

<p style="text-align: center;">DEERFIELD SCHOOL DISTRICT SERIES 900: <u>FACILITIES DEVELOPMENT</u></p>
--

920 Facilities Planning

922 Facilities Capitalization

930 Facilities Construction

931 Educational Specifications

932 Selection of Architect

933 Construction Contracts, Bidding and Awards

FACILITIES PLANNING

The Board of Education is responsible for the regular operation and orderly development of the district's physical plant and plan. The district administrator will annually review the needs of the district and present periodic recommendations to the Board for facilities improvement, remodeling, additions, and new construction.

It is the intention of the Board of Education to provide adequate facilities to conduct full-time elementary and secondary education programs for all pupils of the district. The building program will be based upon specific Board policies and traditional district practices which have been and will continue to be modified to conform to changes in the curriculum, availability of construction funds, and changes in enrollments.

The Board of Education will involve members of the community and staff in specific advisory committees in the planning process.

The Board of Education, in planning facilities, will assure that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

FACILITIES CAPITALIZATION

The Board of Education will follow the procedure required by the Wisconsin Statutes for seeking approval for adding to the long term indebtedness of the school district.

Consultants and attorneys with expertise in this area will be employed to advise the Board of Education in all matters of long term debt financing.

LEGAL REFS.: WS: 67.04 (3)

67.05 (6a) & (6b)

67.11

67.12 (12)

120.10 (6), (9) & (10)

EDUCATIONAL SPECIFICATIONS

The Board of Education shall require the district administrator to develop a set of comprehensive educational specifications for all facilities projects. These specifications, which shall be discussed in conferences with the architect, shall include:

Information concerning the plan of the school organization and estimated enrollments in the proposed project.

A description of the proposed curriculum and teaching methods and techniques to be employed in the project area.

A schedule of space requirements, including an indication of relative locations of various spaces.

A desired layout of special areas and the equipment needed for such areas.

An outline of mechanical features and special finishes desired.

A description of building codes and educational standards affecting planning, to include compliance with state and federal laws as they relate to public access and non-discrimination.

The Board of Education must give official approval to any educational specifications before specific plans such as blueprints can be started.

SELECTION OF ARCHITECT

The Board of Education will select an architect for each project individually and there shall be no continuing designation of an architect as the district's architect.

When an architect's services are determined by the Board of Education to be needed, the Board will instruct the district administrator to begin screening interviews. The district administrator will present these finalists to the Board of Education for interviews and Board selection.

The following criteria are to be employed by the district administrator during the screening interviews so that the Board of Education can be assured that all of the finalists are qualified and capable of completing the project under consideration:

- Training and experience of the partners and associates

- Successful school building experience with this district or other districts in this general area

- Inspection of job effectiveness

- Relation with contractors

- Design, appearance, and utility

- Planning ability and promptness

- Specification writing, accuracy, and sufficiency of detail

- Experience with government agencies

DEERFIELD COMMUNITY

CODE: 933

SCHOOL DISTRICT

DATE OF ADOPTION: 12-21-81

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

Upon the approval of the educational specifications and working drawings by the Board of Education and state agencies, the district will solicit bids to be submitted on or before a specific time. The advertisement shall state that the Board of Education reserves the right to reject any or all bids and to re-advertise the project if necessary and to select the bid which represents the best value for the district as determined by the Board.

The architect shall take the responsibility for preparing the advertisements, bid forms, and contract documents between the school district and the successful bidders.

All bids shall be opened publicly and entered into the minutes of the Board of Education. The architect shall assist the Board of Education and the school district staff in analyzing the bids and in making specific acceptance recommendations.