



ADMINISTRATIVE PROCEDURE

THE FACILITIES COMMITTEE

7110

Procedure No.

August 1, 1988

Date

- I. **PURPOSE:** To provide for the regular review of school system facilities by a permanent committee of school system administrators for the purpose of recommending to the Superintendent of Schools with regard to the Capital Improvement Program.
- II. **BACKGROUND:** School system construction needs, together with the needs of existing facilities, will be regularly reviewed and evaluated as to location, size, capacity, and other building considerations with the objective of developing an annual Capital Improvement Program for submission to the Board of Education.

The regulations and procedures for planning and construction of new facilities, addition to facilities, and renovation of existing facilities are prescribed by the Interagency Committee for the State Public School Construction Programs. These rules are the basis for Board of Education Policy 7100, which also contains criteria for development of a Capital Improvement Project to maintain all schools in good condition. It is the function of the Facilities Committee to review school system requirements and make recommendations to the Superintendent of Schools so as to enable the Superintendent of Schools to recommend a viable Capital Improvement Program to the Board of Education (Board Policy 7100).

- III. **DEFINITIONS:** The following definitions apply to the content of this Administrative Procedure:
- A. **Capital Improvement Program:** The aggregate of those projects for the acquisition, construction, additions, and renovations of school systems facilities, including land, buildings, or equipment.
- B. **Facilities Committee:** An advisory group for the purpose of reviewing the Capital Improvement Program and making recommendations to the Superintendent of Schools. The Facilities Committee is composed of the following members:
1. Deputy Superintendent of Schools (Chairman).
 2. Associate Superintendent for Supporting Services.
 3. Associate Superintendent for Instruction.
 4. Director, Department of Planning.
 5. Director, Department of Pupil Accounting and School Boundaries



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IV. PROCEDURES:

- A. Duties of the Committee: The Committee shall have the responsibility to develop a competent recommendation for a Capital Improvement Program to reach the Superintendent not later than May 15 of each year. Duties include:
1. Monitor seating capacity projections versus enrollment projections.
 2. Review existing buildings for inadequacies that need correction.
 3. Review citizen and staff proposals for building needs.
 4. Review proposals for changes in building use for impact upon capital improvement needs.
 5. Review proposals for school closings for impact upon capital improvement needs.
 6. Recommend annual revisions to the Capital Improvement Program to include priorities for projects completions.
 7. Evaluate requests for building alterations.
 8. Monitor and record all facility changes affecting space or capacity.
 9. Members attend each meeting of the Board of Education when the Capital Improvement Program is scheduled for discussion or action.
- B. Records and Reports: The Chairman shall provide for a record of deliberations sufficient to explain results. In addition, the following will be accomplished:
1. Interim Status Reports: The Chairman shall keep the Superintendent of Schools informed of Committee progress, significant issues under discussion, and significant differences of opinion as expressed by members.
 2. Minority Reports: Minority reports will be submitted when requested by a Committee member.



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Throughout the work of the Committee, Board of Education Policy 7100 shall be used as the prime basis for deliberations, together with all other pertinent regulations.

- V. **RELATED PROCEDURES:** Administrative Procedure 7110.5, Building Alterations Affecting Capacity or Space.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with Legislative and Policy/Procedures Office and will be updated as necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 7110, dated July 24, 1975.
- VIII. **EFFECTIVE DATE:** August 1, 1988.

Approved by:
John A. Murphy
Superintendent of Schools

Distribution: Lists 1, 2,3, 4, 5, 6, 10, and 11