SECTION F: FACILITIES DEVELOPMENT

FB Facilities Planning

FC School Closings, Consolidations and Reorganizations

FEB Selection of Architectural/Engineering and/or Land Surveying Services

FEF Construction Contracts Bidding and Awards

FF Facility Names

FFA Memorials on Facilities and Grounds

FACILITIES PLANNING

The Board of Education will make the necessary provisions to carry out the goals and objectives of the school district through careful facilities planning.

The Board shall periodically review the long-range school facilities plan. This review will provide guidance for capital outlay expenditures and will ensure that the school district has well-planned school buildings at proper locations when needed and at reasonable costs. The superintendent shall report to the Board annually the status of facilities needed, based on enrollment projections and other factors. Enrollment projections shall cover five (5) years and include current registration figures, community population trends, local birth rates and a review of proposed land development in the community, including residential construction rates.

The Board or superintendent will generally initiate facility planning; however, the Board and superintendent will consider suggestions from staff or patrons. Principals, staff and patrons shall be consulted during the planning stage through final layout. The superintendent will present a detailed summary of this consultation to the Board prior to the approval of any building plan. The summary will include recommendations based on activities that will take place in the building; organization of instruction and curriculum to be housed in the building; specific architectural characteristics desired; equipment required; the spatial relationship to other district facilities; and other pertinent factors. Building plans for new construction or major structural renovation will be designed in accordance with seismic design standards if required by law and will comply with access requirements for persons with disabilities as required by law.

The district may acquire real property necessary for facility improvement or expansion through eminent domain only in accordance with law. The district will provide for the relocation of any persons displaced by the acquisition of property through eminent domain as required by and in accordance with law.

* * * * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 9/23/04

Revised:

Legal Refs: ' ' 8.610 - .655, 319.200, 523.205, RSMo.

8 2006, Missouri School Boards' Association, Registered in U.S. Copyright Office

Chapters 177, 523, RSMo.
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. ' 794
Americans with Disabilities Act, 42 U.S.C. ' ' 12101 – 12213

Bunker R-III School District, Bunker, Missouri

8 2006, Missouri School Boards' Association, Registered in U.S. Copyright Office

SCHOOL CLOSINGS, CONSOLIDATIONS AND REORGANIZATIONS

When considering the matter of permanently closing, consolidating or reorganizing schools within the district, it is the intent and desire of the Board of Education to provide students with high quality academic opportunities in a supportive educational atmosphere, ensure maintenance and enhancement of program options, and accommodate demographic demands and financial constraints.

The Board may permanently or temporarily close, consolidate or reorganize a school for any reason including, but not limited to:

1. Efficiency B Enrollment has declined or the space available at a school or schools in close proximity is not being used in the most efficient and cost-effective manner.

2. Physical condition of building B The physical condition of the school building makes continued operation of the site cost-prohibitive or continued occupancy of the site unsafe or impractical.

3. Alternative use of school facilities B The Board may close a school to use its facilities for other programmatic/educational purposes, for support services, to open a new school or to expand an existing school.

4. Change in educational focus B The Board may determine that a school closure, consolidation or reorganization is necessary to address the educational needs of students such as by implementing new curricula or instructional programs.

Process for School Closings, Consolidations and Reorganizations

Before any facility is permanently closed, the Board will convene a hearing, or a series of hearings if appropriate, to elicit public comment regarding the proposed action. The superintendent or designee will develop procedures for the conduct of the public hearings. Before any school closing, consolidation or reorganization is proposed, the superintendent=s staff shall prepare an impact analysis setting forth:

1. Possible alternatives to the proposed action, including maintenance of the status quo.

2. The projected impact that each alternative would have on each school affected by such action.

3. Enrollment data for the current school year and three-year enrollment projections for all schools affected by the proposed action.

8 2007, Missouri School Boards' Association, Registered in U.S. Copyright Office

After approval by the Board, the superintendent shall be responsible for the orderly closing, consolidation or reorganization of the school.

Reassignment of Students from Closed, Consolidated or Reorganized Schools

When a school is permanently closed, the students will be reassigned to a school or schools with available space that can meet their educational needs. If a school closing requires that the attendance boundaries of any school receiving students be redrawn, they shall be redrawn in a manner that facilitates equitable and appropriate reassignment. Physical proximity to the school will also be considered. Students may apply for enrollment at a school or schools other than the school to which they are reassigned in accordance with Board policy and subject to space availability and the admissions criteria of such school(s).

Reassignment of Employees Assigned to Closed, Consolidated or Reorganized Schools

Teachers, administrators and other employees at schools permanently closed, consolidated or reorganized pursuant to this policy shall be reassigned by the superintendent in accordance with Board policy and law. If the closing, consolidation or reorganization requires the district to eliminate positions, those positions will be eliminated in accordance with Board policy and law.

* * * * * * *

Note: ***The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 5/15/08

Revised:

Cross Refs: DN, Surplus School property
GCI, Professional Staff Assignments and Transfers
GCPA, Reduction in Professional Staff Work Force
GDI, Support Staff Assignments and Transfers
GDPD, Nonrenewal, Suspension and Termination of Support Staff Members
JCB, Intradistrict Transfers

MSIP Refs: 8.10

Legal Refs: ' ' 89.300 - .491, 168.124, 177.073, .091, RSMo.
School Dist. of Springfield R-12 v. City of Springfield, 174 S.W.3d 653 (Mo. Ct. App. S.D. 2005)

Bunker R-III School District, Bunker, Missouri

8 2007, Missouri School Boards' Association, Registered in U.S. Copyright Office

SELECTION OF ARCHITECTURAL/ENGINEERING AND/OR LAND SURVEYING SERVICES

The Board may select qualified firm(s) and negotiate contract(s) for architectural, engineering and land surveying services for the various building projects in the school district. Selection shall be made on the basis of demonstrated competence and qualifications for the types of services specified by the district at fair and reasonable prices.

In selecting such firm(s), the following criteria will be considered:

< Training, specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere with respect to the type of services desired by the Board.

< Planning ability, efficiency and promptness of the firm(s), including the capacity and capability of the firm(s) to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.

< Demonstrated educational specifications writing, to include accuracy and sufficiency of detail.

< Inspection of job effectiveness, to include an analysis of the past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.

< Proximity to and familiarity with the geographical area in which the project shall be located.

When considering the need for architectural, engineering and/or land surveying services, the Board or designee shall prepare a written description of the services desired by the district. Interested firms may be requested to submit statements of their qualifications and performance data with respect to the above criteria and also to submit a fee schedule. The Board or designee shall analyze the data received and list the top three (3) qualified firms. The Board shall select the firm(s) considered best qualified and capable of performing the desired services and shall negotiate a contract. Should the Board be unable to negotiate a contract with the firm(s) first selected, the Board may negotiate a contract with another firm from the list, or may direct the superintendent to seek additional statements of qualifications from other firm(s) and then submit a new list of qualified firms.

* * * * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 9/23/04

Revised:

Legal Refs: §§ 8.285 - .291, 327.091, .181, .272, RSMo.

Bunker R-III School District, Bunker, Missouri

© 2001, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: FEB-C.1C (8/01)

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

The Bunker R-III School District seeks to provide and maintain safe facilities capable of supporting the educational mission of the district, while at the same time utilizing public funds prudently.

Definitions

For the purposes of this policy, the following definitions apply:

Construction B Building a new facility or improving, enlarging, altering, painting, decorating, excavating, demolishing or performing major repairs on an existing facility.

Facility B A building, structure, stadium, field or parking lot, or part thereof, such as a roof or heating or air conditioning system.

Major Repair B Replacement or repair of existing facilities when the size, type or extent of the facility is changed or increased.

Project Planning

Construction projects will be planned to cause the least disruption to the district's educational program and to ensure the safest possible environment for students, staff and the public. District staff will rely on the district's long-term facilities plan when making decisions regarding construction and major repair of district facilities. The district is committed to providing accessible facilities. All projects will comply with laws regarding accommodations for individuals with disabilities, and the district will consider recommended accommodations as well.

Before bidding a project, the district will determine whether engineering, architectural or land surveying services are required and will select those services in accordance with law and Board policy. The superintendent or designee is authorized to contact legal counsel for assistance in drafting or reviewing proposed contract language.

The district may enter into a union-only project labor agreement if the district 1) is utilizing no more than 50 percent of state funds on the construction project, 2) conducts an impact analysis, 3) publishes the results of that analysis and the reasons for requiring such an agreement, and 4) holds a public hearing, as required by law. The district will publish its determination on whether to require a union-only project labor agreement within 30 days of the public hearing.

8 2012, Missouri School Boards' Association, Registered in U.S. Copyright Office

Purchasing Materials

All materials purchased either directly by the district or indirectly by the contractor or subcontractors must comply with legal requirements, including the purchasing preferences required by law.

Bidding

All construction projects that may exceed an expenditure of $15,000 shall be advertised in a newspaper of general circulation, in accordance with law, and may also be advertised in business, trade or minority newspapers or other modes of communication such as the district's website or other websites. Projects will not be split or artificially divided for the purpose of avoiding these competitive bidding requirements.

Prior to advertising for bids, the superintendent or designee and the architect or construction manager, if applicable, will draft detailed bid specifications for the construction project. Bid specifications will include all legal mandates including, but not limited to, requiring:

1. Compliance with prevailing wage requirements.

2. Laborers to receive mandatory safety training.

3. Contractors bidding on a contract for services in excess of $5,000 to provide a sworn affidavit and supporting documentation that affirms the contractor's participation in a federal work authorization program, such as E-Verify, and that the bidder will not employ illegal workers for the project. A contractor is only required to provide this affidavit to the district annually.

4. A performance bond if the project is estimated to exceed $25,000.

The Board of Education may also require a bidder's bond in an amount determined by the estimated cost of the project.

In accordance with the Sunshine Law and Board policy, the Board will discuss bid specifications in closed session, and the content of bid specifications will remain confidential until they are officially approved by the Board or published for bidding. Likewise, sealed bids and related documents will be closed until the bids are opened.

Sealed bids may be opened at a public meeting of the Board of Education or by administrative personnel. In either case, all bids shall be publicly opened, and the date, time and place of the bid opening shall be included in the bid notice. Notice of the bid opening will also be posted for the public.

8 2012, Missouri School Boards' Association, Registered in U.S. Copyright Office

The district will not entertain bids that are not made in accordance with the specifications furnished by the district. The district reserves the right to waive minor technical defects in a bid, reject any or all bids, reject any part of a bid and to advertise for new bids. If the scope of the project changes substantially, the district will rebid the project.

The Board will determine which responsible bidder has the lowest bid and direct the superintendent or designee to negotiate a satisfactory contract prior to final approval of the bid.

Contracting

The superintendent or designee is authorized to consult legal counsel regarding contract language. Any contract the district enters into must include all legally required provisions. The contract must be approved by an affirmative vote of a majority of the whole Board to be binding.

Payment

When applicable, the architect or construction manager shall approve all payment requests from contractors prior to submission to the Board of Education for payment. The superintendent or designee will examine all work performed on projects where no architects or construction managers are used.

Pursuant to prevailing wage laws, an Affidavit of Compliance must be filed with the district before payment will be approved. The district will withhold and retain any amounts due as a result of any violation of the prevailing wage law prior to making final payment with any contractor.

The district will make prompt payment on any invoices received, after thorough inspection of the work provided and verification that all legal requirements have been met. However, in accordance with law, the district may retain a portion of the payment until after the entire project has been completed. The Board must approve the payment of all bills by an affirmative vote of a majority of the whole Board.

Construction Projects Conducted on Behalf of the District

The district appreciates business and community support of its educational mission and welcomes both financial and physical contributions to the district. It is important for taxpayers and patrons to understand that various laws apply to projects conducted on behalf of the district, even if not directly funded by the district. Further, because the district facilities are used by a large number of people, it is essential that all construction projects adhere to the highest level of quality and safety. The district and the donor must ensure compliance with all applicable laws before a construction project is conducted on school grounds, regardless of the source of the labor or method of payment.

8 2012, Missouri School Boards' Association, Registered in U.S. Copyright Office

* * * * * * *

Note: ***The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 9/23/04

Revised: 2/19/09 & 2/18/10 & 2/25/13

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
DJF, Purchasing
DK, Payment Process

Legal Refs: ' ' 34.057, .059, .216, 107.170, 162.301, 177.086, 285.530, 290.210 - .340, 292.675, 432.070 - .080, 493.010 - .140, 610.021, RSMo.
8 C.S.R. 30-3.010 - .060

Bunker R-III School District, Bunker, Missouri

8 2012, Missouri School Boards' Association, Registered in U.S. Copyright Office

FACILITY NAMES

New Facilities

When any new facility is acquired or constructed, the Board will appoint a committee consisting of community members, students and staff to recommend appropriate names for the new facility. If possible, staff members who serve on the committee will include those slated to work in the new facility. The committee will recommend two (2) or three (3) possible names to the Board for consideration, and the names will be included in the minutes. Activities of the committee are governed by the Missouri Sunshine Law. The Board of Education will make the final decision on the name of any district facility.

The committee will give preference to names of local individuals and individuals who are associated with the intended use of the new facility. Special consideration will be given to those names that have special significance to students, staff or the community.

Existing Facilities and Additions

Once a building or facility has been named, that name will remain with the building or facility unless changed by the Board. Names will be changed using the same process outlined above. Names may be changed when a specific program or theme the facility was named for changes, when the current name no longer supports the objectives of the facility, or due to additions or renovations to an existing facility.

Naming Rights

The Board of Education may, when it is in the best interest of the district to do so, contract to sell or lease naming rights to any district-owned property to an entity or organization whose stated purpose is consistent with the educational mission of the district and whose activities are not contrary to that mission.

Plaques

The Board may have plaques installed on new construction projects or renovations to existing facilities reflecting the name of the facility; the names of the Board members in office at the time the project was approved; the name of the superintendent serving at the time the project was approved; and the names of the architect, general contractor and others as determined by the Board. The plaque will also include the date the project was completed.

* * * * * * *

8 2007, Missouri School Boards' Association, Registered in U.S. Copyright Office

FILE: FF
Basic

Note: ***The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 5/15/08

Revised:

Bunker R-III School District, Bunker, Missouri

8 2007, Missouri School Boards' Association, Registered in U.S. Copyright Office

MEMORIALS ON FACILITIES AND GROUNDS

The Bunker R-III School District Board of Education recognizes that the loss of a member of the school community is deeply felt, and that on occasion it may be desirable to remember a deceased individual by establishing a memorial. District facilities are designed to support learning, and the Board will not permit changes to facilities that interfere with that purpose or detract from the district=s educational mission. The following guidelines apply to requests for memorials in school facilities or on district grounds.

Approval of Memorials

All memorials must be approved by the superintendent and building-level administration before being placed within a school building or on school grounds. To avoid unnecessary expense and possible disappointment, the district recommends that individuals refrain from purchasing any type of memorial until it is approved by the administration.

The administration will determine the location of all memorials on school grounds or in school facilities. While requests will be considered when possible, the administration must consider such issues as design parameters, whether the memorial blends with the school campus, ongoing and future maintenance, and the effect a memorial may have on students and staff.

Memorial Options

Planting (trees, shrubs, perennials, etc.) on school grounds B The administration must approve the type and placement of any planting before it is placed. Such planting may be accompanied by a movable flat ground marker. The engraving on the marker must be limited to the memorialized individual's name, dates of birth and death, and the words, "donated in memory of" or "in memory of." The marker will be moved when necessary and may be permanently removed after ten (10) years and offered to the nearest relative.

Benches, tables and other outdoor furnishings; sidewalks, stepping stones, statuary, etc. B The Board will accept memorials of this type only to the extent that there is a suitable location and the style is complementary to the buildings and grounds. Each item may contain a plaque engraved with the memorialized individual's name, dates of birth and death, and the words, "donated in memory of" or "in memory of."

Other types of memorials are addressed in the district=s policy on acceptance of gifts. All items received as memorials become the property of the Bunker R-III School District, and the district cannot guarantee that memorials that become damaged or worn will be replaced at district expense.

8 2007, Missouri School Boards' Association, Registered in U.S. Copyright Office

FILE: FFA
Critical

* * * * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 5/15/08

Revised:

Cross Refs: ECB, Building and Grounds Maintenance
KH, Public Gifts to the Schools

Legal Refs: ' 162.790, RSMo.

Bunker R-III School District, Bunker, Missouri

8 2007, Missouri School Boards' Association, Registered in U.S. Copyright Office