

SECTION F: FACILITIES PLANNING AND DEVELOPMENT

Section F of the NEPN/NSBA classification system contains policies, regulations, and exhibits on facility planning, financing, construction, and renovation. It also includes the topics of temporary facilities and school closings.

- FA** Facilities Development Goals/Priority Objectives
- FAA** Evaluation of Facilities Planning and Development

- FB** Facilities Planning
- FBA** Planning Advisors
- FBB** Enrollment Projections

- FC** Building Accommodations
- FCA** Combining Schools
- FCB** Closing Schools
- FCC** Temporary School Facilities

- FD** Facilities Funding
- FDA** Bond Campaigns

- FE** Facilities Construction
- FEA** Educational Specifications for Construction
- FEB** Architect/Engineer/Construction Manager
- FEC** Use of Consultants in Facilities Construction
- FED** Construction Plans and Specifications
- FEDA** Site Plans
- FEDB** Construction Plans
- FEDC** Construction Equipment and Materials
- FEE** Site Acquisition
- FEF** Construction Cost Estimates
- FEG** Construction Contracts Bidding and Awards
- FEGA** Contractor's Fair Employment Clause
- FEGB** Contractor's Affidavits and Guarantees
- FEH** Supervision of Construction
- FEI** Construction of Recreational Facilities
- FEJ** Construction Records and Reports

- FF** Naming Facilities
- FFA** Memorials
- FFB** Names on Plaques

- FG** Board Inspection and Acceptance of New Facilities

- FH** Staff Orientation to New Facilities

- FI** Public Dedication of New Facilities

- FJ** Facilities Renovations/Improvements

FACILITIES DEVELOPMENT GOALS/PRIORITY OBJECTIVES

As the Caesar Rodney School District Board of Education seeks to maintain and improve its physical facilities, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching.

The Board of Education aims specifically toward:

- New buildings and renovations that will accommodate and facilitate those new organizational and instructional patterns that support the district's educational philosophy and instructional goals;
- Meeting all safety requirements through the remodeling of older structures;
- Providing such building renovations as needed to meet requirements on the availability of public school facilities to handicapped people;
- Building design and construction that will lend themselves to low maintenance costs and the conservation of energy. These two factors will also be given special consideration in the renovation of buildings.

Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodeling will be developed only after the viewpoints of teachers, students, parents and citizens of the District have been consulted and their input considered.

Current practice codified 1995

Adopted: October 15, 1996

FACILITIES DEVELOPMENT GOALS/PRIORITY OBJECTIVES

The Caesar Rodney Board of Education outlines the process for current construction project change orders. This will allow the current construction projects to continue daily operations when unforeseen change orders arise.

- 1) The Supervisor of Facilities Management will have the authority to make site approvals on change orders up to \$25,000.
- 2) The Superintendent or designee must make site approvals for change orders between \$25,000 and \$50,000.
- 3) Change orders in excess of \$50,000 must be pre-approved by a majority vote of the Caesar Rodney Board of Education.

Change orders under \$50,000 that receive site approvals will be taken to the Caesar Rodney Board of Education at a future Board Meeting (within 90 days) for formal approval, which is necessary for audit purposes. Every attempt will be made to bring all change orders, regardless of dollar amount, to the school board for prior approval when possible.

Adopted: September 19, 2025

FACILITIES PLANNING

The Caesar Rodney School District Board of Education authorizes the Superintendent of Schools to conduct appropriate review and studies of facility needs. If necessary, professional assistance may be sought.

Needs will be determined based upon the following criteria:

- The extent of use of existing facilities;
- The number of students to be accommodated at a particular time and projections for future expansion;
- The educational goals of the District;
- The extent of non-school or shared use of the facilities;
- The regulation of the State Board of Education regarding building capacity and the renovation/replacement formula.

Sites which are being considered for purchase by the District will be appraised by two licensed or certified appraisers who will establish the value of the site. The Board of Education may take options on properties or enter into a contract for purchase of facility sites on the basis that the cost value has been established and approved. The right of "eminent domain" as provided by statute, may be exercised after all reasonable negotiations for purchasing sites have been exhausted.

Current practice codified 1995

Adopted: October 15, 1996

LEGAL REFS.: 14 Del. C. 2303

ENROLLMENT PROJECTIONS

The Caesar Rodney School District Board of Education expects the Superintendent of Schools to compile the data necessary to project enrollments five years in advance for the District and each school. The Board feels a need for continuous forecasting and updating of projections and expects the Superintendent of Schools to annually report to the Board of Education enrollment data and projections.

Adopted: October 15, 1996

COMBINING SCHOOLS

The Caesar Rodney School District Board of Education recognizes as the ideal situation the appointment of a full time principal at each school.

In exceptional circumstances, the Board may combine two or more schools under the leadership of one principal.

The situation will also be considered exceptional if the establishment of a combined unit is seen as a step toward consolidation.

Two or more schools housed in buildings located on two or more sites, and under the direction of one principal, will be known as a "combined unit of school administration".

Recommendations for establishing combined units will be brought to the Board of Education when it can be demonstrated that exceptional circumstances make doing so clearly to the advantage of the District.

Each school in a combined unit of school administration will be treated separately for purposes of calculating the resource allocation formula.

The Board will approve the establishment of a "combined unit of school administration" only after schools and the community has been consulted and their input considered.

Adopted: October 15, 1996

CLOSING SCHOOLS

The decision to close a school building will be made by the Caesar Rodney School District Board of Education.

Appropriate publicity will be arranged and enough time provided to allow community members to be informed of the possibility of a school closure and to learn how they can participate in the process leading to a decision.

Detailed information will be gathered, and made available to the public, on the consequences of closing the school as well as leaving it open. These reports will cover the effects on the community served by the school as well as the educational and financial advantages and disadvantages.

The public will have access to reports and information the Board of Education uses to reach a decision. Community members will have sufficient time and ample opportunity to make presentations to the Board of Education and to enter into discussions so that all reasonable options are explored thoroughly before a final decision is made.

When the Board of Education decides to make a detailed study of the possibility of closure of a school building, the parents of students involved will be advised of the Board's intention to proceed to a decision on the matter.

If the Board of Education's final decision is in favor of closure, sufficient time will be allowed for the planning and adjustments necessary to implement the decision with minimum disruption to students, staff and the community.

Adopted: October 15, 1996

TEMPORARY SCHOOL FACILITIES

It is the intent of the Caesar Rodney School District Board of Education to meet the long-range housing needs of students with permanent facilities. However, it is recognized that during periods of rapid growth and/or attendance area adjustments, it may be necessary to house some students in temporary or relocatable facilities. When temporary or relocatable facilities are used to meet student housing needs, such facilities will conform to all applicable building codes, health and fire laws, and environmental standards.

Current practice codified 1995

Adopted: October 15, 1996

FACILITIES FUNDING

The Caesar Rodney School District Board of Education will, as needed, use any means of financing construction and site purchase provided for in the Delaware Code. The Board may also use money received from gifts, and money derived from the sale of school buildings and/or sites.

Current practice codified 1995

Adopted: October 15, 1996

BOND CAMPAIGNS

While the Caesar Rodney School District Board of Education may, and should, provide the public with information on school building needs and on bond elections, it will not use District funds to promote approval of capital projects.

The Board will form an ad hoc citizens advisory committee to examine building needs in advance of any building program so that the committee may make its findings known both to the Board and to the public.

As the need for bond issue support arises, a Citizens Committee for Better Schools may be formed for the purpose of promoting the passage of the bond issue and collecting funds needed for such promotion.

Adopted: October 15, 1996

FACILITIES CONSTRUCTION

Changing educational needs may require the planning, design, and construction of new educational facilities, as well as renovation or additions to existing schools in the Caesar Rodney School District. The size, complexity, and potential cost for such a program requires the Superintendent of Schools to present plans which focus upon the following principles to the Board of Education:

Flexibility: Modern technology has made available a wide choice of versatile construction materials that will make a building adjustable to future changes in curriculum and teaching methods.

Durability: Buildings should be constructed of durable materials that are not necessarily expensive. On the other hand, the initial higher cost of good sound materials may be offset by lower operational or maintenance expense.

Expansibility: If current population trends continue, schools may have to be expanded to meet increased enrollments. The building design should provide for the possibility of future additions, while leaving the original concept of the structure intact.

Accessibility: Buildings should be designed to allow easy flow of traffic for all who use the building. This principle applies not only to vehicular traffic (accessibility to public thoroughfares and ample provision for parking), but also to the establishment of good traffic patterns inside the school.

Environmental: Aesthetic values must be considered in planning the total school environment. In order to provide the best possible learning environment, the surroundings should be comfortable, pleasing, and safe.

Current practice codified 1995

Adopted: October 15, 1996

EDUCATIONAL SPECIFICATIONS FOR CONSTRUCTION

To ensure that all proposed new buildings, building additions, or renovations are designed to best implement the education program of the Caesar Rodney School District, the Superintendent of Schools will provide for the development of detailed educational specifications. Educational specifications are detailed descriptions of:

1. All the activities that will take place in the facility;
2. The curriculum to be housed in the facility;
3. The specific architectural characteristics desired;
4. The facilities needed, equipment requirements, and space relationships relevant to other activities; and,
5. The pertinent budget and other governing factors.

When educational specifications are prepared, an introductory section will also be included which will be devoted to a brief description of the community and the educational philosophy of the district.

The preparation of educational specifications serves a two-fold purpose:

1. To clarify and consolidate the thinking of the administration, the Board, and the community on the needs, desires, and objectives of the educational program to be conducted within the proposed new building; and
2. To organize this important information in a manner that can be easily and clearly interpreted by an architect.

The following persons are involved in developing educational specifications:

1. The Board of Education - which adopts policies, approves final specifications, employs the architect, and provides the budget;
2. The Superintendent/Designee - who provides administrative leadership, interpretation, and evaluation;

3. Others - including principals, teachers and other certificated staff members; student and citizen representatives; and the architect.

Consultants may be used in the development of educational specifications when deemed necessary by the superintendent and the Board of Education.

Adopted: October 15, 1996

LEGAL REFS.: School Construction Manual, DOE, 1991 pp. 11-14

NAMING FACILITIES

Naming a school or school facility is a matter deserving the thoughtful attention of the Caesar Rodney School District Board of Education.

The school administration shall keep the Board of Education informed of requests for the naming of school facilities. However, the Board of Education retains for itself, the responsibility for the naming of all school facilities.

Current practice codified 1995

Adopted: October 15, 1996

MEMORIALS

The Caesar Rodney School District Board of Education grants to the Superintendent and Building Principals the authority to issue awards or scholarships to students or staff as memorials in honor of persons who have special significance to students, district, staff or community.

The Board of Education reserves the right to consider naming a part of a building or campus as a memorial.

Adopted: October 15, 1996

NAMES ON PLAQUES

In keeping with the practice to recognize elected officials and others for their efforts and public service in providing new and/or improved facilities to the Caesar Rodney School District, the Board of Education wishes to have plaques installed on new construction projects giving the names of persons providing significant leadership at the time of the initiation of a project through the time of completion of the construction contract as reflected in the Board minutes. The plaques will provide the following information:

- Name of the school or building
- Board-approved construction date
- Names of Board members on the Board from the time the project was initiated through the time of completion of construction, thus:
 - President(s)
 - Vice-President(s)
 - Members (in order of number of years on the Board)
- Name(s) of the Superintendent(s) of Schools
- Others as recommended by the Superintendent and approved by the Board
- Name of the architect
- Name of the contractor

Past practice: codified 1995

Adopted: October 15, 1996

Revised: May, 2003