

P7102 CAPITAL OUTLAY AND SAFETY PROJECTS

BOARD POLICY:

During each fiscal period, as a part of the budgeting process, a list of minor capital outlay projects, including safety-related projects, to be financed from the capital outlay fund shall be submitted to the Board of Education for approval.

Administrative Implemental Procedures:

1. The Superintendent of Schools or designee shall make a preliminary determination of the amount of capital outlay funds to be recommended for specific projects in the annual budget. The total budgeted authority and criteria for determining allocations for elementary school, secondary school, vocational school, and administrative center projects shall be established through the following procedures:
 - a. It shall be the responsibility of the Director of Employee Benefits and Insurance Management and Chief Financial Officer to annually review and determine the accuracy of the schedule of replacement cost values of all buildings and equipment in the school district.
 - b. The Superintendent of Schools or designee shall determine the amount of funds to be reserved for unanticipated projects.
2. Identification of projects and establishment of priorities
 - a. It is the responsibility of the building administrator working cooperatively with district office staff and Facilities Division personnel to identify building improvement needs.
 - b. The responsibility for establishing priorities for school sites rests with the Superintendent or designee and the Superintendent's Executive Council. Assisting in this task will be personnel from the Facilities Division; the Assistant Superintendents of Elementary and Secondary Schools; and special curriculum consultants. In establishing priorities, paramount consideration must be given to the needs of the instructional program. Mandatory requirements of regulatory agencies must also be given high priority.
 - c. It is the responsibility of the Superintendent of Schools or designee to establish priorities in administrative centers.
 - d. It is the responsibility of the Division Director of Facilities or designee to identify district-wide needs based on code requirements and specific items of building upkeep which are beyond the usual scope of building level administrative concern.
3. Establishing of methods to accomplish construction work
 - a. The official adoption of the annual budget by the Board of Education authorizes the administration to initiate all budgeted projects except that all bids exceeding \$20,000 must be submitted to the Board for action.
 - b. School district employees will be used when possible to accomplish construction work.
 - c. The Division Director of Facilities or designee shall be responsible for the following:
 - 1) Determining which projects are to be accomplished by Facilities personnel and which projects are to be accomplished by contract
 - 2) Scheduling in-house projects
 - 3) Planning and bidding contract projects in accordance with applicable policies and regulations
 - 4) Informing administrators in buildings where and when projects are to be initiated.

- d. The Superintendent of Schools may authorize a single emergency project not in excess of \$10,000 in accordance with Board of Education policies.
 - e. The Superintendent of Schools must authorize each unanticipated project before the project is submitted to the Board of Education for approval.
- 4. Projects not started and completed during the budget year
 - a. All projects not started are considered canceled.
 - b. Any or all projects that cannot be started may be resubmitted and assigned a high priority for consideration in the next year's budget.
 - 5. In the event of the unavailability of capital outlay funds, the following steps shall be taken:
 - a. The Superintendent or designee shall be responsible for determining alternative proposals for the consummation, curtailment, or cancellation of capital outlay funded projects.
 - b. Consideration shall be given to the following possible courses of action:
 - 1) Curtail all projects except emergency projects needing immediate attention
 - 2) Transfer payment of approved projects to the general fund
 - 3) Adjust the work force so appropriate employee costs can be funded from the general fund
 - 4) Reduce the projected purchases of material and equipment.

Administrative Responsibility: Superintendent or designee

Latest Revision Date: February 2017

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