

PINELLAS COUNTY SCHOOLS

I. FACILITY PLANNING

A. Introduction

The educational facility, including physical buildings, equipment and grounds, is an important factor in the functioning of the total educational program. The nature, design and condition of the educational facility has the potential to impact student achievement, performance, self-concept and safety.

It is the intent of the Pinellas County School District to provide reasonable assurance that educational facilities in the district contribute to the educational program and have a positive impact on student achievement, performance, self-concept and safety.

To this end, the planning, maintenance, operation and upgrading of facilities and sites, should serve to create physical environments that are conducive to learning and to successful implementation of programs designed to meet the educational needs of the students in the Pinellas County Schools. Each plant should be:

- Functional; suitable to and adequate for new and existing programs
- Adaptable; to meet changing program needs
- Safe
- Secure
- Sanitary
- Comfortable
- Attractive
- Energy efficient

B. Long-Range Facility Planning Commitment

The Pinellas County School district is committed to long-range, research-based planning and decision making in the design, construction, maintenance, operation and improvement of existing and new facilities. The district shall conduct annual facility audits as a means of comprehensively reviewing a facility's assets as well as determining the status of operating systems and components. The data from these audits shall be maintained by the maintenance department and shall be referred to as "Doc Sheets". These Doc Sheets which are actually infrastructure needs shall be a basis for decision-making in the planning process. The district shall also maintain a long-range facilities work program ("plan") that relates school plant utilization, modernization and maintenance of educational goals and programs. This plan shall be annually updated to reflect the district's progress, as well as changing program, fiscal, demographic, technological, energy and other conditions. Additionally, the district shall maintain educational and materials specifications for school facilities as supporting documents to its long-range facilities plan. These specifications shall specifically address the matters of facility capacity, energy efficiency and technology. Facility capacity can be defined in terms of physical site capacity or program design capacity. Preference shall be given to program design capacity over physical capacity whenever economically and administratively feasible, to achieve the district's educational goals as addressed through program design.

C. Capital Outlay Facility Assessments

The district shall conduct facility audits as a means of determining which facilities are in the greatest need of remodeling, renovation, maintenance and/or new construction. Every five (5) years (in concert with the Education Plant Survey) the district shall assign numeral values based on specific capital outlay strategies/criteria to each facility including ancillary facilities. The assessment of these numerical values will be accomplished by district personnel having the rating responsibility for the particular strategy being assessed. The seven (7) strategies and rating responsibility are outlined in section D of this document. Tabulation of these values will yield a ranking order of all district facilities.

The division of facilities, operations, safety and security shall subcategorize all of the rated facilities into three (3) major cycles of facility planning known as the yellow cycle, the green cycle and the blue cycle. The yellow planning cycle is to be considered new construction and major renovation/remodeling. The green planning cycle is to be minor renovation and remodeling. The blue planning cycle is to be infrastructure item replacements. Facilities with the highest point value in each cycle shall be considered the most critical to be addressed in the annual budget process. Rankings shall be presented to the Capital Outlay Committee for approval and forwarding to the Superintendent as part of the annual budgetary process.

In the subsequent four (4) years the division of facilities, operations, safety and security shall conduct an annual audit of each facility and (if necessary) adjust facility rankings based on written input from all parties having rating responsibilities with the capital outlay strategies. This annual revised ranking shall then be presented to the Capital Outlay Committee for approval and forwarding to the Superintendent as part of the annual budgetary process.

D. Capital Outlay Strategies

The Pinellas County School district is committed to a capital outlay planning and decision making process that is based on the district's strategic directions and on established criteria. This approach is designed to provide the greatest benefits to the district in the most cost effective manner through the expenditure of available capital funds. In this context, programs or projects promoting economy, efficiency and payback features should be funded, provided they are not detrimental to the educational program or to other capital needs. The capital outlay program in the district shall be developed and sustained using the following criteria as decisions are made regarding the importance of projected expenditures.

- ***Life Safety*** – A portion of the school board's annual capital outlay allocation shall be provided and spent to correct unsafe, unhealthy, or unsanitary conditions in its educational facilities. These deficiencies are identified in the district's annual comprehensive safety inspection reports.
- ***Physical Plant Security*** – Includes fences, gates, access control, electronic on site monitoring and remote location monitoring, etc.
- ***Legal Requirements*** – Applicable legal mandates shall be met and maintained by the funding system.
- ***Student and Facility Capacity*** – Adequate housing for students, staff and program shall be provided and maintained in a functional configuration.
- ***Existing Program Commitments*** – Existing program commitments shall be funded to the extent that: affected programs become and remain fully functional; the school retains its accreditation status; and a systematic process is utilized to provide equality of facilities throughout the district.

- ***Replacing, Upgrading or Retrofitting Existing Facilities*** – Instructional, support and administrative space and equipment shall be systematically assessed and scheduled for replacing, upgrading and retrofitting initiatives designed to complement the functions provided through these spaces. Replacement or upgrading of equipment to improve energy efficiency which may include new more energy efficient lighting and occupancy sensor technology or HVAC systems and/or controls.

- ***Future Directions and Programs*** – Future directions and programs which are not required to meet legal mandates or by accreditation standards could be funded.

In assessing potential capital outlay projects, the following data sources are to be utilized: annual district fire and safety reports; health department reports, the district's school plant survey; safety and security reports; district maintenance audits/assessments; technology plan; school bus replacement schedule; support vehicle and equipment replacement schedule; pupil assignment projections; revenue projections; and school improvement plans.

E. Priority Point System

For each category, scores must be supported by appropriate data source(s). The score for a facility is computed by assigning the most appropriate number of points per category to the facility, and then totaling the points. The total number of possible points for a facility ranges from 0 to 10, for categories (1) through (7).

(1) LIFE SAFETY, HEALTH AND WELFARE

Any need classified as 'imminent danger' will be corrected immediately.

Points

10 ...Unsafe, unhealthy, or unsanitary conditions that must be addressed within two (2) years.

6 ...Unsafe, unhealthy, or unsanitary conditions that should be addressed within three (3) to five (5) years.

3 ...Unsafe, unhealthy, or unsanitary conditions that can be addressed in conjunction with any construction project.

Rating Responsibility: District Fire Marshal; Manager Facilities, Operations, Safety and Security; Risk Management.

Related Data Sources: State Requirements for Educational Facilities (SREF); Educational Plant Survey; Maintenance Audits/Assessments; Reports and Recommendations; School Improvement Plans; OSHA Reports; SACS Self-Studies and Accreditation Reports; Indoor Environmental Quality Reports; County Health Department Reports; Risk Management Reports; Maintenance Department Managers, Foremen, Planners; Maintenance Project Documentation Database.

(2) PHYSICAL PLANT SECURITY

Points

10 ... Security needs must be addressed within two (2) years.

6 ... Security needs should be addressed within three (3) to five (5) years.

3 ... Security needs can be addressed in conjunction with any construction project.

Rating Responsibility: Associate Superintendent of Facilities, Operations, Safety and Security; Manager Facilities, Operations, Safety and Security

Related Data Sources: Educational Plant Survey; State Requirements for Educational Facilities (SREF); District Reports and Recommendations; DOE Requirements; Risk Management;

Schools Police; Maintenance Department Managers, Foremen and Planners; Maintenance Project Documentation Database; Maintenance Audits/Assessments.

(3) LEGAL REQUIREMENTS

Points

- 10 ... Compliance with legal requirements required within two (2) years.
- 6 ... Compliance must be completed within three (3) to five (5) years.
- 3 ... Compliance can be addressed in conjunction with any construction project.

Rating Responsibility: District Fire Marshal; Director of Maintenance; Educational Specification Specialist; Office of General Counsel.

Related Data Sources: Educational Plant Survey; Federal, State or Other Audits; Agency Notifications; Americans With Disabilities Act (ADA); Asbestos Hazard Emergency Response Act (AHERA); State Requirements for Educational Facilities (SREF); Student Advisory Council (SAC) Self-Studies and Accreditation Reports, Applicable Federal and State Code Requirements.

(4) STUDENT AND FACILITY CAPACITY

Based on five-year enrollment projections. Needs cannot be satisfactorily addressed through pupil assignment plan.

Points

- 10 ... Five-year projections exceed existing permanent student stations by 25%.
- 9 ... Five-year projections exceed existing permanent student stations by 20%.
- 8 ... Five-year projections exceed existing permanent student stations by 15%.
- 7 ... Additional permanent student stations are required to replace unsatisfactory capacity.
- 6 ... Additional permanent student stations are required for mandated program expansion.
- 5 ... Additional student stations are needed for planned program expansion.
- 4 ... Five-year projections exceed existing permanent student stations by 10%.
- 3 ... Additional student stations are needed for desirable program expansion.
- 2 ... Adequate student capacity is provided for Five-Year Work Program.
- 1 ... Student stations (capacity) are not affected.
- 0 ... Permanent student capacity is negatively impacted.

Rating Responsibility: Director of Student Assignment; Assistant Superintendent Region Office; Chief Operating Officer Pinellas Technical Education; Director of Career Technical and Adult Education; Educational Specification Specialist; Associate Superintendent of Curriculum and Instruction.

Related Data Sources: District Enrollment Projections; Educational Plant Survey; Inventory of Relocatables; County Demographic and Growth Data; Florida Inventory of School Houses (FISH).

(5) EXISTING PROGRAMS

Including equality of program initiatives.

Points

- 10 ... Mandated by State or School Board.
- 8 ... Required to meet accreditation standards.
- 6 ... Accommodates authorized instructional or other program initiatives or program discontinuation.
- 4 ... Converts existing space to meet changing program functions.
- 2 ... Provides desirable program space.

Rating Responsibility: Director of Student Assignment; Assistant Superintendent Region Office; Chief Operating Officer Pinellas Technical Education; Director of Career Technical and Adult Education; Associate Superintendent Chief Turnaround Officer; Educational Specification Specialist; Associate Superintendent of Curriculum and Instruction.

Related Data Sources: District Comprehensive Plan; Education Plant Survey; District Instruction & Curriculum Plans; Chief Business Officer, Chief Operating Officer pTECs; Assistant Superintendent Management Information Systems (MIS); District Technology Plan; School Improvement Plans; Student Advisory Council (SAC) Self-Studies and Accreditation Reports.

(6) REPLACING, UPGRADING OR RETROFITTING

Including equality of facilities and equipment, adequacy of site, and protection of investments.

Points

- 10 ... At or exceeds anticipated life cycle.
- 8 ... Addresses highest priority infrastructure needs, including inadequate site size.
- 5 ... Supported by performance-based replacement payback or potential operating cost savings.
- 3 ... Addresses lower priority infrastructure needs.

Rating Responsibility: Manager Facilities, Operations, Safety and Security; Assistant Superintendent of Management Information Systems; Associate Superintendent of Facilities, Operations, Safety and Security; Director of Maintenance.

Related Data Sources: Educational Plant Survey; Equipment Replacement Schedules; Florida Inventory of School Houses (FISH); District Technology Plan; Manager Facilities, Operations, Safety and Security; District Maintenance Assessments; Maintenance Department Project Data Base; Reports and Recommendations; School Improvement Plans; Energy Utilization Reports; Maintenance Department Managers, Foremen and Planners; A Tradition of Excellence (History of Pinellas County Schools).

(7) FUTURE DIRECTIONS AND PROGRAMS

Including increased effectiveness and efficiency of program delivery.

Points

- 10 ... Facilitates implementation of new initiatives to improve the effectiveness and efficiency of program delivery.
- 8 ... Increases effectiveness and efficiency in usage of facilities or equipment.
- 6 ... Increases flexibility in usage of facilities or equipment.
- 3 ... Converts existing facilities or equipment to new “state-of-the-art” delivery systems.

Rating Responsibility: Director of Student Assignment; Assistant Superintendent of Management Information Systems; Assistant Superintendent Region Office; Chief Operating Officer Pinellas Technical Education; Director of Career Technical and Adult Education; Associate Superintendent Chief Turnaround Officer; Educational Specification Specialist; Associate Superintendent of Curriculum and Instruction.

Related Data Sources: District Comprehensive Plan; Education Plant Survey; District Instruction & Curriculum Plans; District Technology Plan; School Improvement Plans.

Any other considerations affecting facilities and the capital outlay program that are not covered by criteria (1) through (7) above may be addressed as a special cause by the Capital Outlay Committee. No points assessed, however, the Capital Outlay Committee may alter ranking based on a committee vote per established committee rules.