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* denotes areas of policy covered in this manual

FACILITIES DEVELOPMENT GOALS

The educational program is influenced significantly by the environment within which it functions. The development of a quality educational program and District facilities which help to implement it should be complementary.

It is this Board's goal to provide the facilities needed for the number of students in the District, to provide the kind of facilities which best support and accommodate the educational program and to develop a long-range planning and evaluation program.

The Board recognizes that capital outlay funds are limited and that it must establish priorities in order to make the best use of the school building funds. Whenever possible, the cultural as well as educational needs of the community are considered in planning facilities expansions.

Architects employed by the Board are expected to plan for simplicity of design, sound economics (including low, long-range maintenance costs), efficiency in energy consumption, low insurance rates and high educational utility and flexibility.

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 3318.01
OAC 3301-35-03

FACILITIES PLANNING

The Board is responsible for the regular operation and orderly development of its physical plant. For this reason, the Board concerns itself with both short- and long-range planning as it relates to the properties of the District.

The Board follows a long-term building program to serve as a guide for capital improvements. This program is subject to systematic study, revision and extension. The respective construction projects are acted upon individually when proposed for implementation.

The Board building program is designed to provide adequate facilities to conduct educational programs for all students residing in the District. The building program is based upon specific Board policies which have been, and continue to be, modified to conform to changes in the curriculum, availability of construction funds, technological needs, changes in enrollments and the results of annual evaluation of facilities. The Board establishes priorities using these and other relevant factors.

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 3313.37
3315.10; 3315.18
Chapter 3318
OAC 3301-35-03(c); 3301-35-06

CROSS REFS.: FA, Facilities Development Goals
FL, Retirement of Facilities

TAX ISSUES

The Board examines financial needs in advance of any levy or bond elections. The Board provides the public with information on school building needs and on levy and bond elections. It does not use District funds to promote approval of school-related tax issues.

Tax reduction factors are considered in coordination with the sexennial property appraisal in affected district counties. In considering a potential tax issue, the Board examines all legal options to obtain additional revenue.

[Adoption date: June 15, 2000]

LEGAL REFS.: Ohio Const. Art XII, § 2, § 5
ORC Chapter 133
3311.21
3313.46
3315.07
3501.01
Chapter 5705
5748.01

SITE ACQUISITION PROCEDURE

When the Board determines that land should be acquired for school purposes, it authorizes the Superintendent to discuss the purchase of the property. He/She may acquire information about the property from a qualified appraiser and advice about the purchase from an attorney. If an agreement is reached, the Board authorizes the Superintendent to acquire the property at the agreed-upon price.

If the Board is unable to reach an agreement with the property owners, appropriation proceedings may begin. The amount of compensation to be awarded to the owners of the land is deposited in escrow with the Clerk of the Court of Common Pleas when the action is filed.

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 163.01-163.22
3313.37; 3313.39

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

Upon the approval of working drawings and specifications by the Board and State agencies, the Board solicits bids to be submitted at the office of the Board on or before a specified time. Each bid is accompanied by either a bond for the full amount of the bid or a cashier's check or letter of credit equal to 10 percent of the total bid. The advertisement states that the Board reserves the right to reject any or all bids and to re-advertise the project, if necessary.

The architect or authorized individual takes the responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds and forms of agreement between the Board and the successful bidder(s). Upon receipt of bids, they are opened publicly and entered into the minutes of the Board. The architect or other authorized individual assists the Board and District personnel in analyzing the bids. The Board attorney or other authorized individual's advice on awarding the contract is of particular value with respect to legal aspects of the contract provisions regulating alterations, extras, nonperformance, damages and security bonds.

Effective August 19, 1997, school districts are exempt from paying prevailing wage rates on construction work.

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 9.3-9.333
Chapter 153
Chapter 1305
3313.37; 3313.46
3318.08; 3318.10
3319.04
Chapter 4703
OAC generally 4101 (Ohio Building Code)

NAMING NEW FACILITIES

Any school facility or component of said facility to be named must be approved by the Board upon the recommendation of the Superintendent/designee.

[Adoption date: June 15, 2000]

NORWOOD CITY SCHOOLS BUILDINGS AND SITES

NAMING RIGHTS

I. Purpose

The purpose of this policy is to establish the criteria and procedures for granting naming rights in relation to school district facilities, including buildings and grounds. This policy does not include scholarships or research grants.

II. General Statement of Policy

Norwood City Schools recognizes two circumstances in which the school district may grant naming rights: Naming rights in consideration and naming rights in recognition. In each circumstance, the school district enters into a written agreement about the nature of the naming right. The provisions of this policy govern any agreement.

III. Definitions

- A. "Facilities" are district-owned buildings and properties, including outdoor fields, streets and areas.
- B. "Naming rights in consideration" is recognition for financial contributions, sponsorship or other commercial transactions.
- C. "Naming rights in recognition" is recognition of a significant contribution to the school district that the district wishes to honor.

IV. Naming Rights in Consideration

The school district may grant naming rights in consideration to recognize contributions made to the district. The contribution may be a financial contribution, sponsorship or the provision of equipment, materials, land or services. These contributions are at the discretion of the school district.

V. Naming Rights in Recognition

- A. The school district may grant naming rights in recognition to recognize contributions to the district that were not contributed to the district for the purpose of receiving naming rights. Naming rights for these contributions are at the discretion of the school district.
- B. One of the following criteria must be met for granting naming rights in recognition:
 - 1. Recognition of outstanding service to the school district while serving in an academic or administrative capacity or outstanding service to the Norwood City Community; or
 - 2. Recognition of the achievements of distinguished alumni; or

3. Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.) such being voluntary and not rendered in consideration of granting of naming rights.

VI. Granting Naming Rights

- A. In granting naming rights, either “in consideration” or “in recognition,” due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and spaces contribute to the school district’s sense of identity as well as their role in assisting staff, students and visitors to orient themselves within a campus.
- B. The granting of naming rights must always be consistent with the school district’s mission and vision. The long-term effects of the naming rights must be considered. The department/school affected by the naming right to be granted must be consulted before any decision is made.
- C. Each granting of naming rights is bound by a written agreement defined by this policy and all other applicable board policies.

1. Items for Which Naming Rights may Be Awarded:

- Auditoriums/Theaters
- Gymnasiums
- Libraries
- Walks
- Athletic Fields/ Facilities
- Pool/Locker Rooms

2. Informed Consent

The school district shall not grant a naming right without the informed consent of the named party.

3. Monetary Valuation of Naming Rights

Monetary valuations may be assigned to proposed naming rights on a case-by-case basis to aid with making decisions about granting naming rights.

4. Guidelines

The superintendent will decide the monetary valuation of each naming right after receiving a recommendation from the Athletic Director or Principal who may take advice from such persons or other professionals, as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.

5. Duration of naming Rights

The duration of naming rights is decided or negotiated on a case-by-case basis.

6. Physical Display of Naming Rights

- A. Whether there is a physical display of the naming rights is decided or negotiated on a case-by-case basis. In the case of facilities, the physical display of the naming will take into account the identification of the school district and opportunities offered by that facility for the district.
- B. When “naming rights in recognition” is awarded, plaques may, with the approval of the superintendent, be installed in or on facilities.

7. Transferability

“Naming rights in consideration” may be transferred by mutual agreement between all parties. “Naming rights in recognition” may not be transferred.

8. Renewability

Naming rights may be renewed by mutual agreement between all parties.

9. Limit of Naming Rights

A. On the part of the District

The school district’s right to use the name and other brand elements of the named party is permitted by express agreement with the named party.

B. On the part of the Named Party

The named party, after whom a facility or part of a facility is named, has no decision-making rights as to the purpose of the facility or part of the facility unless specifically provided for in the written agreement between the parties. The school district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district’s mission and purpose, statutory obligations, or the local authority of the school board. In turn, the named party has no liability in respect of that facility or part of a facility unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights’ agreement.

10. Termination of Naming Rights

In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a naming right agreement in advance of the scheduled termination date under the following conditions:

A. Termination by the District

The school district reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute.

B. Termination by the Named Party

The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the school district directly brings the named party into disrepute.

NORWOOD CITY SCHOOL DISTRICT BOARD OF EDUCATION
FACILITY NAMING RIGHTS INFORMATION/APPLICATION

Policy Statement:

The Norwood City Schools Board of Education recognizes the importance of outstanding contributions and community service in an effort to support education. All proposed honorary names of any portion of facilities or properties owned or operated by the Norwood City Schools (NCS), must be approved by a vote of the Board of Education prior to naming. Before proceeding with any naming, all circumstances surrounding the naming must be carefully considered, including the overall benefit to the school system and the school or facility, whether the name is and will continue to be positive reflection on the NCS, and whether the name is in accordance with the purpose and mission of the NCS. *Please refer to the complete board policy.*

Application Process:

1. Complete Application for Naming Rights and submit completed application, along with all required documentation to the Norwood City Schools Board of Education either by email or mail.
Norwood City Schools
2132 Williams Ave
Norwood, Ohio 45212
2. Submitted applications will be reviewed by the Board of Education. Applicants will be notified in writing once a determination is made.
3. Applicants that meet all the requirements for naming of facilities will enter into a written “Naming Rights Agreement” with the Norwood City School Board of Education prior to final approval by the elected board of education at a public meeting. The naming rights agreement will stipulate the conditions associated with the naming right and the term of the naming right.
4. In regard to the physical placement of signs, plaques, or any items that are to be placed either internally or externally on any building or property surface owned by the public school system, the elected Board reserves the right to set certain specifications in regard to size, design, and consistency of materials to be used for any such type of placement.

NORWOOD CITY SCHOOLS BOARD OF EDUCATION
FACILITY NAMING RIGHTS INFORMATION/APPLICATION

Date of Application _____

SPONSOR INFORMATION:

1. Name(s) of individual(s) requesting naming Rights _____

2. Name of Organization Requesting Naming Rights _____

3. Contact Address _____

4. City _____ 5. State _____ 6. Zip _____

7. Email Address _____

NAMING INFORMATION:

8. Facility Name/Location Requested for Naming Rights: _____

9. Person/Business Name (to be honored/recognized): _____

10. Please mark the type of contribution you are requesting to make? cash equipment other

11. If you marked equipment or other, please specify: _____

12. Cash contribution amount or value of item to be donated: _____

13. Will the full amount of the pledged cash donation be made in one installment? Yes No

14. If "No" to answer #13, please specify time frame for full donation: _____

15. Please specify what type of naming rights you are requesting for the donation you are making
(Examples: plaque placement, sign placement, name of facility, drawing etc)

16. Please provide any other additional information pertinent to this request:

RETIREMENT OF FACILITIES

When a school building becomes inadequate due to age, condition, size of site, lack of need or other overriding limitations and cannot reasonably and economically be brought up to current educational standards, the building is considered for a comprehensive closing study. The Superintendent recommends to the Board which facilities appear to justify further analysis.

The Board may seek both professional advice and advice from the community prior to taking action to retire any school facility. The Board may consider the following factors:

1. age and current physical condition of the facility, its operating systems and program;
2. adequacy of site, location, access, surrounding development, traffic patterns and other environmental conditions;
3. re-assignment of students, including alternative plans, according to Board policy;
4. transportation factors, including number of students bused, time, distance and safety;
5. alternative uses of buildings;
6. cost/savings (e.g., personnel, plant operations, transportation, capital investment and alternative use) and
7. continuity of instructional and community programs.

If the Board determines to close a school, it first considers other uses of the building before considering its sale. The historic value of any building is also considered by the Board. In such cases, it may take special action to provide for its preservation.

[Adoption date: June 15, 2000]

LEGAL REF.: ORC 3313.41