

## FACILITIES PLANNING

It shall be the responsibility of the Jefferson Parish School Board to consider, revise and adopt recommendations of the Superintendent and members of his/her staff for planning adequate buildings and equipment for the school district. All such plans and recommendations should be in keeping with state building rules and regulations.

The School Board shall instruct the Superintendent to coordinate all phases of the building effort. Such coordination should include but not be limited to direction of planning activities, investigation of potential funding sources, and overall supervision of all building projects once construction begins, by following the outline in the district's *Procedures for Capital Projects*. The Superintendent shall keep the School Board fully informed and make recommendations which he/she deems are appropriate relative to time allowance differentials, change orders and final approval of completed projects.

The School Board and Superintendent shall prepare education specifications for a new facility and an architect shall then be retained to translate those specifications into building designs and construction specifications.

The School Board shall select, upon the recommendation of the Superintendent, architects and/or engineers as needed to design new school buildings and/or to renovate existing buildings. All such persons, i.e. architect and general contractor, shall post a performance bond with a surety company licensed to do business in Louisiana. All architects shall carry errors and omissions insurance.

### PRIORITIZATION

To move a capital project out of the normal order of prioritization shall require ***a super majority vote of two-thirds (2/3) of the entire School Board.***

### EDUCATIONAL SPECIFICATIONS

The School Board shall approve a set of comprehensive educational specifications for any architect retained by the School Board. These specifications, which shall 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 for such areas;
5. An outline of mechanical features and special finishes desired;
6. A description of standard codes and regulations (school district, city, parish and state) affecting planning.

Revised: January, 2016

Ref: La. Rev. Stat. Ann. §17:81; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 8-11-15.