

## **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: August 11, 2008

LEGAL REF.: 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 they relate 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: August 11, 2008

LEGAL REF.: 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 Reappraisal and/or the Triennial Update in affected District counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

Original Adoption Date: August 11, 2008

Re-Adoption Date: April 4, 2016

LEGAL REFS.: Ohio Const. Art XII, Sections 2, 5  
ORC Chapter 133  
319.301  
3311.21  
3313.37; 3313.375  
3315.07  
3501.01  
Chapter 5705  
Chapter 5713  
5715.33  
5748.01 et seq.  
OAC 5703-25-45 through 5703-25-49

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

## **SELECTION OF DESIGN PROFESSIONAL SERVICES**

The Board employs a registered architect to design the plans of each proposed building, building addition or extensive renovation.

In selecting architects, the following criteria are considered:

1. experience in school construction;
2. evidence of relevant experience in special situations, such as facilities for the disabled;
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; willingness to consult with staff on educational specifications and
8. extent and experience of architectural staff in relation to the scope of the planned project.

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

Adoption date: August 11, 2008

LEGAL REF.: ORC 9.33 through 9.333  
Chapter 153  
3313.37; 3313.46  
OAC generally 4101:1 (Ohio Building Code)

## **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: August 11, 2008

LEGAL REF.: 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% 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). Bids 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: August 11, 2008

LEGAL REF.: ORC 9.33 through 9.333  
Chapter 153  
3313.37; 3313.46  
Chapter 4703  
OAC generally 4101:1 (Ohio Building Code)

CROSS REF.: DJ, Purchasing  
DJC, Bidding Requirements

## **NAMING NEW FACILITIES**

The Board is responsible for the naming/renaming of all District-owned facilities.

The Board considers facilities to include, but not be limited to, buildings, athletic fields, stadiums, gymnasiums, libraries and multi-purpose rooms. In selecting a name, the Board may consider individuals, geographical locations, general features of the area in which the school or facility is located and other names that are deemed appropriate by the Board. If the facility is named for an individual, that individual must have made an outstanding contribution to the community, county, state or nation.

The Board directs the Superintendent to establish a committee composed of administrators, parents, community members, employees and, when applicable, students to suggest names. The Board will not be influenced in its decision by personal prejudice or favoritism, political pressure or temporary popularity in choosing a name. Although the Board considers all recommendations, final authority rests with the Board.

Adoption date: August 11, 2008

LEGAL REF.: ORC 3313.20

## **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 President of the Board, 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: August 11, 2008

CROSS REF.: DJF, Purchasing Procedures



## **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.

If the Board determines to close a school, it first considers other uses of the building before considering its sale. The Board also considers the building's historical value. In such cases, the Board may take special action to provide for its preservation.

Original Adoption Date: August 11, 2008

Re-Adoption Date: May 14, 2012

LEGAL REFS.: ORC 3313.41; 3313.411; 3313.49  
3318.02; 3318.03

CROSS REFS.: ABA, Community Involvement in Decision Making (Also KC)  
BCE, Advisory Committees to the Board  
BCH, Consultants to the Board  
DN, School Properties Disposal

## WALNUT TOWNSHIP LOCAL SCHOOLS

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