

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: FA

FACILITY DEVELOPMENT GOALS

Goal

The Board of Trustees in conjunction with the Wyoming School Facilities Commission will address changing enrollment patterns and provide the facilities and future school sites necessary to sustain high quality educational programs for all students.

Objectives

The objectives of this policy are to:

- Address changing enrollment patterns.
- Provide the facilities and future school sites necessary to sustain high quality educational program at reasonable cost.
- Provide permanent classrooms to accommodate long-term enrollment trends and to promote continuity and stability of the K-12 program. This requires projections and, when possible, advance construction of new classrooms to keep pace with or precede residential development, using relocatable structures only as temporary measures.
- Provide services and resources fairly and equitably so that all students, including those in special education, are offered appropriate and high quality educational programs. Provide equal access to programs that are intended to serve students from the entire district.
- Consider the impact of facility changes on educational programs and on the community.
- Utilize schools in ways that are consistent with sound educational practice.
- Provide adequate school space to accommodate future improvements in educational programs and services to the extent these can be anticipated (i.e., all-day kindergarten, pre-kindergarten, lower pupil-teacher ratios).
- Recognize that older school buildings must be renovated to continue their use on a cost-effective basis and that modernization to current education program standards are necessary to maintain program equality for students in older schools. Recognize that capital expenditures promote educational effectiveness and equity and that quality facilities and programs reap broad community and economic benefits.
- In building new schools and additions, anticipate the possibility of enrollment declines as well as increases. Consider the proximity of one school to another, capacity and potential for expansion or reduction through modular construction, and future alternative uses of space through joint occupancy and availability of community facilities.

Adopted: 1/20/98

Revised: 5/19/09

**PARK COUNTY SCHOOL DISTRICT #6
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CODE: FE

FACILITIES CONSTRUCTION

Guiding principles for school building program.

Changing educational needs require the planning, design, and construction of new educational facilities as well as to renovate or make additions to existing schools. The size, complexity and potential cost for such program requires that the superintendent develop a comprehensive plan in the following areas:

- Educational programs special requirements and assessment of the adequacy of existing facilities to accommodate present or proposed educational programs.
- Cost/benefit considerations relating to facility modernization, renovation, or new construction.
- Community use of schools and school-related facilities accommodation.

Construction

All construction projects shall be developed and managed in accordance with the requirements of Wyoming law. The district, during the bid procedure and construction procedure, shall require the contractors to provide such bonds as may be required by law or required by the board and the School Facilities Commission. Contractor and the district and/or the School Facilities Commission together shall negotiate such insurance requirements as may be in the best interests of the school district.

Adopted: 1/20/98
Revised: 5/19/09

**PARK COUNTY SCHOOL DISTRICT #6
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CODE: FEB

ARCHITECT/ENGINEER/CONSTRUCTION MANAGER

The board shall appoint an architectural firm and such engineers and/or a construction manager to design the building and manage the construction based upon the educational specifications approved by the board and to advise the administration and board on the phases of the program for which they have technical training and experience. It will be the responsibility of the architectural firm to see that the architectural plan is carried out as presented to the board and the contractor.

Adopted: 1/20/98

**PARK COUNTY SCHOOL DISTRICT #6
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SITE ACQUISITION PROCEDURES

The acquisition of new construction sites shall be in conformance with the long-range building program of the district and all requirements of the state.

Adopted: 1/20/98

**PARK COUNTY SCHOOL DISTRICT #6
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CODE: FEG

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

Competitive bids or requests for proposals will be solicited for all district construction, architectural or services (CMAR) contracts with a value exceeding \$25,000. Contracts for architectural, construction or services contracts for all projects established in conjunction with the School Facilities Commission shall be governed by School Facilities Commission policies and procedures. The district reserves the right to reject any or all bids, re-advertise for bids, and to waive formalities or irregularities in the bidding process. When awarding a contract, consideration will be given to the bid price and such other factors relating to each bid as the district deems to be appropriate; including, without limitation, the reliability and responsibility of the bidders, the extent of warranties offered and the quality of materials proposed to be used. Any such consideration will be at the sole discretion of the district.

District contracts will be awarded by the Board of Trustees and administered by the Superintendent of schools, or his designee. Such administration includes authorization to approve change orders; provided, however, this authorization will be limited to a dollar amount or a specified percentage of the contract as determined by the Board of Trustees. School Facilities Commission projects will be administered according to the established rules and regulations of the School Facilities Commission.

School construction will comply with all governing county, state and national codes, standards and regulations.

Change orders, for district construction projects, before they become effective, should be signed by the Board's representative.

Nothing in this policy will preclude the Board of Trustees from selecting the construction process desired. Further, should the Board of Trustees deem an emergency exists, any or all conditions of this policy may be waived by the Board of Trustees.

Adopted: 1/20/98
Revised: 5/19/09

**PARK COUNTY SCHOOL DISTRICT #6
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CODE: FEGB

CONTRACTORS' AFFIDAVITS AND GUARANTEES

Construction contractors doing business with the school district will be required to provide the district with such bonds or other acceptable securities as the law, the Board of Trustees, or their designee may require.

Such bonds will be conditioned upon the faithful performance of the contract and also will provide that if the contractor or his subcontractor fails to pay for any labor, materials or other supplies used in performance of the work, the surety will pay for the same in an amount not exceeding the sum specified together with interest as provided by law.

All construction contracts will provide for retention of at least 10 percent or such amount permitted by law of any progress or partial payments pending completion of the project or projects involved on such terms and conditions as approved by the Board and authorized by law.

Adopted: 1/20/98

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SUPERVISION OF CONSTRUCTION

The board, at its discretion may appoint a construction inspector or manager. In the event the board elects to appoint such a person or assign such a responsibility to a school district employee, it shall be the responsibility of this person to supervise and inspect construction to be certain that the best interests of the board are protected. The construction inspector/manager shall also keep other governmental entities, including city, county or state officials, informed of development regarding the new construction in the district so that a strong working relationship will exist throughout the period of construction.

It shall be the duty of the business/finance manager to supervise expenditures made during the construction period.

The contractor shall remain solely responsible for the actual construction and for maintenance of safety on the work site. The architect shall also perform such supervisory and other duties as are provided for in the contract and reasonably expected of the architect.

Adopted: 1/20/98

**PARK COUNTY SCHOOL DISTRICT #6
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ACCEPTANCE OF NEW FACILITIES

Upon completion of the construction project, the architect shall conduct an inspection to make sure that the structure was built as designed.

The Superintendent shall check the new facility for completeness and also check his/her list of expenditures against the actual features of the building to make certain that everything contracted for has been received.

The Board of Trustees shall inspect the building for completeness and to make certain that all contractual agreements concerning the actual construction of the facility have been fulfilled.

It shall be the policy of the Board that the acceptance of new construction be withheld until all details are complete and the buildings are certified as completed by the Superintendent or his designee.

Nothing in this policy shall constitute an acceptance of a defective project or any portion of the contract which was not constructed in accordance with the contract specifications unless such change or defect is expressly acknowledged and accepted by the school district.

Adopted: 1/20/98

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STAFF ORIENTATION TO NEW FACILITIES

Upon completion of construction, District personnel shall be given any necessary training in the use of the new facility so that adjustments to the new building can be carried out efficiently, safely and profitably.

Adopted: 1/20/98

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ALTERATIONS OF BUILDINGS/EQUIPMENT

No alterations, change or addition shall be made by any person to any school building, school grounds, or equipment without prior approval of the superintendent as authorized by the Board.

Adopted: 1/20/98