

## **FACILITIES PLANNING**

Whenever a proposal is made that a building be replaced, newly constructed or added, the following procedure is to be followed:

1. Within 60 days of the initial proposal the Board will be provided by the administration the following information:
  - a. A statement of need (educational, physical, etc.)
  - b. Current and future enrollment (5 years minimum)
  - c. Alternatives to construction
  - d. Projected construction costs
  - e. Administrative recommendations by entire staff
2. After receiving the above information, the Board may choose to approve or deny the proposal. The Board may, at its option, appoint a committee to further study the proposal with a recommendation due as soon as it is feasible.
3. If approval of the preliminary study is made (now called the "first passage"), the Board will allow a minimum of 30 days for patron input.
4. At the next regularly scheduled Board meeting after the 30-day period for comment, the Board will vote whether or not to proceed with calling for plans to be drawn. Plans will be drawn, studied and patron input accepted before the Board will vote to approve calling for formal bids.
5. The only time the above procedures may be waived will be in case of damage to a building that makes it unfit for educational purposes.