

Cache County School District

Policy Series 6000: Finance and Operations

Policy No. 6800 P1

Facilities Construction, Renovation, and Capital Improvement

This procedure aims to ensure that all capital improvement projects are evaluated consistently, transparently, and aligned with the District's strategic goals and budgetary constraints. It applies to all capital improvement projects proposed by District departments, schools, or external entities seeking District approval.

Definitions

1. Capital Improvement Project: A project that involves acquiring, constructing, or renovating physical assets with a useful life extending beyond one fiscal year. Examples include building additions, major renovations, and infrastructure upgrades.
2. Capital Improvement Plan (CIP): A multi-year plan that outlines anticipated capital improvement projects and funding sources.

Capital Improvement Project Proposal Procedure

1. Submission of Proposal
 - a. Initiation: Any department, school, or external entity wishing to propose a capital improvement project must submit a written proposal to the District Administration.
 - b. Proposal Form: The proposal must be submitted using the Proposal Submission Form, which can be obtained from the District Administration Office or the District's website.
 - c. Content Requirements: The proposal must include:
 - Project description and objectives
 - Estimated cost and funding sources
 - Timeline for project completion
 - Justification and anticipated benefits
 - Regulatory considerations
 - Risk assessment
2. Initial Review
 - a. Submission Deadline: Proposals must be submitted by November 30th for consideration in the next fiscal year's Capital Improvement Plan.

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b. Review Committee: For projects valued under \$50,000, the District Administration will appoint a review committee comprised of representatives from facilities management, finance, and relevant educational or operational departments who will evaluate capital improvement proposals. Proposals made in response to emergency situations or valued under \$50,000 will be evaluated and approved on a case-by-case basis at the discretion of the Facilities Manager.

c. Evaluation Criteria: The committee will evaluate proposals based on:

- Alignment with the District's strategic goals
- Cost-effectiveness and financial feasibility
- Urgency and Necessity
- Long-term benefits and sustainability
- Compliance with legal and regulatory requirements

3. Approval Process

a. Recommendation: Based on the evaluation, the review committee will make a recommendation to the District Administration.

b. Approval: The District Administration will make the final decision pending board approval. Approved projects will be included in the District's Capital Improvement Plan and budget.

c. Notification: Proposers will be notified of the decision within 30 days of the District Administration's decision.

Capital Improvement Plan

1. Annual Update: The Capital Improvement Plan will be updated annually to reflect new project approvals, adjustments to existing projects, and changes in funding.

Project Implementation

1. Project Management: Oversight of approved projects will be by the District's Facilities Management Department or other designated project managers.
2. Reporting: Project progress will be reported to the District Administration on a regular basis, and updates will be provided to the Board of Education and the public as required.
3. Post-Completion Review: A post-completion review will evaluate the project's outcomes against the initial objectives and identify any lessons learned.



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Amendments

This procedure may be amended as necessary to reflect changes in regulations, procedures, or District priorities. The District Administration and the Board of Education will review and approve proposed amendments.

Approved by District Administration: 11/21/24