint the Committee using the same criteria. The Committee will consist of no more than 10 members.
2. The responsibilities of this Committee are to:
  - a. Announce and publicize that names are being accepted for consideration for this building and are welcome from any citizen of the school district. This effort should insure that the public has knowledge of this opportunity and are likely to participate in the process. Nominations will be received for 14 days from the time of the announcement.
  - b. Collect the nominations. Nominations must be written and include:
    1. The name, address, telephone number and if available, the email address of the person making the nomination.
    2. Identification of what building is being recommended for this name.
    3. The proposed name.
    4. An explanation of why this name is appropriate for this building. If the name of an individual is proposed, all criteria in the policy must be addressed. Include an explanation of how this person contributed to our community, nation or society and explain how the naming of this building will have broad acceptance within our community, bring pride to our community, and positively impact the education the students receive.
  - c. Review all nominations and select no more than three for further evaluation. This will be done once the nomination window has ended. These names will then be made available for review and ranking by students, parents, and community members of the building's attendance area. Preference ranking by parents and community members within the school's attendance area will be solicited through the US mail. This process should not exceed two weeks.

- d. Once this ranking process has been completed, the Committee will forward no more than two preferred names with a rationale and justification of the level of support for their selection, to the superintendent for recommendation to the Board of Education.

**Naming Process of Other School Facilities or Portions of a Building**

The School Naming Committee for each school may consider a program to name portions of a building allowing recognition of individuals that have made significant contributions to that school, community, or nation. They may be living, but otherwise must meet the same qualifications as noted above.

A selection process will be devised that engages students, parents, faculty and community appropriately. Final approval rests with the Board. Signage for this program is the responsibility of the building.

[Adoption date: February 27, 2006]

LEGAL REFS:           OCR3313.20

## PUBLIC DEDICATION OF NEW FACILITIES

The Board recognizes the benefits of providing the public with the opportunity to tour a new building or reconstruction project soon after its occupancy. The touring of a facility is enhanced by a ceremony of dedication including remarks by the Board President, the Superintendent, building principal, architect and others named by the Board. All persons who have had a part in planning, approving, constructing or making possible a facility should be invited to participate in the ceremony. While the focus of the ceremony is the Board accepting the facility from the contractor, one of the most important functions of the dedication is the expression of appreciation to the taxpayers for providing the necessary funds.

[Adoption date: October 11, 2004]

CROSS REF.: FK, Facilities Renovation

## FACILITIES RENOVATIONS

Renovations, remodeling and enhancements must first be approved by the Superintendent or his/her designee and meet minimum requirements. Any gifts, money or equipment donated to the District must first be accepted by the Board and meet with the following requirements:

1. make certain any equipment is compatible with existing equipment and the educational program;
2. help the PTO get the best price by comparing with District bid prices;
3. assure that the District can provide proper maintenance on any equipment, building renovation or land change proposed and
4. assure that building and land changes meet all proper codes and regulations affecting school districts.

These requirements are intended to improve the use of available resources and to avoid any duplication of effort on the part of parent groups and the District.

All clearances are obtained through the Business Manager.

[Adoption date: October 11, 2004]

CROSS REF.: KH, Public Gifts to the Schools

## RETIREMENT OF FACILITIES

When a school building becomes inadequate due to age, condition, size of site, lack of need or other overriding limitations and cannot reasonably and economically be brought up to current educational standards, the building is considered for a comprehensive closing study. The Superintendent recommends to the Board which facilities appear to justify further analysis.

The Board may seek both professional advice and advice from the community prior to taking action to retire any school facility. The Board may consider the following factors:

1. age and current physical condition of the facility, its operating systems and program;
2. adequacy of site, location, access, surrounding development, traffic patterns and other environmental conditions;
3. re-assignment of students, including alternative plans, according to Board policy;
4. transportation factors, including number of students bused, time, distance and safety;
5. alternative uses of buildings;
6. cost/savings (e.g., personnel, plant operations, transportation, capital investment and alternative use) and
7. continuity of instructional and community programs.

[Adoption date: October 11, 2004]

LEGAL REFS.: ORC 3313.41; 3313.49  
3318.02; 3318.03

CROSS REFS.: ABA, Community Involvement in Decision Making (Also KC)  
BCF, Advisory Committees to the Board  
BCH, Consultants to the Board