

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

701-AR-0. FACILITIES PLANNING

The district administrators are responsible to integrate facilities planning with other aspects of planning and goal-setting.

The Superintendent, building principals and designated administrators are responsible to collect and review relevant information regarding the district's facilities planning and to determine recommendations, both short-term and long-term, that the Superintendent and designated administrators will present to the Board.

When appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion.

Facility Needs

The Superintendent, building principals and designated administrators will annually collect information regarding:

1. Current condition of district schools, facilities and property.
2. Short-term repairs, enlargements, construction, equipment needs, etc. required to maintain district schools, facilities and property.
3. Long-term maintenance, enlargements, equipment and new construction needs for district schools, facilities and property.
4. Cost of projected repairs, enlargements, equipment, construction, etc.
5. Projected closure of buildings and proposed new construction, with estimated associated costs.

The Superintendent and administration will develop a capital maintenance plan to present to the Board in accordance with the budget timeline designated by the Board.

Enrollment Projections

The Superintendent and designated administrators may use the following methods to project enrollment numbers:

1. Reports on buildings and grades for current enrollment numbers.
2. Reports by building principals projecting enrollment numbers by grades.
3. Number of resident students attending private, charter and cyber charter schools.
4. Reports indicating number of approved and anticipated residential units, based on submitted site plans.
5. Review of any proposed rezoning and its consequences.
6. Consideration of proposed industrial and/or commercial development within the district and surrounding areas.

Community Involvement

The Board may appoint committees comprised of Board members, district administrators and designated staff, and community members to study specific areas of facilities planning.

The Board and Superintendent will schedule meetings as necessary to allow district residents to present their views on facilities issues affecting their local schools or community.

The Board will request designated administrators to be present to provide factual information at public presentations regarding matters involving facilities planning. This information may include visual aids, maps, charts, data, and other statistical presentations.

Indoor Air Quality

A goal of the district is to improve indoor air quality during new construction and while making repairs, renovations and maintenance to existing facilities. When reviewing bids of this nature, consideration will be given to those contractors who incorporate good indoor air quality into their design plans.