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Revised Policy - Vol. 16, No. 1 - February 2024

7100 - FACILITIES PLANNING

School facilities are an integral and expensive component of the ~~District's~~ District's educational system. As educational programs evolve to respond to students' needs and communities' expectations, and as current facilities age and become obsolete, existing facilities must be maintained and monitored. At the same time, district school officials must envision and plan for future needs. The result of such a system of continuous assessment and forecasting will ensure that facilities are funded and in place necessary to accommodate a thorough and efficient system of education.

The ~~District~~ District supports the delivery of a thorough and efficient education for children by ensuring that every child in the ~~district~~ District has access to educational facilities that are safe, healthy, and well-suited to meet rigorous programmatic demands. The West Virginia Department of Education (WVDE) has the responsibility to provide guidance to the ~~District~~ District in their ongoing efforts to design and operate such facilities.

The ~~District~~ District shall develop a ten-year Comprehensive Educational Facilities Plan (CEFP) that addresses the requirements for new construction and major renovations where applicable. The CEFP not only encompasses new construction and renovations but also is used in school closures, consolidation, and reconfigurations as well as in developing levees and bond calls. All aspects of this plan are to be reviewed and verified for accuracy by the ~~District~~ District.

The CEFP shall be submitted to the WVDE and the School Building Authority of West Virginia (SBA) in the format described in WV State Board of Education policy 6200. This plan is to be updated annually in coordination with all projects small and large, as well as reactive and preventative maintenance. Approval of the ~~district~~ District CEFP must be granted by the WVBE and thereafter by the SBA. Subsequent substantial compliance with all laws and policies will be required when the CEFP contains closures and/or consolidations, regardless of the funding source. The District shall prepare and submit an impact statement and supporting data concerning proposed school closings or consolidations to the WVBE for approval in accordance with WV policy 6204 and WV Code 18-5-13a.

Approval must also be granted by the SBA prior to funding any project through the SBA and prior to utilization of Federal funds for school improvement (WV Code 18-9D-15). The CEFP must include all projects that alter the instructional square footage of the facility or exceed \$50,000 regardless of the funding source. Required amendments to the plan and/or the plan budget must be submitted to the WVDE and the SBA for approval prior to the initiation of any construction or renovation project and such projects must meet all regulatory requirements and be described in an executive summary that outlines the specifics of the plan which will be submitted to the WVDE and SBA.

The Board, WVBE (when applicable) or administrative council of an area vocational center shall develop a ten (10) year school Major Improvement Program (MIP). The MIP facility needs must be identified in the ~~District's~~ District's current Comprehensive Educational Facilities Plan. An approved school MIP is required prior to the distribution of state funds for a project pursuant to the requirements of WV Code Chapter 18-9D-15. An MIP is defined as a construction/maintenance project with a cost greater than \$50,000 but not exceeding \$1,000,000. Projects selected for funding by the School Building Authority (SBA) must be included in an approved MIP.

The MIP shall coexist with the ~~District's~~ District's Comprehensive Educational Facilities Plan (CEFP) and together address the renovation, repair and safety upgrading of existing facilities and equipment, building systems, utilities and other similar items in connection with renovations, repair and upgrading of facilities.

In order to apprise the Board of the continuing relevance of the Board's CEFP, the Superintendent shall:

A. ☒ annually report to the Board on the:

1. ☒ number of resident students attending school;
2. ~~() number of new residential units approved in the District District;~~
3. ☒ CEFP update;

B. ☒ report to the Board on the enrollment by grades during the school year

~~() monthly;~~

~~() each semester;~~

☒ annually;

C. ☒ conduct a kindergarten enrollment each spring for the students who will be enrolled in the schools of the ~~District~~ District in the following year and report the results to the Board;

D. ☒ prepare student enrollment projections every

☒ year

~~() two (2) years~~

~~() _____~~

and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the Board, and any changes in enrollment trends.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. The ~~District~~ District shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to laws and regulation.

Water Bottle Filling Stations

Pursuant to State law and WV State Board rule, newly constructed public school buildings shall include the following:

- A. A minimum of one (1) water bottle filling station on each floor and wing of each public school building;
- B. At least one water bottle filling station in all school food service areas;
- C. At least one water bottle filling station near gymnasiums and outdoor learning and activity areas, including playgrounds and athletic facilities; and
- D. A minimum of at least one water bottle filling station per 200 building occupants projected upon completion

of the projected construction.

Further, pursuant to State law and WV State Board rule, existing public school buildings undergoing a major improvement (as defined by W.Va. Code 18-9G-2) shall include a minimum of half of the facility's existing water coolers being retrofitted or replaced to provide water bottle filling capability and be made compliant with the Americans with Disabilities Act, as amended (ADA). Pending the availability of a water supply line and sanitary plumbing, the preferred placement of these stations shall be in the following areas:

- A. School food service areas;
- B. Near gymnasiums and outdoor learning and activity areas, including playgrounds and athletic facilities; and
- C. Grouped toilet areas.

Any water bottle filling station installed in a public school building shall:

- A. dispense filtered, clean drinking water;
- B. be touchless for sanitary reasons;
- C. be regularly cleaned to maintain sanitary conditions; and
- D. be regularly maintained to ensure proper functioning.

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The Board permits students in schools with one or more water bottle filling stations to carry water bottles.

Definitions, as used in this policy, have the following meaning:

~~"Water bottle filling station"~~ **Water bottle filling station** means a station to which the following apply:

- A. The station is designed to fill a bottle with water.
- B. The station dispenses filtered drinking water.
- C. The station may be integrated into a drinking fountain.
- D. The station shall be touchless for sanitary reasons.

~~"Construction project"~~ **Construction project** means a project in the furtherance of a facilities plan with a cost of greater than \$1,000,000 for the new construction, expansion, or major renovation of the facilities, buildings, and structures for school purposes, including the acquisition of land for current or future use in connection with the construction project; new or substantial upgrading of existing equipment, machinery, or furnishings; and installation of utilities and other similar items related to making the construction project operational. "Construction project" does not include such items as books, computers, or equipment used for instructional purposes; fuel supplies; routine utility service fees and routine maintenance costs; ordinary course of business improvements; and other items ~~which~~ that are customarily considered to result in a current or ordinary course of business operating charge or a major improvement project.

~~"Major improvement"~~ **Major improvement** means a project meeting one or more of the following: (A) Increasing the square footage of a school by more than 5,000 square feet; or (B) Any renovations or upgrades to a school with a cost greater than \$500,000 where plumbing work constitutes more than twenty percent (20%) of the project's construction cost. (3) "Public school" means any school under the general supervision of the West Virginia Board of Education pursuant to section two, article XIII of the Constitution of West Virginia and includes any charter school pursuant to §18-5G-1 et seq. of this code. (4) "Water bottle filling station" means a station to which the following apply: (A) The station is designed to fill a bottle with water; (B) The station dispenses filtered drinking water; (C) The station may be integrated into a drinking fountain; and (D) The station shall be touchless for sanitary reasons.

School, for the purpose of school closure procedures, is defined by its population and education mission and not just the physical facility.

When a District proposes an action that would terminate the educational mission of a school and whereby that school becomes defined by another population or educational mission, the school closure procedures set forth by WV policy 6204 shall apply.

The following situations are not considered school closures and the procedures set forth in WV policy 6204 shall not apply to them:

- A. moving a single school population into a new, existing, or renovated facility where its educational mission would continue without termination; or
- B. moving a single school population into a facility that houses another school population and each school maintains its own separate operation and assigned educational mission without termination; or
- C. cases in which a District's voters passed a construction bond issue that specifically stated the school(s) planned for closure or consolidation, and the District's approved Comprehensive Educational Facilities Plan (CEFP) also specified the same action(s). The District shall apply to the West Virginia Board of Education (WVBE) for a CEFP amendment if the approved CEFP did not contain the voter-approved closure or consolidation; or
- D. cases in which a District reconfigures the location and structure of grades along a population's natural path of vertical progression and whereby the educational mission of any affected school population may be slightly altered but not terminated.

WV State Board policy 6200, Handbook on Planning School Facilities, shall be incorporated by reference in this policy.

West Virginia Board of Education policy 6200
West Virginia Board of Education policy 6204
WV Code 18-9D-16

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