

Kentucky Board of Education

The  
Kentucky School Facilities Planning  
Manual

**702 KAR 4:180**

Revised June 2008

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## **Facilities Planning Overview**

The information developed in the planning process will allow districts to chart a course in their construction planning that will provide for “equitable and adequate” facilities for the students that they serve. The information that must be included as part of the District Facilities Plan (DFP) submission includes: building analysis, inventories, pricing and construction prioritization. This information is used to develop the (DFP).

The (DFP) is the mechanism for accessing funds that are restricted for school Capital Construction and Major Renovation. The DFP is used in the calculation of “Needs Based” funding and also to allow use of the remaining restricted funds.

This manual is designed to guide the Local Planning Committee (LPC) in the evaluation of information and the development of the DFP.

## **Acronyms**

DFP - District Facilities Plan

KBE - Kentucky Board of Education

KDE - Kentucky Department of Education, Division of Facilities Management.

LBE - Local Board of Education

LEA - Local Education Agency

LPC - Local Planning Committee

SBDM - School Based Decision Making Council

SFCC - School Facilities Construction Commission



## Definitions

**AMENDMENT** means changes in the District Facilities Plan that are undertaken by the district during the four (4) year DFP cycle. The local board of education may request an amendment to its DFP to accommodate major enrollment changes, major curriculum changes, major disaster or unforeseen occurrences. (See the section of this regulation governing "Amendments" for additional requirements).

**ATTENDANCE BOUNDARY** means the boundaries established by the local board of education that determines the student's school of attendance in order to maintain enrollments near capacity and without overcrowding.

**BASE CAPACITY** means the number of students per middle and high school standard classroom that are used to determine the "calculated" capacity. As noted in Section 302.3 for standard classrooms larger than 700 sf. the base capacity is 25 students. This base capacity is reduced for standard classrooms that are smaller than 701 sf. as noted in Section 302.3.3. The individual classroom base capacities are combined to create a building base capacity. This is then divided by 75% to establish the building's "calculated capacity". (See definition of CALCULATED CAPACITY this section and Section 302.3.1.2).

**BEST PRACTICES** means guidelines used in the administration of the activities of the Division of Facilities Management that have been established based on successful programs and methods of planning, design, construction, maintenance, contract administration and project development.

**BIENNIUM** means the two-year cycle (on even years) beginning July 1 of the year the state legislature establishes the biennial budget.

**BUILDING ADMINISTRATORS** means principals and assistant principals.

**BUILDING SYSTEMS** means individual components of a building including; sitework, foundations, exterior walls, roofing, doors, building hardware, windows, interior finishes, structural components, mechanical (HVAC), electrical (including lighting), plumbing, sewage, technology and fixed equipment.

**CALCULATED CAPACITY** means the number of students determined to be able to be housed within a middle or high school. It is assumed that 25% of the student time will be spent in spaces outside standard classrooms in spaces such as Special Education, Music, Art, Science Labs, Computers Labs, Career and Technical Centers/KY Tech Area Technology Centers or programs, etc. For this reason the "base capacity", determined by the number of standard classrooms and their sizes, is modified to reflect the unique nature of middle and high school design. (See definition of BASE CAPACITY). To determine the "calculated capacity" for a middle or high school, the base capacity is divided by .75 in order to account for the time spent outside standard classrooms. [For example, a middle

school with 21 standard classrooms shall have a capacity of 700 students (21 classrooms x 25 students/classroom = 525 divided by .75 = 700 students)].

**CENTRAL OFFICE STAFF** means certified or classified staff assigned to the central office.

**DISCRETIONARY PROJECT** means a project noted on the District Facilities Plan in Priority - 5 that does not qualify to be included in Priority 1 through 4 and as such cannot be completed using restricted funds. These projects may be completed using non-restricted funds as they become available. Discretionary projects shall be itemized in the last section of the district facility plan. Discretionary projects are not eligible for SFCC Needs Based funding.

**DISTRICT FACILITIES PLAN** means the comprehensive review and evaluation of a school district's facilities that is prepared every four years. This evaluation is undertaken by a Local Planning Committee with the assistance of the district administrative staff, Architects, Engineers, KDE and other consultants. The District Facilities Plan and its preparation are governed by 702 KAR 4:180 and is the determinate of a district's Needs Calculation and the trigger for expending restricted construction funds.

**FINDING** means a "minor" change to the District Facilities Plan that is undertaken by the district during the four (4) year planning cycle. (See the Section 503 for additional requirements).

**LOCAL EDUCATION AGENCY** means the elected local school board and administration.

**LOCALLY IDENTIFIED CAREER AND TECHNICAL EDUCATION SPACE ALLOWANCE** means an allowance in the High School and Middle School Model Programs to be added, at the discretion of the district, to respond to individual district Career and Technical Education Program needs. The allowance has been determined using the most common programs noted in Middle and High School facilities. This allowance has been included for the purpose of Needs Assessment and to provide a Model Program that represents an "adequate" facility. The district shall coordinate the inclusion of these spaces with the Education Cabinet, Department of Workforce Investment, Office of Career and Technical Education and the Kentucky Department of Education, Division of Career and Technical Education. This space is in addition to those programs that may be considered for a complete Career and Area Technology Center.

**LOCALLY IDENTIFIED PROGRAM SPACE ALLOWANCE** means an allowance in all school Model Programs to be added, at the discretion of the district, to respond to individual district needs. This allowance shall place educational spaces as the first priority. The ability to add space for consideration on the DFP and for Needs Assessment shall be justified against spaces within the

existing building that are in excess of those identified in the Model Program.

**LOCAL PLANNING COMMITTEE** means an advisory committee to the local board of education charged with the development of a four (4) year District Facilities Plan. The committee is made up of a maximum of twenty (20) members and a minimum of ten (10) members that include; parents, teachers, building administrators, facilities directors, central office staff, local board members, local governmental building, code enforcement or planning officials and the school superintendent, who is a non-voting member of the committee. This committee studies information concerning the district's buildings, financial information, demographics and other information at its discretion to develop a plan for addressing the districts construction needs. The committee's role and duties are further clarified in this School Facilities Planning Manual.

**MAJOR RENOVATION** means a renovation project at a permanent center, including three (3) or more building systems and an estimated cost of 20 percent of the current replacement cost of the building, or portion thereof. The building shall be a minimum of thirty (30) years old or thirty (30) years shall have passed since its last major renovation with the exception of restructuring an open space school for conventional classrooms. The building may be the entire permanent center or a clearly definable portion (i.e., 1973 addition, senior high wing, physical education facility, etc.).

- As an exception to the definition, the following building systems may be included for replacement as a single system within 15 years of their original installation or if required by a change in regulation or code;
  - Heating, Ventilation and Air Conditioning Systems and Controls
  - Systems to provide full use of a facility by the physically handicapped and to bring a facility into compliance with the Americans with Disabilities Act
  - Life Safety and Security Systems
  - Roofing Systems, Flashings and Accessories

**MODEL PROGRAM** means the maximum spaces allowed to be included in each building type for Needs Assessment and the development of local district facility needs as outlined in the District Facilities Plan.

**MODEL PROGRAM BUDGET** means the maximum monetary amount allowed per priority project for Needs Based funding and the generation of local district facility needs.

**NEEDS CALCULATION** means the total cost of new construction, renovations and additions that qualify to be included in Priority 1 through 4 of the District Facilities Plan. The qualification to be included in the DFP shall be as noted within this regulation. On July 1 of the odd year the current District Facilities Plan for each school district is reviewed. The costs are updated to the most current costs, all projects listed on the DFP, that have been initiated since the DFP's

development, are subtracted. The costs for the remaining projects are then added to form the district's Needs Calculation.

**ORIENTATION MEETING** means the first meeting of the Local Planning Committee held after the Architectural and Engineering analysis is complete. This meeting shall be conducted by KDE staff to layout the procedures and process for the LPC and to discuss research developed by KDE staff and to outline the roles and responsibilities of those involved in the DFP development.

**PERMANENT CENTER** means a facility meeting permanent center criteria established for an existing school. Criteria include (1) student assessment, (2) transportation, (3) fiscal equity, (4) equitable educational opportunity, (5) building/site evaluation, and (6) parent/community support. The center qualifies for additions and renovations when the establishment of such needs are in compliance with the requirements of this regulation and are a part of the district facility plan approved by the Kentucky Board of Education.

A permanent center designation requires meeting four (4) of the six (6) criteria. Centers meeting less than four (4) required criteria shall be designated transitional, should the local board of education desire to continue their operation. A transitional designation shall be given to any center the local board of education has determined will be phased out as an educational center or for which a project to house its students is listed in the DFP.

Criteria are as follows:

1. Student Assessment - The school meets or exceeds the curriculum threshold for one (1) of the two (2) most recent testing cycles.
2. Transportation - A one-way transportation system for a school allowing the maximum of a forty-five (45) minute bus ride for seventy-five percent (75%) of students in grades P-5/6 and the maximum of a sixty (60) minute bus ride for seventy-five percent (75%) of the students in grades 6-12. Transportation time includes riding time, stops, and transfers. These criteria do not apply to schools within a district that are the only school of that grade organization. (For example; for a district with only one (1) high school, that high school will not be required to meet these requirements. If there are multiple elementary schools within the same district, the elementary schools will be required to meet the requirements.)

Required document: Student Travel Times form provided by the KDE.

3. Fiscal Equity - The school meets within one hundred fifty percent (150%) of the lowest cost for all schools of similar grade organization, within the district, based on cost per student.
4. Equitable Educational Opportunity - The school currently provides ninety percent (90%) equivalent educational offerings. The district shall provide



an evaluation of curriculum offered by schools accommodating like grades.

5. Building/Site Evaluation - The school complies with an inspection by a Kentucky registered architect and engineer evaluating site location, site, and life expectancy of the building. It must be determined that the facility can accommodate the projected student population and has a remaining minimum thirty (30) year life expectancy. The cost of renovation shall not exceed eighty percent (80%) of replacement cost.
6. Parent/Community Support - The school has exceptional parent and community support exhibited by meeting three of the four following criteria:
  - a) Documented annual volunteer hours equal to the number of pupils enrolled that year;
  - b) PTA/PTO membership equal to seventy-five percent (75%) of the enrollment that year;
  - c) One program annually is supported by an outside business or professional organization; and
  - d) The school is available for, or has sponsored, at least one community service program annually.

**PERMANENT ISOLATED CENTER** means an existing center serving students in isolated areas remote from all current and proposed permanent centers. KDE shall agree that extreme transportation or other factors exist to allow this designation. Student exchange arrangements with neighboring districts have been sought and are inappropriate. If destroyed, the status of permanent isolated center shall be re-evaluated.

**PRIORITY PROJECT** means a new building, addition or major renovation including academic and operational support facilities that are in compliance with the requirements of this regulation. Priority projects are itemized in the District Facility Plan. Itemized priority projects are eligible for SFCC funding and used to establish a district's need and also to allow other restricted funds to be used.

A request by the local board of education for reprioritization of priority projects, recommended by the Commissioner of Education and approved by the Kentucky Board of Education, will not adversely affect the district's Needs Calculation. Any reprioritization will require an amendment to the District Facilities Plan.

**PUBLIC FORUM** means a public meeting (subject to all provisions of the Open Meetings Act - KRS Ch. 61) conducted by the LPC to gather information during the development of the proposed District Facility Plan. The forum allows for

public input and discussion during the development of the District Facilities Plan. A minimum of three (3) public forums are required during the development of the DFP. At a minimum, public forums shall be advertised in the local paper with the largest district-wide circulation at least seven (7) days in advance of the forum. The district may advertise through local radio and television media outlets as well as through the Internet. All forums shall be held after 5:30 PM local time on weekdays and at 8 a.m. to 7:30 p.m. on Saturday and 1:00 p.m. to 7:30 p.m. on Sunday in a facility that is accessible to the non-ambulatory handicapped.

**PUBLIC HEARING** means a public meeting (subject to all provisions of the Open Meetings Act - KRS Ch. 61) conducted by the local board of education to receive comments on the proposed District Facility Plan. The hearing allows for public input during the development of the District Facilities Plan. One (1) public hearing is required during the development of the DFP. At a minimum, the public hearing shall be advertised in the local paper with the largest district-wide circulation at least fourteen (14) days in advance of the hearing and be held after 5:30 PM local time on weekdays and at 8 a.m. to 7:30 p.m. on Saturday and 1:00 p.m. to 7:30 p.m. on Sunday in a facility that is accessible to the non-ambulatory handicapped. The district may advertise through local radio and television media outlets as well as through the Internet.

**PUBLIC MEETING** means a public meeting (subject to all provisions of the Open Meetings Act - KRS Ch. 61) conducted by the LPC to review presentations and discuss information during the development of the proposed District Facility Plan. The meeting allows for the Local Planning Committee to discuss information without outside interruption during the development of the District Facilities Plan. A minimum of three (3) public meetings are required during the development of the DFP. The first public meeting shall include an orientation presentation by the Kentucky Department of Education. At a minimum, the first meeting must be advertised in the local paper with the largest district-wide circulation at least seven (7) days in advance of the meeting. All meetings thereafter may be posted on the local district's WEB site at least twenty-four (24) hours in advance of the meeting and the local paper with the largest district-wide circulation shall be notified of the meeting. The district may advertise through local radio and television media outlets as well as through the Internet. Meetings may be held at a day of the week and time agreed to by the Local Planning Committee in a facility that is accessible to the non-ambulatory handicapped.

**QUORUM** means the number of the members of any body as is, when duly assembled, legally competent to transact business, by common law, a majority of a body constitutes a quorum. As it relates to the meetings and forums required by this regulation a quorum shall be one (1) more than half of the voting members of the LPC. The superintendent or their designee shall not be included in this tabulation.

**R. S. MEANS PRICE GUIDE** means the national price guide used to provide a consistent baseline for the monies allocated to districts for capital construction

and major renovation, 702 KAR 4:180 regulates the costs that are used to establish pricing. The costs used for new construction are the  $\frac{3}{4}$  costs noted in the national price guide published by the R. S. Means Company. This guide is an industry standard that is used by Architects and Engineers for budgeting purposes. Square foot costs are useful when details of a project are not available. The costs used by Means for their "square foot" cost data are derived from examination of the costs of over 11,000 buildings nationwide. The costs include the materials, labor and the contractor's overhead and profit. It does not include "soft costs" such as A/E fees, CM fees, contingencies and equipment, site development and site acquisition.

**SCHOOL FACILITIES CONSTRUCTION COMMISSION** means (SFCC) is a separate state agency that provides funding to districts based on the facility need as identified in the District Facilities Planning process and adjusted by the amount of local available revenue to determine the district's Unmet Need. Funding for this program is requested from the General Assembly by the Commission every two (2) years. The "Unmet Need" of all of the districts in the State is combined to create the State Unmet Need. A portion of the total is funded by the General Assembly and each district is allocated money based on their percentage share of the total fund. SFCC funds can only be used on priority projects, based on their priority order; for example, priority 1 projects shall be completed prior to priority 2 projects. All projects within a numbered category (i.e., 1a through 1d) are considered equivalent and can be selected by the LEA in any order desired, subject to the approval of the Division of Facilities Management.

**SCHOOL** means the grouping of grades to provide an educational program consistent with the approved school district's organization plan. More than one school may be located within a single building or on an individual campus.

**TEACHER** means all certified staff at a school with the exception of the principal and assistant principal.

**TRANSITIONAL CENTER** means a center that the local board of education has determined will be phased out as an educational center or for which a project to house its students is listed in the DFP. The center is not eligible for new construction or major renovation without the KDE's approval. Only minor renovation projects required to maintain the building in a safe condition or offer a healthy environment are permissible. The center shall not be included on the District Facilities Plan as a priority item and may not be replaced if destroyed.

**WAIVER (DFP)** means a request made by the local district to KDE to extend the (4) four-year cycle of their District Facilities Plan. If a waiver is granted by KDE, the DFP that is in place at the time of the request will continue in place for an additional four (4) year cycle or until the district develops a new DFP. (See the section of this regulation governing "Waivers" for additional requirements).

**WAIVER (KBE)** means a request made by the local district to KBE to set aside provisions of the “The Kentucky School Facilities Planning Manual” 702 KAR 4:180 for individual projects that are unusual and specific to those districts and projects.



## Chapter 1

### District Facilities Planning Process

#### Planning Process Step-by-Step Overview

1. Local school district:
  - a. Selects the Local Planning Committee (LPC)
  - b. Selects an architectural/engineering consultant (required)
  - c. Selects a facilitator (optional)
2. Architect and Engineers;
  - a. Evaluates Building and Site Condition
  - b. Creates Inventories and Analyze Building and Site Needs
  - c. Provides Plan Drawings for each building floor and Site
  - d. Identifies Deficiencies
  - e. Provides Construction Cost Estimates to Correct Deficiencies
3. Local Planning Committee (once A/E evaluation is complete);
  - a. Schedules and conducts an Orientation Session with KDE
    1. Elects a Chairperson and Vice-Chairperson
    2. Reviews Process
    3. Reviews Regulatory Requirements
    4. Reviews the Current District Facilities Plan
    5. Reviews Funding
    6. Reviews Cost of Delivery of Services
    7. Reviews Demographics
  - b. Holds a series of meetings and forums to develop the DFP
    1. A minimum of three (3) LPC Meetings and Public Forums required
    2. The LPC Orientation counts as one (1) LPC Meeting.
    3. One (1) LPC Meeting and one (1) Public Forum must be scheduled after the draft DFP is reviewed by KDE
    4. All LPC Meetings and Public Forums are subject to the Open Meetings Act, KRS Ch. 61.
  - c. Researches information and standard forms on the KDE Website
  - d. Researches other information including
    1. Comprehensive School Improvement Plan
    2. Transportation
    3. Student assessment
    4. Educational programs
    5. MUNIS
    6. Financial information, bonding potential/project capacity
  - e. Develops a draft DFP
    1. The DFP is submitted to KDE for review prior to the last LPC meeting

4. KDE reviews the Draft District Facilities Plan:
  - a. KDE reviews the following information:
    1. DFP format
    2. Demographic information
      - a. Past enrollment trends
      - b. Future projections
    3. Current building capacity versus enrollment
    4. Architect's submissions
    5. Bonding potential
  - b. KDE sends the DFP back to the LPC with KDE comments
    1. Review letter outlining each item on the DFP
    2. Recommended Revised DFP (if appropriate)
5. LPC votes on Draft DFP
  - a. The DFP returned by KDE is reviewed in a Public Forum and an LPC Meeting
    1. All requirements of an LPC forum and meeting must be met
    2. A quorum of the LPC must be present
    3. The LPC will then vote on the revised DFP
      - a. If the LPC votes to accept the revised DFP it goes to the local board with the KDE staff recommendation for approval.
      - b. If the LPC votes to reject the DFP with recommended revisions made by KDE, its proposed DFP goes to the local board with KDE staffs' recommendation not to approve the DFP.
6. Local Board votes on the Draft DFP
  - a. The DFP approved by the LPC is reviewed in a scheduled local board meeting
    1. The local board votes on the proposed DFP submitted by the LPC
      - a. If accepted, the local board schedules the DFP to be reviewed in a public hearing.
      - b. If rejected, the local board returns the draft DFP back to the LPC for revision and resubmission to the local board of education
7. Hearing Process
  - a. The accepted draft DFP is then reviewed in a public hearing
    1. The local board selects a hearing officer
    2. The LPC must advertise the local public hearing at least fourteen (14) days prior to the hearing in the local newspaper with the largest circulation.

3. Copies of the draft DFP should be placed for public review in several community locations such as the local board office and district schools
  - b. Following the hearing, the hearing officer prepares a hearing report on the template provided in the KDE hearing package.
  - c. The hearing report is submitted to the local board in a regularly scheduled or special meeting
    1. The local board votes on the hearing report
      - a. If accepted, the DFP is submitted to the State Board.
      - b. If “rejected” the local board of education submits a letter explaining proposed modifications to the KDE for review
        - i. The local board of education’s modification of the Hearing Report is noted and reviewed by the KDE. The modifications are noted in the staff notes to the State Board of Education along with KDE staff recommendations.
        - ii. When “accepted”, the local board of education submits the final proposal to the KDE
8. Kentucky Board of Education reviews and votes on the DFP
- a. The final proposed DFP is submitted to the KBE in their regular bi-monthly meeting
    1. Enrollment data, hearing report and the DFP are submitted to the State Board for its consideration
    2. Information is reviewed in the Management Committee and a recommendation is made to the entire State Board
    3. Consideration of the submitted information and recommendation of the KBE Management Committee followed by KBE vote on the proposed DFP
  - b. Following the meeting, the local board is notified of the KBE’s decision.
    1. If the DFP is approved, the DFP will govern the district’s building program for the next four years.
    2. If the DFP is not approved, the State Board will include direction to the local board on how it must proceed.

**Section 101**  
**Local Planning Committee Selection**

**101.1** The superintendent is to ensure that LPC composition is in accord with the selection criteria. At the discretion of the Superintendent, the LPC membership may be selected alternately in parent, teacher, and building administrator order until the committee selection is completed. The superintendent shall ensure that each LPC represents local demographics, providing a diverse committee that, in a meaningful way, reflects the composition of the district. Each member shall be a resident of the local school district on which they have been asked to serve. If an eligible resident is not available to serve in an individual position on the LPC, the superintendent may request a waiver from the Commissioner of Education for a non-resident replacement. The superintendent shall chair the LPC meetings until a Chairperson and a Vice-Chairperson are elected.

For the purpose of this regulation and determining the number of SBDM school centers in a district, a Career and Technical Center/KY Tech Area Technology Center is considered a part of the high school it serves.

**101.2** The LPC shall be made up of a maximum of twenty (20) members and/or a minimum of ten (10) members to include:

**Table 101.2**

	1 school	2 schools	3 schools	4 schools or more
Superintendent*	1	1	1	1
Parent	2	2	3	4
Teacher	1	2	3	4
Building administrator	1	2	3	4
District Facilities Director	1	1	1	1
Central office staff	1	1	1	1
Community leader	1	1	2	3
Board member	1	1	1	1
Local building/zoning official	1	1	1	1
Total	10	12	16	20
* The superintendent or designee serves as a non-voting member.				

**101.3** Parents, teachers and building administrators shall be selected by groups as indicated herein and include representatives from the elementary, middle and high schools. All schools shall be represented before multiple representation of a school occurs. The maximum number of representatives on the LPC from a school shall not be in excess of one (1) greater than the number of representatives from any other school.

**101.4** Districts having four (4) or more SBDM schools shall include representation by a minimum of four (4) school council members, or their designees, on the LPC. Districts with less than four (4) SBDM schools shall have school council member representation equal to the number of SBDM schools. SBDM representation includes parent and teacher council members.

**101.5** Parent Representative shall be selected by the PTO/PTA in each school center. If no PTO/PTA exists, the largest organization of parents formed for this purpose shall select a parent representative for their school (KRS 160.345 (2b)). The selection must also meet SBDM requirements as noted in Section 101.4. The parent representative shall not be employed by the LEA or serve on the local board of education.

**101.6** Teacher Representatives- The selection of the teacher representatives shall be made by any process developed by the district's teaching staff that ensures the opportunity of the teachers to have a voice in this process. The superintendent is responsible for assuring a system of selection that offers all teachers the opportunity to select teacher representatives for the LPC. The selection must also meet SBDM requirements as noted in Section 101.4.

**101.7** Building Administrator- The selection of the building administration representatives shall be made by any process developed by the district's building administrators that ensures the opportunity of the administrators to have a voice in this process.

**101.8** District Facilities Director- The Superintendent shall select the Facilities staff representative. If a facilities office is staffed by the district superintendent only, he/she shall select a member of the maintenance staff.

**101.9** Central Office Staff- The Central Office staff shall select the Central Office staff representative.

**101.10** Business/Community Leader Representative- The local board of education shall select the Business/Community Leaders to serve on the Local Planning Committee. Advertisement shall be made for business/community leader nominees from whom the local board of education shall select two (2) representatives. Nominees must provide a letter of agreement to serve. In the event nominations are not received, the local board of education shall select the community/business leaders. The Business/Community Leaders shall not be employed by the LEA or serve on the local board of education.

**101.11 Board Member-** One member of the Local Board of Education shall be selected by the Local Board to serve on the Local Planning Committee. A newly elected board may replace the local board representative selected by the preceding board of education.

**101.12 Local Building/Zoning Official-** The local planning, zoning or building inspection representative shall be designated by the superintendent. If there is no planning and zoning or building review department within the geographic area of the district, then the superintendent shall select a local public official, realtor or public employee with experience in building or planning within the geographic area of the district. The Local Building/Zoning Official shall not be employed by the LEA or serve on the local board of education.



## **Section 102**

### **Architects and Engineers Building Assessment**

**102.1 – Building Condition Evaluation** - Evaluation of existing buildings to determine building physical condition shall be provided by an Architect and Mechanical/Electrical Engineer registered in the Commonwealth of Kentucky. The A/E team shall review all primary building systems noting the types, their age and condition. The evaluation shall be presented on the forms provided by the KDE. These forms are included within the Appendix of this regulation and are available in electronic form from the KDE and are also available on the KDE website at: [www.education.ky.gov](http://www.education.ky.gov).

**102.1.1 Evaluation Criteria** - The evaluation of each facility shall include compliance with:

**102.1.1.1** State codes relative to health, fire, safety, and building codes where major renovation or additions are anticipated.

**102.1.1.2** Federal codes relative to asbestos, Americans with Disabilities Act, surface runoff, lead in drinking water, radon, Clean Air Act, etc.

**102.1.1.3** Program space criteria: Compliance to program space square footage is required subject to the following:

1. A classroom that is less than 600 square feet is considered to be deficient and not to be used as a standard classroom. (See Chapter 3, Section 303 for enrollment adjustments for reduced classrooms size.)
2. Noted instructional areas that are less than 75% of the designated program space are to be considered as deficient and qualify to be addressed by the LPC by including them in the DFP. If it can be demonstrated by the LPC that an educational program cannot function due to lack of space this would also qualify to be addressed by the LPC by including them in the DFP.

**102.1.1.4** Mechanical, electrical, plumbing adequate to support educational program objectives.

**102.1.1.5** Ability to construct an addition or implement a major renovation that will provide a 30-year life expectancy.

**102.1.1.6** Campus evaluation relative to site adequacy.

**102.1.1.7** Technology strand of KERA in priority 1d. of the District Facility Plan only includes power wiring and fixed equipment as approved by KDE Division of Facilities Management. Hardware, software, networking and cabling are addressed in the district's technology plan and should be directed to the Office of Education Technology.

**102.1.1.8** Buildings that are in the 100-year flood plain do not qualify to be renovated and no new construction shall be approved within the 100-year flood plain.

**102.1.1.9** Subject to KDE approval, at the discretion of the local district, buildings that are less than 15 years old or that have had a major renovation within the last 15 years may not be required to undergo full evaluation by the Architect and Engineering team. The local district shall identify these

buildings when they submit their DFP. The district will be required to update the inventory on these buildings. Changes to these facilities will not be included on the DFP or in the Needs Assessment.

**102.2 Building Use Evaluation and Inventory** - An Architect and Engineering team shall document each space within each facility on forms provided by KDE. These forms are included within the Appendix of this regulation and are available in electronic format from the Division of Facilities Management via the KDE website at [www.education.ky.gov](http://www.education.ky.gov). This inventory shall be used to evaluate each existing space against the requirements set forth in the regulation. Therefore, it is critical that the team accurately record the space sizes and their use. Consideration shall be given to program needs and implementation of the principles set forth in the Kentucky Education Reform Act (1990). It is also critical that information on the building be accurately recorded to show construction dates, gross building areas and systems used in the building.

**102.2.1** The district shall also review the suitability of the spaces and the configuration of space within each building to accommodate a modern educational program.

**102.3 Building Drawings** - An Architect and Engineering team shall provide small-scale floor plan drawings of each building. The drawings shall be presented on a maximum sheet size of 11" x 17" and a minimum sheet size of 8 1/2" x 11". Each drawing shall clearly show walls, door openings, window openings, room areas and room use. The drawings shall have a title that identifies the district, building, floor shown (in the case of a multi-level building). An electronic copy of the drawing in PDF format shall be submitted to KDE.

**102.4 New Construction Cost Pricing** – Upon the determination of the need for new facilities or for addition onto existing facilities, the Architect shall note the new work on the DFP. The number and sizes of space to be provided shall be determined by the spaces noted within the "MODEL PROGRAM OF SPACES" in Chapter 4, for each type of facility. The square foot unit cost shall be determined utilizing the national construction cost guide, R. S. Means Building Construction Cost Data, dated the year of the calculation. The 3/4 Units Costs for square footage shall be utilized at full value to include all costs of construction and site development. KDE shall adjust these costs based on a comparison of the actual project costs noted for schools constructed in Kentucky over the prior three (3) years. The categories used are:

1. Elementary Schools
2. Middle Schools
3. High Schools
4. Career and Technical Centers/KY Tech Area Technology Centers
5. Central Office - Low Rise Offices
6. Central Stores - Warehousing and Offices
7. Bus Garages - Commercial Service Garages
8. Other categories shall be used by the KDE, should the need occur.



See Chapter 3 for further information about the use of R. S. Means Building Construction Cost Data.

**102.5 Renovation Construction Cost Pricing** – Upon review of the existing building conditions, an Architect and Engineering team shall estimate the costs required to renovate those facilities within each district and to document and justify proposed additions. Unit Cost Criteria provided by the R. S. Means Company shall be utilized. The unit prices shall be adjusted by a one hundred fifty percent (150%) factor to account for renovation costs, fees and contingencies. The maximum budget for renovation shall not exceed eighty percent (80%) of the replacement cost. Any proposed new construction should be the result of demographic and enrollment needs and/or replacement of unsuitable facilities.

**102.6 Fees for Architectural and Engineering Services** – The fees to be paid to the Architectural and Engineering team shall be as negotiated by the district and the Architectural and Engineering team not to exceed 5 cents per square foot of evaluated area. This fee for service does not include the cost of reimbursable expenses that shall be negotiated as outlined in AIA B151.

**102.7 Timeframe** - The building analysis and Architect/Engineering evaluation shall be completed prior to the initial LPC Orientation session. Actual cost estimates shall be developed by the Architect/Engineer once the LPC has met and begun to develop the draft DFP.

## **Section 103**

### **District Facilities Plan Development**

**103.1 Facilitation** - The local board of education may hire or otherwise secure a qualified facilitator or trainer. The facilitator is responsible for keeping the LPC focused throughout the planning process and provides the order, direction, and ideas necessary to resolve any stalemates during LPC meetings. The facilitator shall be unbiased and have no personal interest in the plans being developed by the LPC. The facilitator does not author the District Facility Plan (DFP). A written contract shall be negotiated when an outside consultant is employed as facilitator. Approval of the written contract by the local board of education must be recorded in the board minutes.

**103.1.1** The recommended guideline of fees to be paid to the facilitator shall be as negotiated by the district and the facilitation firm not to exceed;

1. Less than three (3) schools - \$1,500.
2. Four (4) to ten (10) schools - \$4,500.
3. Over ten (10) schools to be negotiated
4. The fee shall include a maximum of ten (10) meetings.
5. Partial or additional services shall be negotiated at an hourly rate not to exceed \$100 per hour.
6. This fee for service does not include the cost of reimbursable expenses that shall be negotiated as outlined in AIA B151.

### **103.2 Roles and Responsibilities**

**103.2.1** The local board of education - Provides secretarial services and financial resources to the LPC during its time of operation to ensure timely completion of all required documents.

**103.2.2** Local Planning Committee shall conduct the development of the District Facilities Plan.

**103.2.2.1** The chairperson and vice-chairperson are responsible for LPC meeting organization and direction. The inability of a committee member to serve on the LPC shall be decided by a two-thirds vote of the LPC membership. Should the LPC determine a member unable to fulfill his/her obligations, the respective group will replace that member.

**103.2.2.2** Should the LPC fail to fulfill its obligation in providing a proposed DFP to the local board of education within the time specified by the KDE, approval must be received from the KDE before the selection of a new LPC is initiated.

**103.2.2.3** The LPC shall be active through the completion and approval of the DFP and continue to serve an inactive role until the next scheduled

facility plan cycle, when a new LPC is organized. Should the local board of education request an amendment to the DFP between planning cycles, the LPC membership shall be reactivated.

**103.2.3** The Kentucky Department of Education, Division of Facilities Management (KDE) shall be available to the LPC to provide orientation and informational assistance. The KDE shall be available to the LPC as a resource, but shall not be actively involved in the development of the DFP. The following is a summary of the responsibilities of the KDE.

1. Schedule Local Educational Agency (LEA) facility plan completion date.
2. Provide required orientation.
3. Disseminate information (i.e. building inventory, planning information handbook, etc.).
4. Develop and verify demographic information.
5. Verify proposed DFP of LEA.
6. Review "draft DFP" provided by the LPC.
7. Coordinate the required public hearing in the district.
8. Provide hearing package and information to the LPC and local board.
9. Review and format hearing report provided by the district hearing officer.
10. Prepare staff note for KBE approval using information supplied by the district.
11. Return approved DFP to the LEA when changes are recommended by the KBE.
12. Maintain permanent files.
13. Coordinate amendments and reprioritizations for KBE approval.

### **103.3 Meeting and Forum Requirements**

**103.3.1** Prior to the commencement of the planning process, the district shall submit verification of the completion of the process to this point to KDE:

1. All Architect and Engineering Data and Building Evaluations.
2. A list of the LPC members and their positions.
3. A narrative on how the LPC was selected.

**103.3.2** KDE Orientation Meeting – Once the Architectural and Engineering analysis is complete, the district shall start the planning portion of the effort by scheduling the LPC orientation meeting with KDE.

1. The first public meeting shall include an orientation presentation by the KDE.
2. At a minimum, the orientation meeting must be advertised in the local paper with the largest district-wide circulation at least seven (7) days in

advance of the meeting. The district may advertise through local radio and television media outlets as well as through the Internet.

**103.3.3 Public Meetings** – are subject to all provisions of the Open Meetings Act - KRS Ch. 61

1. At a minimum, the initial LPC meeting shall be advertised in the local paper with the greatest local circulation at least seven (7) days prior to the meeting. The district may advertise through local radio and television media outlets as well as through the Internet.
2. All meetings after the initial meeting shall be posted on the local district's web site and the local paper with the greatest local circulation shall be notified of the meeting at least twenty-four (24) hours in advance of the meeting. The district may advertise through local radio and television media outlets as well as through the Internet.
3. Meetings may be held at a time agreed to by the Local Planning Committee
4. Meetings must be held in a facility that is accessible to the non-ambulatory handicapped.
5. A minimum of three (3) public meetings shall be conducted by the LPC. A minimum of the first two (2) meetings shall be to review presentations and discuss information during the development of the proposed District Facility Plan.
6. At least one (1) of the required LPC Meetings shall be held after a draft DFP has been reviewed by KDE and returned to the LPC for them to approve the reviewed draft DFP.
7. A quorum must be present to constitute an official LPC meeting.
8. In addition to the LPC Members, a quorum of the members of the local board of education shall be in attendance at the Orientation session. Continuing Education Credit through the Kentucky School Boards Association will be provided for each local board member. In lieu of attendance of this meeting, members of the Local Board of Education shall attend a Planning Seminar conducted by the Kentucky Department of Education at a Kentucky School Boards Association approved venue once every four (4) years.
9. Each member of the LPC shall sign in to verify attendance for each meeting.
10. Written minutes shall be kept for each meeting by a person provided by the local board of education. These minutes shall be presented for review by the members of the LPC and local board and must be submitted to KDE at the end of the process.
11. The meeting shall allow for the Local Planning Committee to discuss information without outside interruption during the development of the District Facilities Plan.
12. A simple majority shall determine all actions by the LPC.
13. A quorum of the "voting" members is required for a legal vote to be

taken (the Superintendent or his/her representative is a non-voting member of the LPC).

**103.3.4 Public Forums** - To encourage community participation, public forums shall be held at different times and locations.

1. At a minimum, LPC forums shall be advertised in the local paper with the greatest local circulation at least seven (7) days prior to the forum. The district may advertise through local radio and television media outlets as well as through the Internet.
2. Forums must be held after 5:30 PM local time on weekdays and at 8 a.m. to 7:30 p.m. on Saturday and 1:00 p.m. to 7:30 p.m. on Sunday
3. Forums must be held in a facility that is accessible to the non-ambulatory handicapped.
4. A minimum of three (3) public forums shall be conducted by the LPC to discuss information during the development of the proposed District Facility Plan. At least (2) of the forums shall be conducted prior to submission of the DFP to KDE Facilities Management. At least one (1) of the required public forums shall be held after a draft DFP has been completed.
5. A quorum of the LPC must be present to constitute an official LPC forum.
6. At least one (1) of the required public forums shall be held after a draft DFP has been completed.

**103.4 Research** - The LPC is responsible for determining the research required for development of a District Facility Plan that meets both instructional goals of the local board of education and state mandates in providing equivalent educational opportunities to all students in the district at an equitable cost. The DFP shall include the most critical building needs of the district.

**103.4.1** The district superintendent or designee is responsible for the collection and organization of data for use by the LPC. This information is to include: Physical evaluation of all school centers. This includes capacity, conditions and locations. The majority of this work will be undertaken by the Architectural team whose responsibilities are noted elsewhere in the regulation.

1. Student Assessment Material - This information shall be available when baseline assessments and student performance testing takes place in the school year directly preceding the DFP submission.
2. Transportation Information - Data relative to times and distances students travel to and from school and the cost of such transportation.
3. Fiscal Information - The cost of delivery of services to students at each

school and the funds available to the local district for capital construction, both as cash and bonding potential.

- a. The cost of delivery of service to students will be included in the orientation presentation provided by KDE.
  - b. The funds available to the local district for capital construction will be discussed during the KDE orientation session, but should be augmented by information provided by the district's fiscal agent.
4. Instructional Information - Availability of an equitable educational opportunity at each school.
5. Demographics - Enrollment and demographic projections of both the school district and each school within the district.
  - a. A demographic projection will be included in the orientation presentation provided by KDE, but should be augmented by information provided by the district's Planning and Zoning LPC representative.
  - b. For planning purposes, a district's enrollment shall be projected 6 years beyond the date of the DFP. This projected enrollment will be used to determine the need for changes in the district's facilities. These projections shall be made using the population information provided by the Kentucky Data Center at the University of Louisville. Adjustments to this information may be considered based on information provided by a local district based on a bona fide demographic data source. In areas such as Independent School districts where specific projections are not included in the Kentucky Data Center study or within districts in which population change is not consistent across the district, supplemental population data from a reputable source approved by KDE may be used by the district.



## **Section 104**

### **KDE Review of the Draft DFP**

**104.1** Prior to the last LPC Meeting, the LPC will develop the Draft District Facility Plan that will be submitted to the KDE for review.

**104.1.1** The district shall submit verification of the completion of the process to this point to KDE;

1. All Architect and Engineering Data and Building Evaluations.
2. Minutes of all Local Planning Committee Meetings and attendance sheets.
3. Proof of Advertisements
4. Minutes of all Local Planning Committee Forums and attendance sheets.

**104.1.2** The DFP shall be submitted on the electronic form provided by the KDE. This proposed DFP will be reviewed by KDE Division of Facilities Management in accordance with the requirements of this regulation and recommended best practices as defined herein.

**104.1.2.1** KDE will review the district proposed organization. It is suggested that the district have a single grade organizational plan for all students in order to equalize educational opportunity. A variance may be allowed where verification can be provided to the KDE that the student body's ability to achieve is not compromised.

**104.1.2.2** A 6-year projection of the current enrollment, by school center will be noted and compared against the building's student capacity. (See DFP Format for an explanation of student capacity calculation.)

**104.1.2.3** Each project noted on the DFP shall be evaluated as follows;

1. New facilities must be justified by either a district's need for additional student capacity or to replace inadequate or deteriorated facilities.
2. Buildings to be renovated must meet the definition for Major Renovation as outlined in the regulation as it relates to age, condition and systems to be replaced.
3. Additions must be justified by either a district's need for additional student capacity or to replace inadequate or deteriorated facilities. An analysis of the spaces in the existing building will be compared to the Maximum Program Area noted within the regulation.
4. Location of projects within the appropriate priority will be reviewed.
5. Costs provided by the Architects will be evaluated against the

regulatory requirements. Renovation costs shall not exceed 80% of the replacement costs of entire buildings or individual areas.

**104.1.3** If the proposed DFP is not in compliance with the regulation, KDE shall submit a revised DFP and a review letter to the LPC for its review.

1. The revised DFP will clearly show the changes required by the regulation and recommended best practice.
2. The review letter will indicate the rationale for the changes and the sections of the regulation that support the change.



## **Section 105**

### **LPC Voting**

**105.1** At the last LPC Meeting, the LPC will consider the KDE review of the draft DFP.

**105.1.1 LPC Voting** – the LPC shall vote on the reviewed DFP.

**105.1.1.1** All requirements for Public Meetings as set forth under the Meeting and Forum Requirements section of the regulation shall be met.

**105.1.1.2** Roll call or balloted voting shall be tabulated in writing to ensure the integrity of the voting process. The written tabulation shall be presented to the local board and to KDE.

**105.1.1.3** The LPC may approve the DFP by a simple majority vote and send the DFP to the local board for consideration.

**1.5.1.1.4** The LPC may vote not to approve the reviewed DFP. It may vote to approve the original draft DFP submitted to KDE or to further change the revised DFP and send the original or adjusted reviewed DFP to the local board for consideration. Note that this DFP may not have the recommendation for approval from KDE when it is sent to the Kentucky Board of Education.

## **Section 106**

### **Local Board Voting**

**106.1** The local board of education shall consider and vote on the DFP submitted for review by the LPC at a regularly scheduled or special called board meeting.

**106.2** The local board shall be informed as to whether the DFP being submitted has been approved by KDE. All KDE review information shall be made available to the local board.

**106.3** A simple majority vote is required for the local board to approve the draft DFP. Approval of the DFP requires at least three (3) votes in the affirmative.

**106.4** If the DFP approved by the LPC and the local board is the draft DFP reviewed and approved by KDE, then the meeting shall be considered in a Public Hearing.

**106.5** If the DFP approved by the LPC and the local board is not the draft DFP reviewed and approved by KDE, then the meeting may still be considered in a Public Hearing; but, this DFP may not have the recommendation of KDE staff for approval to Kentucky Board of Education.

**106.6** If the local board of education agrees on a DFP, it shall appoint a Hearing Officer and move to the public hearing phase of the process.

**106.7** If the draft DFP is not approved by the local board of education, the board shall send the DFP back to the LPC with specific written instructions noting the changes to be considered by the LPC.

**106.7.1** The comments of the local board shall be considered in an additional LPC meeting. Comments from the meeting and any changes in the DFP shall then be submitted back to the local board of education.

**106.7.1.1** The draft DFP is again reviewed by the local board.

**106.7.1.2** If the changes noted by the local board are approved by the LPC the DFP shall then be considered in a Public Hearing.

**106.7.1.3** If the changes noted by the local board are not approved by the LPC the DFP proposed by the local board shall then be considered in a Public Hearing, but it will be noted that this is not the DFP approved by the LPC.

**106.8** Voting shall be recorded in the minutes of the local board meeting. The minutes and tabulation shall be presented to KDE.

## **Section 107**

### **Public Hearing Process**

**107.1 Starting the Hearing Process** – the district shall contact KDE following approval of the draft DFP by the local board of education. The DFP will then be reviewed in a Public Hearing conducted by the local board of education to receive comments on the proposed DFP.

**107.2** Once informed of the DFP approval by the local board, KDE will provide a “hearing package” to assist the district in conducting the public hearing. The Hearing Package shall include:

1. Instructions on how to conduct a public hearing.
2. A sign –in sheet template to record all present.
3. A sample Hearing Agenda.
4. A Hearing Report template.

**107.3** One (1) public hearing is required during the development of the DFP.

**107.3.1** At a minimum, the public hearing must be advertised in the local paper with the largest district-wide circulation at least fourteen (14) days in advance of the forum. The district may advertise through local radio and television media outlets as well as through the Internet.

**107.3.2** The public hearing must be held after 5:30 PM local time on weekdays and at 8 a.m. to 7:30 p.m. on Saturday and 1:00 p.m. to 7:30 p.m. on Sunday

**107.3.3** The public hearing must be held in a facility that is accessible to the non-ambulatory handicapped.

**107.4** The public hearing shall be conducted by a Hearing Officer appointed by the local board of education.

**107.5** The public hearing is for the purpose of hearing and documenting testimony. The hearing Officer is to document the public comments. The Hearing Officer shall not attempt to sway public opinion or to comment on the proposed DFP.

1. Those present may make a statement concerning the proposed District Facilities Plan to be entered into the report.
2. Those present may also submit a prepared statement to the hearing officer to be read into the record.
3. Persons unable to attend the meeting may submit a written statement to be read into the record. These persons shall include their name and address. Anonymous statements will not be read into the record.

**107.6** The public hearing shall have;

1. Recording device to document the proceedings
2. Public address system to allow those speaking to be heard

**107.7** Following the hearing, the Hearing Officer shall prepare a hearing report using the template provided by KDE. This report shall be submitted to KDE staff for review and comment.

**107.8** The hearing report shall then be submitted to the local board of education in a regularly scheduled or special called board meeting. The local board of education may accept the report and final acceptance of the District Facilities Plan by a simple majority vote and send the DFP to the Kentucky Department of Education for review.

## **Section 108**

### **Kentucky Board of Education Review**

**108.1** All District Facilities Plans shall be approved by the Kentucky Board of Education. Once a DFP has been developed and approved by the LPC, reviewed by KDE staff, tentatively approved by the local board, reviewed in a public hearing and finally approved by the local board following the hearing officer's report it is submitted to the Kentucky Board of Education for review.

**108.2** DFPs may be reviewed by the Kentucky Board of Education when it meets in regular session in February, April, June, August, October and December.

**108.3** The district shall submit verification of the completion of the steps noted above to KDE 45 days in advance of the State Board Meeting to include;

1. All material noted in this regulation that has been submitted previously.
2. Minutes of the Local Planning Committee Meeting and attendance sheet recording the voting on the DFP.
  - a. Proof of Advertisements
3. Minutes of the local board of education meeting and attendance sheet recording the voting on the DFP.
  - a. Proof of Advertisements
4. Hearing Report and sign in sheet.
  - a. Hard copy signed by the Hearing Officer
  - b. Electronic copy in Microsoft Word.
5. Recording of the Hearing
6. Minutes of the local board of education meeting and attendance sheet recording the voting on the Hearing Officer's Report.
  - a. Proof of Advertisements
7. An "Out of District Report" on the KDE template noting how many students attended the local district the previous year who were residents of other districts and how many students who are residents of the local district but attend school elsewhere.

**108.4** The Hearing Report, District Facilities Plan and Out of District Form will be formatted by KDE Staff. These items shall be submitted to the Kentucky Board of Education.

**108.5** DFPs that are approved by the KBE will become the District Facilities Plan for the district for the next four (4) years.

**108.6** DFPs that are not approved by the KDE will be returned to the district for further consideration with specific instructions provided to each district by the KBE and KDE staff.

## **Chapter 2**

### **DFP Format**

#### **Section 201 General**

**201.1 General** - This chapter outlines information to be considered by the LPC that is used to develop and support the information to be included on the District Facility Plan form. The District Facility Plan form includes information about the district, enrollment, student capacity, projects to be undertaken by the district and the costs associated with the work. The form includes the following sections:

1. Educational Program - District Plan of Organization
2. Building Evaluation - School Center Designation
3. Student Enrollment Projections
4. Capital Construction Priorities and Discretionary Projects.

#### **201.2 Educational Program - Plan of Organization**

This portion of the DFP shall include a brief summary of the educational program, the district organization plan of student grades that is to continue, or the proposed district organization plan. When capital construction is completed to the extent of occupancy, students shall be relocated to the permanent center utilizing the new organization plan.

It is suggested the district have a single organizational plan for all students in order to equalize educational opportunity. A variance may be allowed where verification can be provided to the KDE that the student body's ability to achieve is not compromised.

#### **201.3 Building Evaluation - School Centers**

This portion of the DFP shall include a listing of each existing school, owned or leased, housing a public elementary or secondary program supported by the district. Listed information is to include school name, grades presently housed, and the appropriate permanent functional or transitional center designation.

**201.3.1** The end of year enrollment and the student capacity for each school shall also be included. Student capacities shall be calculated as outlined in Chapter 3.

#### **201.4 Capital Construction Priorities and Discretionary Construction Projects**

Capital construction priorities shall include the most critical building and life safety needs of the district. Construction projects shall be listed in priority order as determined by the type of work to be undertaken. Life safety, handicapped accessibility and the most critical building needs of the district shall be given the highest priority. For that reason, the Priorities included as part of the DFP establish that Educational facilities have the highest priority and are therefore included in Priorities 1 and 2. Life safety and handicapped accessibility have been included in



separate Priorities 1e, 1f and 2e, 2f. Non-educational additions and expansions to educational facilities are given the next order of importance and are included in Priority 3. Management support areas such as District Central Offices, Bus Garages and Storage Facilities are listed in Priority 4. Projects included in Priorities 1 through 4 are used to determine a districts need for needs based funding (SFCC). Discretionary Projects are those noted by the LPC for inclusion in the DFP, but do not meet the requirements to be placed in Priorities 1 through 4. These include; athletic projects, minor renovations, major renovation to facilities that are less than 30 years old or additions that are in excess of the regulatory requirements.

**201.4.1** Projects utilizing needs based funding (SFCC funds) shall be completed in priority order; for example, priority 1 projects shall be completed prior to priority 2 projects. All priorities within a numbered category (i.e., 1a through 1d) are considered equivalent and can be selected by the LEA in any order desired, subject to KDE approval.

**201.4.2** Projects utilizing funding other than needs based funding (SFCC) may be selected by the LEA without regard to scheduled priority, subject to KDE approval.

**201.4.3** Multiple projects may be included under one priority number. When the district deviates from the order recommended in the guidelines, explanation must be provided to the KDE.

**201.4.4** The highest priority projects (scheduled to begin within the biennium directly following the DFP's approval) shall be identified by the LPC with consideration to bonding potential and the financial capability of the district.

**201.4.5** When the LPC recommends a new facility on a new campus; the LPC may identify a vicinity for the local board to consider for site consideration. Consideration shall be given to the student distribution within the district, availability of adequately sized sites, site development costs, and acquisition costs prior to designation of vicinity location in the priority. The final decision shall be made by the local board of education.

**201.4.6** When a new building or building expansion is proposed in the DFP, this work shall be supported by demographic and other information as noted in Chapter 4-Facilities Analysis. The LPC shall prepare a narrative explaining the need for additional space. The LPC shall investigate the availability of space in adjoining districts as well as other options that may be available. The results of this investigation, including the advantages and disadvantages of contracting students to adjoining districts, shall be set forth in the narrative.

## **Section 202 Priority Listings**

### **202.1 Priority 1 – Educational Projects to Begin within the Biennium**

**202.1.1 Priority 1a.** New construction to meet student capacity; further implementation of established programs; or complete approved projects constructed in phases.

**202.1.2 Priority 1b.** New construction to replace inadequate spaces; expand existing or new buildings for educational purposes; consolidate schools; or replace deteriorated facilities.

**202.1.3 Priority 1c.** Major renovation of educational facilities including: construction of additions or expansions, classrooms, kitchens, cafeterias, libraries, administrative areas, auditoriums, and gymnasiums. Additions shall be clearly listed by number, space, type and size of proposed added space.

**202.1.4 Priority 1d.** KERA strands - new additions: Preschool, School Based Decision Making Meeting Area, Family Resource and fixed technology systems.

**202.1.5 Priority 1e.** Renovation to upgrade all existing facilities to meet the most current life safety requirements of the Kentucky Building Code.

**202.1.6 Priority 1f.** Renovation to upgrade all existing facilities to meet the most current handicapped accessibility requirements of the Kentucky Building Code.

### **202.2 Priority 2 – Educational Projects Not Scheduled within the Biennium**

**202.2.1 Priority 2a.** New construction to meet student capacity; further implementation of established programs; or complete approved projects constructed in phases.

**202. 2.2 Priority 2b.** New construction to replace inadequate spaces; expand existing or new buildings for educational purposes; consolidate schools; or replace deteriorated facilities.

**202. 2.3 Priority 2c.** Major renovation of educational facilities, including construction of additions or expansions, classrooms, kitchens, cafeterias, libraries, administrative areas, auditoriums, and gymnasiums. Additions shall be clearly listed by number, space, type and size of proposed added space.

**202. 2.4 Priority 2d.** KERA strands - new additions: Preschool, SBDM meeting space, Family Resource and Youth Services Centers and fixed



technology systems.

**202.2.5 Priority 2e.** Renovation to upgrade all existing facilities to meet the most current life safety requirements of the Kentucky Building Code.

**202.2.6 Priority 2f.** Renovation to upgrade all existing facilities to meet the most current handicapped accessibility requirements of the Kentucky Building Code.

### **202.3 Priority 3 – Non-Educational Additions or Expansions**

**202.3.1 Priority 3.** Construction of non-educational additions or expansions including kitchens, cafeterias, administrative areas, auditoriums and gymnasiums not associated with major renovations. Additions shall be clearly listed by number, space, type and size of proposed added space.

### **202.4 Priority 4 – Management Support Facilities**

**202.4.1 Priority 4.** Management support areas - Construction, acquisition, or renovation of central offices, bus garages, or central stores.

### **202.5 Priority 5 – Discretionary Construction Projects**

**202.5.1** This Priority shall be used to list projects by school or building that do not qualify for inclusion in the DFP in the first four (4) priorities. These shall include;

1. The addition of space within existing buildings that are in excess of those allowed for each individual building type as noted in Chapter 4.
2. Renovation of spaces and buildings that are too new or minor in nature [(less than 3 systems to be replaced, except those systems specifically noted as exceptions to the definition of Major Renovation( HVAC, roofing, life safety and ADA compliance)] to meet the definition for Major Renovation.
3. Extracurricular Facilities - Construction of field houses; stadiums; sports field facilities; or any athletic facility.

**202.5.2** Projects listed in this priority do not count toward the district's needs assessment.

**202.5.3** Restricted construction funding shall not be used for projects noted in this Priority unless all projects noted in Priorities 1 through 4 have been completed and the district shows no need that qualifies under the terms of this regulation.

**202.5.4** The local district opting not to participate in SFCC funding may request all projects to be listed in this priority.

## **Chapter 3**

### **Facilities Analysis**

#### **Section 301 General**

**301.1 General** – the information gathered by the LPC shall be used to determine facility needs of the district as they are governed by this regulation. The determination of projects that qualify for inclusion on the District Facilities Plan shall be based on the district's enrollment needs and the condition and size of the facilities. A careful analysis of the conditions and the regulatory requirements shall be undertaken as part of the LPC's task.

#### **Section 302 School Capacity**

**302.1 School Capacity Calculations** - Maximum class sizes provided by KRS 157.360 are as follows; Primary (24 students), Grade 4 (28 students), Grades 5-6 (29 students) and Grades 7-12 (31 students).

**302.1.1** The maximum sizes noted are used in the establishment of a school "capacity" as defined in herein. Only the standard classrooms are used when calculating student capacity. Classrooms for special education, music, art, science, computer labs, Career and Technical Center/KY Tech Area Technology Center spaces, etc. are not used in the capacity calculation. These spaces are determined separately within the regulation based upon the number of students served in each school center.

**302.2 Elementary Schools** - Since the student grade level of elementary school classrooms can change from year to year, based upon the number of students in each grade level, an approximate average of 25 students per classroom for grades K-6 is used to determine maximum capacity for a full size classroom. To determine the capacity for an elementary school, multiply the number of standard classrooms by 25 students per full sized classroom. [For example, an elementary school with 20 standard 800 sf. classrooms would have a capacity of 500 students (20 classrooms x 25 students/classroom = 500 students).]

**302.2.1** Since only standard classrooms are used in this calculation, it is critical that the spaces and their use be accurately noted on the building inventories prepared by the district during the District Facilities Planning process.

**302.2.2** If standard classrooms are being used for purposes other than classroom use or if the number of specialty classrooms is inflated as noted in the inventory, these spaces may be adjusted to meet the number of

spaces required in the regulation. Different use of the facility spaces shall not reduce the capacity of the facility.

**302.2.3** The model size for an elementary classroom shall be 800 square feet. However, an elementary classroom with 721 sf. or more will be considered to have a capacity of 25 students. A classroom with 651 to 720 sf. will have a capacity of 22 students and a classroom with 600 to 650 sf. will have a capacity of 20 students. A classroom with less than 600 sf. may not be utilized as a standard classroom, but may be considered for other uses for which its size is appropriate. [For example; an elementary school with 20 standard classrooms at 800 sf. ea. would have a capacity of 500 students ( $20 \times 25=500$ ). A similar school with 10 standard classrooms at 750 sf. each and 10 standard classrooms at 625 sf. ea. would have a capacity of 450 students ( $(10 \times 25)+(10 \times 20)=450$  students)].

**302.3 Middle and High Schools** – Only standard classrooms such as English, History, Language Arts, Languages and Math shall be used in the calculation of student capacity. Like elementary schools, the use of middle and high school classrooms can change from year to year, which shall not reduce the building's capacity.

**302.3.1** It is critical that the spaces and their use be accurately noted on the building inventories prepared by the district during the District Facilities Planning process. Different use of the facility spaces shall not reduce the capacity of the facility.

**302.3.1.1** If standard classrooms are being used for purposes other than classroom use or if the number of specialty classrooms is inflated in the inventory, these spaces may be adjusted to meet the number of spaces required in the regulation.

**302.3.2** The model size for middle and high school classrooms shall be 750 square feet. However, a middle or high school classroom with 701 sf. or more will be considered to have a "base capacity" of 25 students. A classroom with 651 to 700 sf. will have a "base capacity" of 23 students and a classroom with 563 to 650 sf. will have a "base capacity" of 21 students. A classroom with less than 563 sf. may not be utilized as a standard classroom, but may be considered for other uses for which its size is appropriate. [For example; a middle or high school with 20 standard classrooms at 750 sf. ea. would have a "base capacity" of 500 students ( $20 \times 25=500$ ). A similar school with 10 standard classrooms at 750 sf. ea. and 10 standard classrooms at 625 sf. ea. would have a "base capacity" of 460 students ( $(10 \times 25)+(10 \times 21) = 460$  students)].

**302.3.3** The "base capacity" is modified to reflect the unique nature of middle and high school design.

302.3.3.1 It is assumed that 25% of the student time will be spent in spaces outside standard classrooms in spaces such as Special Education, Music, Art, Science Labs, Computers Labs, Career and Technical Centers/KY Tech Area Technology Centers, etc. These spaces are not used in the “base capacity” calculation.

302.3.3.2 To determine the “calculated capacity” for a middle or high school, the base capacity of standard classrooms is divided by .75 in order to account for the time spent outside standard classrooms. [For example, a middle school with a “base capacity” of 700 students will have a “calculated capacity” of 933 students ( $700 \div .75 = 933$  students)].

## **Section 303**

### **Facility Cost Analysis**

**303.1** To provide a consistent baseline for the monies allocated to districts for capital construction, the costs that are used to establish pricing are specified herein. The costs used for new construction are the most current  $\frac{3}{4}$  costs noted in the national price guide published by the R. S. Means Company. This guide is an industry standard that is used by Architects and Engineers for budgeting purposes.

**303.2** The costs used by R. S. Means for "square foot" cost data does not include "soft costs" such as A/E fees, CM fees, contingencies and equipment. An analysis of Kentucky school construction projects by KDE staff has concluded that the "soft costs" for a project will total approximately 18% of the total costs. The site development costs noted in the guide are actually those costs associated with footing and foundation excavation. A study of the site cost in the new projects built in the Commonwealth indicates that about 12% is a reasonable estimate for site development.

**303.3** The maximum project budget for any project designated by priority in the district's most recent DFP shall be established by the KDE, using the established space and financial allotments as set forth in this regulation. Included in such a budget are the following items: construction funds to meet the approved program, required fixed equipment, professional fees (including design, construction, financial, administrative and supervisory), a five percent (5%) contingency, and other normal costs of selling revenue bonds. Site acquisition, site development, site utilities and moveable equipment as approved by the KDE are included to the extent of the maximum project budget plus investment income and any additional local funds committed by the local board of education. The maximum project budget shall be determined by the base cost as established by the  $\frac{3}{4}$  mean price noted in the most current R. S. Means Pricing Guide, adding 12% for site acquisition and site development for new building projects adding 18% for costs and fees not included in the construction cost. This cost per square foot shall be multiplied by the net area of the building (as established in the Maximum Program Budget) and divided by the conversion factor noted in Table 304.8.1.

**303.4** Site development shall include, but not be limited to, the preparation of the site for the facility including water, electricity, fuel, sewage disposal, and any other utility, road access, earth removal, earth installation and compaction or special footing requirements.



## **Section 304 New Facilities**

**304.1 General** - This section focuses on the requirements for new facilities. It includes the use of demographic projections to justify new facilities. It also includes discussions about replacement of old facilities and the rationale and justification for doing so. The "Model Program of Spaces" is defined.

**304.2 Demographics** – The construction of a new facility shall be supported by the district's need to accommodate student enrollment, to replace facilities that are deficient educationally or are in poor condition.

**304.2.1** The four (4) year District Facility Plan is intended to anticipate future needs including enrollment changes. To support new facilities, a district shall project enrollment six (6) years from the date of DFP approval.

**304.2.1.1** To support the construction of a new facility based on enrollment increases;

1. The projected enrollment of the facility must exceed the existing building's capacity by 25% within a six (6) year period following the submission of the plan.
2. The projected enrollment for the proposed new facility must meet the minimum enrollment standards as noted herein.
3. The resulting movement from the existing facility to the new facility shall not reduce the enrollment of the existing facility to less than 85% of its projected capacity. If individual circumstance warrants, a district may apply to the KBE for a waiver of this requirement.
4. For a new facility to be approved, the district must show a proposed General Fund balance to support the operation of the additional facility.

**304.2.1.2** To support the construction of a new facility based on educational deficiency or poor condition of existing facilities the following requirements shall be met;

1. A statement from the district must be provided that outlines the educational deficiency based on the school center criteria in this regulation.
2. An Architect's statement and cost analysis that supports the replacement.
3. Verification that the cost of renovation of the existing facility would exceed 80% of the cost of new construction.

**304.3 Minimum Enrollment** - For a new facility to be identified as a construction priority, it shall have a projected minimum enrollment of the following number of students;

1. Preschool - 100 Students
2. Elementary - 300 Students
3. Middle - 400 Students
4. High - 500 Students
5. Alternative - 50 Students

**304.3.1** The actual enrollment to be served by a new facility shall not be inflated to meet the minimum requirements by redistricting students from other schools if such redistricting will result in those schools having their student enrollment decrease to below 85% of the school's capacity.

**304.4 Maximum Enrollment** - For a new facility identified as a construction priority, SFCC needs based funding shall be limited to serve a maximum number of students as follows;

1. Preschool - 300 Students
2. Elementary - 600 Students
3. Middle - 900 Students
4. High - 1,500 Students

**304.4.1** These maximum limits are suggested by the KDE as guidelines for the LPC to use when reviewing population projections. Deviating from these guidelines is at the discretion of the LPC. To provide for an increase in student enrollment, it is appropriate to construct a new facility to accommodate facility needs once the maximum limit has been reached.

**304.5 Elementary Schools** - Basic classrooms to accommodate the student enrollment at a ratio of one (1) classroom per twenty-five 25 students. One (1) additional classroom each shall be provided for art, music and computer lab. In the area of special needs, a full classroom shall be provided for self-contained instruction and a half classroom provided for each resource room when students are mainstreamed during part of the day.

**304.6 Middle and High Schools** - Student capacities shall be determined by the provision of classrooms to accommodate seventy-five percent (75%) of the projected student enrollment in (1) classroom per twenty-five (25) students. The KDE may give special consideration for additional classrooms, from seventy-five percent (75%) to a maximum of ninety percent (90%) where the LPC can justify the need for these classrooms to meet the school based decision making council approved curriculum.

**304.7 Model Program Spaces** - For the purpose of establishing a statewide, equitable system of “efficient common schools” that responds to the directive given in Article 183 in the Constitution of the Commonwealth of Kentucky, Model Programs of Spaces for each type of school in Kentucky are established herein. The programs establish the spaces to be provided within each school building based on projected student enrollment. These Model Programs outline the spaces that can be included in the District Facilities Plan and help to establish the district Needs Calculation. When a school has an enrollment in excess of the suggested maximums, the maximum projected square feet per student shall be interpolated using the Maximum Program of spaces as a basis for the projected increase.

**Table 304.7.1**  
**MODEL PROGRAM OF SPACES**  
**ELEMENTARY SCHOOLS**

Program Space	Elementary School Enrollment			
	300	400	500	600
Number of standard classrooms @ 800 sf	12	16	20	24
Standard Classroom Net Area Subtotal:	9,600	12,800	16,000	19,200
Special Education (self-contained)	825	825	825	825
Number of Resource Rooms @ 400 sf	4	5	6	6
Resource Rooms Net Area Subtotal	1,600	2,000	2,400	2,400
Number of Preschool classrooms @ 825 sf	1	1	2	2
Preschool Classroom Net Area Subtotal	825	825	1,650	1,650
Elementary art classroom	800	800	80	800
Elementary music classroom	800	800	800	800
Elementary computer classroom	800	800	800	800
Locally Identified Program Space Allowance	1,500	2,000	2,500	3,000
Total Classroom Net Area:	16,750	20,850	41,870	29,475
Library/Media Center	2,100	2,600	3,125	3,650
Kitchen	2,200	2,200	2,200	3,000
Cafeteria	3,000	3,000	3,000	4,600
Physical Education	5,500	5,500	5,500	5,500
Administrative area	1,720	1,720	1,720	1,870
Family Resource area	300	300	300	300
Custodial Receiving	250	250	250	250
Total Net Area:	31,820	36,420	41,870	48,645
Elementary building assignable space – 74%				
Total Gross Area (SFA):	43,000	49,216	56,581	65,736
Area (square feet) per pupil	143	123	113	110
2008 elem. school unit cost - \$186/sf (see note 1)				
Maximum 2008 Project Budget (see note 1):	\$7,998,000	\$9,154,176	\$10,524,066	\$12,226,896
Cost per pupil (see note 1)	\$26,660	\$22,885	\$21,048	\$20,378

**Note 1 – Costs will change annually as the R.S. Means ¾ mean costs are updated.**

**Table 304.7.2**  
**MODEL PROGRAM OF SPACES**  
**MIDDLE SCHOOLS**

Program Space	Middle School Enrollment				
	400	500	600	750	900
Number of standard classrooms @ 750 sf	12	15	18	23	27
Standard Classroom Net Area Subtotal:	9,000	11,250	13,500	17,250	20,250
Special Education (self-contained)	825	825	825	825	825
Number of Resource Rooms @ 375 sf	6	6	8	8	12
Resource Rooms Net Area Subtotal	2,250	2,250	3,000	3,000	4,500
Number of Science Classrooms @ 1,000 sf	3	3	4	5	5
Science Classrooms Net Area Subtotal	3,000	3,000	4,000	5,000	5,000
Enrichment/Fine Arts					
Art classroom	1,200	1,200	1,200	1,200	1,200
Band or band/vocal classrooms	2,500	2,500	2,500	2,500	2,500
Vocal music classroom	900	900	900	900	900
Number of Computer classrooms @ 900 sf	1	1	2	2	3
Computer Classrooms Net Area Subtotal	900	900	1,800	1,800	2,700
Locally Identified Career and Technical Education Allowance	3,650	3,650	3,650	3,650	3,650
Locally Identified Program Space Allowance	3,000	3,750	4,500	5,625	6,750
Total Classroom Net Area:	27,225	30,225	35,875	41,750	48,275
Library/Media Center	2,600	3,125	3,650	4,700	5,225
Kitchen	2,200	2,200	3,000	3,000	3,800
Cafeteria	3,000	3,000	4,600	4,600	6,200
Physical Education	10,375	10,375	10,775	11,975	12,400
Administrative area	1,720	1,720	1,870	1,870	2,020
Family Resource area	300	300	300	300	300
Custodial Receiving	250	250	250	250	250
Total Net Area:	47,670	51,195	60,320	68,445	78,470
Middle school building assignable space – 71%					
Total Gross Area (SFA):	67,141	72,106	84,958	96,401	110,521
Area (square feet) per pupil	169	144	142	129	123
2008 middle school unit cost - \$190/sf (see note 1)					
Maximum 2008 Project Budget (see note 1):	\$12,756,790	\$13,700,140	\$16,142,020	\$18,316,190	\$20,998,990
Cost per pupil (see note 1)	\$31,892	\$27,400	\$26,903	\$24,422	\$23,332

**Note 1 – Costs will change annually as the R.S. Means ¾ mean costs are updated.**

**Table 304.7.3**  
**MODEL PROGRAM OF SPACES**  
**HIGH SCHOOLS**

Program Space	High School Enrollment				
	500	750	1000	1250	1500
Number of standard classrooms @ 750 sf	15	23	30	38	45
Standard Classroom Net Area Subtotal:	11,250	17,250	22,500	28,500	33,750
Special Education (self-contained)	825	825	825	825	825
Number of Resource Rooms @ 375 sf	4	4	6	8	10
Resource Rooms Net Area Subtotal	1,500	1,500	2,250	3,000	3,750
Number of Science classrooms @ 1,000 sf	2	3	4	5	6
Science Classroom Net Area Subtotal	2,000	3,000	4,000	5,000	6,000
Number of Science Lecture Labs @ 1,625 sf	1	1	2	2	3
Science Lecture Labs Net Area Subtotal	1,625	1,625	3,250	3,250	4,875
Enrichment/Fine Arts					
Art classroom	1,200	1,200	1,200	1,200	1,200
Band or band/vocal classrooms	2,500	2,500	2,500	2,500	2,500
Vocal music classroom	---	---	900	900	900
Computer classrooms @ 1,280 sf	1,280	1,280	2,560	2,560	3,840
Locally Identified Career and Technical Education Allowance	2,750	5,900	5,900	7,900	7,900
Locally Identified Program Space Allowance	7,040	8,540	13,540	15,040	17,040
Total Classroom Net Area:	31,970	43,620	59,425	70,675	82,580
Library/Media Center	3,125	4,700	5,720	7,325	8,375
Auditorium/Theater	3,500	4,000	4,500	5,000	5,500
Kitchen	2,200	3,000	3,800	4,700	4,700
Cafeteria	3,000	4,600	6,200	7,800	7,800
Physical Education	14,400	14,400	16,000	16,000	17,100
Administrative Area	1,720	1,870	2,020	2,170	2,320
Family Resource Area	300	300	300	300	300
Custodial Receiving	250	250	250	250	250
Total Net Area:	60,465	76,740	98,215	114,220	128,925
High school building assignable space – 68%					
Total Gross Area (SFA):	88,919	112,853	144,434	167,971	189,596
Area (square feet) per pupil	178	151	144	134	126
2008 high school unit cost - \$203/sf					
Maximum 2008 Project Budget:	\$18,050,557	\$22,909,159	\$29,320,102	\$34,098,113	\$38,487,988
Cost per pupil	\$36,101	\$30,546	\$29,320	\$27,279	\$25,659

**Note 1 – Costs will change annually as the R.S. Means ¾ mean costs are updated.**



**Table 304.7.4**  
**MODEL PROGRAM OF SPACES for K-12 SCHOOLS**

Program Space	K-12 School Enrollment			
	400 (216/184)	500 (270/230)	600 (324/276)	700 (378/322)
Number of standard classrooms @ 800 sf	9	11	13	15
Number of standard classrooms @ 750 sf	6	7	9	10
Standard Classroom Net Area Subtotal:	11,700	14,050	17,150	19,500
Special Education (self-contained)	825	825	825	825
Number of Resource Rooms @ 400 sf	4	5	6	7
Resource Rooms Net Area Subtotal	1,600	2,000	2,400	2,800
Number of Preschool classrooms @ 825 sf	1	1	1	1
Preschool Classroom Net Area Subtotal	825	825	825	825
Number of Science Lecture Labs @ 1,000 sf	1	1	1	1
Science Lecture Labs Net Area Subtotal	1,000	1,000	1,000	1,000
Number of Science Lecture Labs @ 1,625 sf	1	1	1	1
Science Lecture Labs Net Area Subtotal	1,625	1,625	1,625	1,625
Enrichment/Fine Arts				
Elementary Art classroom	800	800	800	800
High School Art classroom	1,200	1,200	1,200	1,200
Elementary Music classrooms	800	800	800	800
Band or band/vocal classrooms	2,000	2,000	2,000	2,000
Elementary Computer classrooms @ 800 sf	800	800	800	800
High School Computer classrooms @ 1,280 sf	1,280	1,280	1,280	1,280
Locally Identified Career/Technical Educ. Allow.	2,750	2,750	2,750	5,500
Locally Identified Program Space Allowance	4,000	4,750	5,500	6,625
Total Classroom Net Area:	31,205	34,705	38,955	45,580
Library/Media Center	2,100	3,125	3,650	4,000
Kitchen	2,200	2,200	3,000	3,000
Cafeteria	3,000	3,000	4,600	4,600
Physical Education	12,400	12,400	14,400	14,400
Administrative area	1,870	1,870	2,170	2,170
Family Resource area	300	300	300	300
Custodial Receiving	250	250	250	250
Total Net Area:	55,325	57,850	67,325	74,300
K-12 building assignable space – 71%				
Total Gross Area (SFA):	71,923	81,479	94,824	104,648
Area (square feet) per pupil	195	163	158	150
2008 K-12 school unit cost - \$203/sf (see note 1)				
Maximum 2008 Project Budget (see note 1):	\$14,600,369	\$16,540,237	\$19,249,272	\$21,243,544
Cost per pupil (see note 1)	\$36,501	\$33,081	\$32,082	\$30,348

**Note 1 – Costs will change annually as the R.S. Means ¾ mean costs are updated.**

**Table 304.7.5**  
**MODEL PROGRAM OF SPACES FOR ALTERNATIVE SCHOOLS**

Program Space	Alternative School Enrollment			
	50	100	150	200
Number of standard classrooms @ 825 sf	4	8	12	16
Standard Classroom/Toilet Net Area Subtotal:	3,300	6,600	9,900	13,200
Number of Resource Rooms @ 375 sf	1	2	2	3
Resource Rooms Net Area Subtotal	375	750	750	1,125
Allowance for locally identified instr. progs.	500	1,000	1,500	1,500
Total Classroom Net Area:	4,175	8,350	12,150	15,825
Media Center/Computer classroom	750	750	1,050	1,400
Kitchen	500	500	750	750
Multi-Purpose Room	2,600	2,600	2,600	2,600
Administrative area	750	750	750	750
Custodial Receiving	250	250	250	250
Total Net Area:	9,025	13,200	17,550	21,575
Alternative building assignable space – 74%				
Total Gross Area (SFA):	12,196	17,838	23,716	29,155
Area (square feet) per pupil	244	178	158	146
2008 Alt. school unit cost - \$190/sf (see note 1)				
Maximum 2008 Project Budget (see note 1):	\$2,317,240	\$3,389,220	\$4,506,040	\$5,539,450
Cost per pupil (see note 1)	\$46,345	\$33,892	\$30,040	\$27,697

**Note 1 – Costs will change annually as the R.S. Means ¾ mean costs are updated.**

**Table 304.7.6**  
**MODEL PROGRAM OF SPACES FOR EARLY CHILDHOOD**  
**CENTERS**

Program Space	Early Childhood Centers Enrollment			
	100	150	200	300
Number of standard classrooms @ 825 sf	5	8	10	15
Standard Classroom/Toilet Net Area Subtotal:	4,125	6,600	8,250	12,375
Number of Resource Rooms @ 400 sf	2	2	3	3
Resource Rooms Net Area Subtotal	800	800	1200	1200
Allowance for locally identified instr. progs.	1,000	1,500	1,500	2,000
Total Classroom Net Area:	5,925	8,900	10,950	15,575
Media Center/Computer classroom	825	1,050	1,400	2,100
Kitchen	500	750	750	1,000
Multi-Purpose Room	2,600	2,600	2,600	5,000
Administrative area	750	750	750	750
Custodial Receiving	250	250	250	250
Total Net Area:	10,850	14,300	16,700	24,675
Early Childhood Center assignable space – 74%				
Total Gross Area (SFA):	14,662	19,324	22,568	33,345
Area (square feet) per pupil	147	129	113	111
2008 Early Child. Ctr. unit cost - \$186/sf (see note 1)				
Maximum 2008 Project Budget (see note 1):	\$2,727,132	\$3,594,264	\$4,197,648	\$6,202,170
Cost per pupil (see note 1)	\$27,271	\$23,962	\$20,988	\$20,674

**Note 1 – Costs will change annually as the R.S. Means <sup>3</sup>/<sub>4</sub> mean costs are updated.**

**304.8. Assignable/Unassignable Space** - The square footage allocation for priority projects shall be calculated with the following assignable and unassignable space percentages:

**Table 304.8.1**

Facility Type	Assignable Space (%)	Unassignable Space (%)
Elementary and Support Buildings	74%	26%
Middle and Junior High Schools	71%	29%
High Schools	68%	32%
K-12 Schools	71%	29%
Alternative Schools	74%	26%
Preschool Centers	74%	26%
Career and Technical Centers/KY Tech Area Technology Centers	74%	26%
Central Offices	74%	26%
Central Bus Garages	74%	26%
Central Storage	90%	10%

Table 304.8.2  
Program Space Square Footage – General

Space Code	Program (Capacity)	Minimum Square Footage
E	Elementary Classroom	800
KT	Kindergarten Toilet	(Incl. in conv. factor)
KS	Kindergarten Storage	(Incl. in conv. factor)
KX	Kindergarten Auxiliary	(Incl. in conv. factor)
MH	Middle/High Classroom	750
SE	Special Education (self-contained)	825
SET	Special Education Changing Room/Toilet	(Incl. in conv. factor)
SES	Special Education Storage	(Incl. in conv. factor)
SEO	Special Education Office	(Incl. in conv. factor)
ER	Elementary Resource Classroom	400
MHR	Middle/High Resource Classroom	375
P	Preschool Classroom	825
PS	Preschool Storage	(Incl. in conv. factor)
PSO	Preschool Office	(Incl. in conv. factor)
PT	Preschool Toilet	(Incl. in conv. factor)
SCR	Science Room	1,000
SCL	Science Lecture Lab	1,625
SCP	Science Preparation Room	(Incl. in conv. factor)
SCS	Science Storage Room	(Incl. in conv. factor)
ARE	Elementary Art	800
AR	Middle/High Art	1,200
AO	Art Office	(Incl. in conv. factor)
AS	Art Storage	(Incl. in conv. factor)
BA	Band	2,500
BAS	Band Storage	(Incl. in conv. factor)
BAO	Band Office	(Incl. in conv. factor)
BAP	Band Practice Room	(Incl. in conv. factor)
BAV	Band/Vocal	2,500
MUV	Vocal Music	900
MUE	Elementary Music	800
MUS	Music Storage	(Incl. in conv. factor)
MUO	Music Office	(Incl. in conv. factor)
MUP	Music Practice Room	(Incl. in conv. factor)
COE	Elementary Computer	800
COM	Middle Computer	900
COH	High Computer	1,280
L30	Library (300) - minimum	2,100
L40	Library (400)	2,600
L50	Library (500)	3,125
L60	Library (600)	3,650
L70	Library (700)	4,175
L80	Library (800)	4,700
L90	Library (900)	5,225
L100	Library (1,000)	5,720
L110	Library (1,100)	6,275
L120	Library (1,200)	6,800
L130	Library (1,300)	7,325
L140	Library (1,400)	7,850
L150	Library (1,500) - maximum	8,375
LS	Library Storage	(Incl. in conv. factor)
LO	Library Office	(Incl. in conv. factor)
LW	Library Workroom	(Incl. in conv. factor)
LP	Library Periodical Storage	(Incl. in conv. factor)

Space Code	Program (Capacity)	Minimum Square Footage
AU50	Auditorium (500) - 300 Seats	3,500
AU75	Auditorium (750) - 350 Seats	4,000
AU100	Auditorium (1,000) - 400 Seats	4,500
AU125	Auditorium (1,250) - 450 Seats	5,000
AU150	Auditorium (1,500) - 500 Seats	5,500
AUGR	Green Room	(Incl. in conv. factor)
AULS	Lighting and Sound Room	(Incl. in conv. factor)
AUT	Auditorium Toilet	(Incl. in conv. factor)
AUS	Auditorium Storage	(Incl. in conv. factor)
AUMH	Drama Classroom	(Incl. in conv. factor)
AUDR	Auditorium Dressing Room	(Incl. in conv. factor)
STG	Stage	(Incl. in conv. factor)
STO	Stage Storage	(Incl. in conv. factor)
K30	Kitchen (300-599)	2,200
K60	Kitchen (600-899)	3,000
K90	Kitchen (900-1,199)	3,800
K120	Kitchen (1,200-1,500)	4,700
KS	Kitchen Serving Area	(Incl. in conv. factor)
DW	Dishwashing	(Incl. in conv. factor)
KO	Kitchen Office	(Incl. in conv. factor)
NF	Non Food Storage	(Incl. in conv. factor)
DFS	Dry Food Storage	(Incl. in conv. factor)
CFS	Cold Food Storage	(Incl. in conv. factor)
CS	Cafeteria Storage	(Incl. in conv. factor)
KLB	Kitchen Locker and Break Room	(Incl. in conv. factor)
C30	Cafeteria (300-599)	3,000
C60	Cafeteria (600-899)	4,600
C90	Cafeteria (900-1,199)	6,200
C120	Cafeteria (1,200-1,500)	7,800
PE	Elementary Physical Education	5,500
PM45	Middle PE (450) - 8,175' playing floor	10,375
PM60	Middle PE (600) - 8,575' playing floor	10,775
PM75	Middle PE (750) - 9,175' playing floor	11,975
PM90	Middle PE (900) - 9,600' playing floor	12,400
PH75	High PE (750) - 10,600' playing floor	14,400
PH100	High PE (1,000) - 10,600' playing floor	16,000
PH150	High PE (1,500) - 11,700' playing floor	17,100
PESH	Physical Education Shower	(Incl. in conv. factor)
PEO	Physical Education Office	(Incl. in conv. factor)
PET	Physical Education Toilet	(Incl. in conv. factor)
PES	Physical Education Storage	(Incl. in conv. factor)
PEL	Physical Education Locker Room	(Incl. in conv. factor)
PEX	Physical Education Auxiliary	(Incl. in conv. factor)



Space Code	Program (Capacity)	Minimum Square Footage
AD1	Administrative Area (300-599)	1,720
AD2	Administrative Area (600-899)	1,870
AD3	Administrative Area (900-1,199)	2,020
AD4	Administrative Area (1,200-1,499)	2,170
AD5	Administrative Area (1500+)	2,320
ARP	Administrative Reception	
GO	General Office	200
PO	Principal Office	150
SO	Staff Office	150
SBO	School Based Office	150
SBC	School Conference	270
FA	First Aid	200
FAT	First Aid toilet	36
RR	Records Room	150
WR	Workroom	150
GUO	Guidance Office	150
GUR	Guidance Reception	150
GUT	Guidance Testing	
FRA	Family Resource Area/Youth Service Center	300
ADX	Administrative Auxiliary	
K	Kitchenette	
CR	Custodial Receiving	250
JC	Janitor or Custodial Closet or Storage	(Incl. in conv. factor)
L	Lobby	(Incl. in conv. factor)
COR	Corridor	(Incl. in conv. factor)
LOU	Lounge	(Incl. in conv. factor)
ST	Storage	(Incl. in conv. factor)
M	Mechanical Room	(Incl. in conv. factor)
MDF	Data Room	(Incl. in conv. factor)
PUT	Public Toilet Room	(Incl. in conv. factor)
PRT	Private Toilet Room	(Incl. in conv. factor)
U	Unassigned	(Incl. in conv. factor)

**304.9 Career and Technical Centers/KY Tech Area Technology Centers** - new Career and Technical Centers/KY Tech Area Technology Centers and proposed additions shall be included in the District Facilities Plan. The need for these facilities and the individual programs therein shall be approved by;

1. Education Cabinet, Department of Workforce Investment, Office of Career and Technical Education.
2. The Kentucky Department of Education, Division of Career and Technical Education.

**304.9.1 Submittals** – Districts shall submit a written request for a new facility to the agencies noted in 304.9. This request shall include the programs to be developed.

**304.9.1.1** Upon approval of the facility and the program, the district shall submit copies of the approval letters and the narrative submittal to KDE Facilities Management, Planning Branch. The program spaces will then be included in the DFP using the spaces and sizes noted in table 304.9.1.1.

**Table 304.9.1.1**  
**Program Space Square Footage – Career and Technical Centers/KY Tech Area Technology Centers**

Space Code	Program (Capacity)	Minimum Square Footage
ADV	Administrative Area	750
AG1	Agriculture Education (1 teacher)	3,120
AG2	Agriculture Education (2 teacher)	3,900
AG3	Agriculture Education (3 teacher)	4,680
AGMH	Agricultural Education Classroom	750
AGS	Agricultural Education Storage	(Incl. in suite total)
AGL	Agricultural Education Laboratory/Shop	(Incl. in suite total)
AGES	Agricultural Education Equipment Storage Room	(Incl. in suite total)
AGO	Agricultural Education Office	(Incl. in suite total)
HOR	Agricultural/Horticulture	3,120
HORMH	Agricultural/Horticulture Classroom	750
HORS	Agricultural/Horticulture Storage	(Incl. in suite total)
HORL	Agricultural/Horticulture Laboratory	(Incl. in suite total)
HORG	Agricultural/Horticulture Greenhouse	1,800
HORO	Agricultural/Horticulture Office	(Incl. in suite total)
BEMH	Business Education Classroom	900
BEL	Business Education Computer Lab	1,600
BES	Business Education Storage	(Incl. in suite total)
BEO	Business Education Office	150
PC	Pathways to Careers	2,000
PCMH	Pathways to Careers Classroom	750
PCL	Pathways to Careers Lab	(Incl. in suite total)
PCS	Pathways to Careers Storage	(Incl. in suite total)
PCO	Pathways to Careers Office	(Incl. in suite total)

Space Code	Program (Capacity)	Minimum Square Footage
ME	Marketing Education 1 Lab	1,600
MEMH	Marketing Education Classroom	900
MEL	Marketing Education Lab	(Incl. in suite total)
MES	Marketing Education Storage	(Incl. in suite total)
MEO	Marketing Education Office	(Incl. in suite total)
FCS1	Family and Consumer Sciences (1 teacher)	2,700
FCS2	Family and Consumer Sciences (2 teacher)	3,350
FCS3	Family and Consumer Sciences (3 teacher)	4,000
FCSMH	Family and Consumer Sciences Classroom	750
FCSCFS	Family and Consumer Sciences - Culinary and Food Service[	3,350
FCSFID	Family and Consumer Sciences - Fashion and Interior Design	3,350
FCSCFM	Family and Consumer Sciences - Consumer and Family Management	2,700
FCSCD	Family and Consumer Sciences - Child Development	3,350
FCSHS	Family and Consumer Sciences - Hospitality Servicer	3,350
FCSE	Family and Consumer Sciences –Education	2,700
FCSWR	Family and Consumer Sciences Work Room	(Incl. in suite total)
FCSS	Family and Consumer Sciences Storage	(Incl. in suite total)
FCSO	Family and Consumer Sciences Office	(Incl. in suite total)
ET1	Engineering and Technology (1 teacher)	2,750
ET2	Engineering and Technology (2 teacher)	4,750
ETMH	Engineering and Classroom	750
ETL	Engineering and Technology Lab	(Incl. in suite total)
ETS	Engineering and Technology Storage	(Incl. in suite total)
ETO	Engineering and Technology Office	(Incl. in suite total)
HSAH	Health Services/Allied Health	1,280
HSAHMH	Health Services/Allied Health Classroom	900
HSAHL	Health Services/Allied Health Lab	(Incl. in suite total)
HSAHS	Health Services/Allied Health Storage	(Incl. in suite total)
HSAHO	Health Services/Allied Health Office	(Incl. in suite total)
IT	Information Technology Suite	3,250
ITMH	Information Technology Classroom	750 sf. (included in Suite total)
ITL	Information Technology Computer Lab	1,200 sf. (included in Suite total)
ITW	Information Technology Wiring	100 sf. (included in Suite total)
ITTS	Information Technology Tool Room	400 sf. (included in Suite total)
ITS	Information Technology Storage Room	400 sf. (included in Suite total)
ITO	Information Technology Office	400 sf. (included in Suite total)
DRF	Drafting	1,800
DRFMH	Drafting Classroom	750
DRFL	Drafting Lab	(Incl. in suite total)

DRFS	Drafting Storage	(Incl. in suite total)
DRFO	Drafting Office	(Incl. in suite total)
MAC	Auto Parts, Commercial Art, Mine Equipment Operator, Meat Cutting, Office Machine Repair, Small Engine Repair, Tailoring	3,000
MACMH	MAC Classroom	750

Space Code	Program (Capacity)	Minimum Square Footage
MACL	MAC Lab	(Incl. in suite total)
MACS	MAC Storage	(Incl. in suite total)
MACO	MAC Office	(Incl. in suite total)
MNT	Building Maintenance, Commercial Sewing,	2,400
MNTMH	Maintenance Classroom	750
MNTL	Maintenance Lab	(Incl. in suite total)
MMTS	Maintenance Storage	(Incl. in suite total)
MNTO	Maintenance Office	(Incl. in suite total)
TVRP	TV and Radio Production	
TVRS	Television and Radio Studio	
TVRC	Television and Radio Studio Control Room	
TVRMH	Television and Radio Classroom	750
TVRL	Television and Radio Lab	1,500
TVRS	Television and Radio Storage	
TVRO	Television and Radio Office	
IND	Industrial Air Conditioning, Appliance Repair, Cabinet Making, Carpentry, Electricity, Electronics, Technology, Heavy Equipment Repair, Industrial Machine Maintenance, Interior Finishing, Masonry, Maintenance, Radio and TV Repair, Sheet Metal, Welding	3,000
PLM	Plumbing	3,500
PLMMH	Plumbing Classroom	750
PLML	Plumbing Lab	(Incl. in suite total)
PLMS	Plumbing Storage	(Incl. in suite total)
PLMO	Plumbing Office	(Incl. in suite total)
AUB	Auto Body	3,600
AUBMH	Auto Body Classroom	750
AUBL	Auto Body Lab	(Incl. in suite total)
AUBPT	Auto Body Paint Room	(Incl. in suite total)
AUBS	Auto Body Storage	(Incl. in suite total)
AUBO	Auto Body Office	(Incl. in suite total)
MEC	Aircraft, Auto, Diesel and Truck Mechanics, Graphic Arts	4,000
MECMH	Mechanics Classroom	750
MECL	Mechanics Lab	(Incl. in suite total)
MECS	Mechanics Storage	(Incl. in suite total)
MECO	Mechanics Office	(Incl. in suite total)
RTCMH	ROTC Classroom	
RTCO	ROTC Office	
RTCS	ROTC Storage	

**304.10** Unique programs including cooperative partnerships with business, industry, government agencies, or programs that utilize innovative teaching and learning techniques that cause special facility needs shall be viewed as separate items within the Planning process. Examples of these programs include: studios to teach School Stores, School Banks, Theatre and television production, and mock coalmines designed for teaching coal mining techniques. To include these program spaces in the District Facilities Plan, the district shall provide a narrative description of the program and anticipated space needs for review by KDE.

**Table 304.11**  
**Program Space Square Footage – Other Buildings**

Space Code	Program (Capacity)	Minimum Square Footage
BU1	Bus Garage - 1 Bay	2,400
BU2	Bus Garage - 2 Bay	3,600
BU3	Bus Garage - 3 Bay	4,800
	Each additional bay:	1,200
BUR	Bus Garage Reception	(Incl. in conv. factor)
BUO	Bus Garage Office	(Incl. in conv. factor)
BUL	Bus Garage Lounge	(Incl. in conv. factor)
BUM	Bus Garage Work Bay	(Incl. in conv. factor)
BUS	Bus Garage Storage	(Incl. in conv. factor)
CO	Central Office - (minimum*)	1,350
BR	Board Room	1,000
RRF	Fireproof Records Room	150
	Individual offices, storage rooms, conference rooms, etc. within the Central Offices shall use the same Space Codes as those designated for Office/Administration Areas	
CSF1	Central Storage - (Enrollment < 1,000)	2,500
CSF2	Central Storage - (Enrollment 1,000-4,999)	5,000
CSF3	Central Storage - (Enrollment 5,000-7,499)	7,500
CSF4	Central Storage - (Enrollment > 7,500)	10,000
MR	Maintenance Reception	
MS	Maintenance Shop	
MBL	Mobile Unit (Educational or Other)	



## **Section 305**

### **Renovations and Additions**

**305.1 General** - This section focuses on the use of demographic projections to justify the additions to existing facilities. It will also include discussions about replacement of portions of old facilities and the rational and justification for doing so. The use of the "Model Program of Spaces" as an analysis tool for evaluating existing facilities to justify additions and R. S. Means costing will be explained.

**305.2** To support additions onto existing facilities, the spaces within the existing facility shall be compared to the spaces allowed in the "Model Project Program of Spaces" in this Chapter;

**305.2.1** Spaces other than those noted on the "Model Program of Spaces" are not to be included on the District Facilities Plan within Priority 1 through 5. These spaces may be included in Priority 5 - Discretionary.

**305.2.2** The projected enrollment of the facility must exceed the existing building's capacity for additional classrooms to be added.

**305.2.3** Additional spaces in excess of those noted on the "Model Program of Spaces" required for early childhood shall be justified by the district by a narrative and actual enrollment counts.

**305.2.4** Spaces that are within 75% of the size noted in the "Model Program of Spaces" for the 6-year projected enrollment for each school shall not be considered to be deficient and do not qualify for inclusion in the DFP within Priority 1 through 4. These spaces may be included in Priority 5 - Discretionary.

**305.3** To support the renovation of an existing facility based on educational deficiency or poor condition:

**305.3.1** The project shall meet the definition for Major Renovation as it relates to building age and the time since the last major renovation, number of systems to be replaced and overall cost of renovation.

**305.3.1.1** In buildings that have been built in phases over several years, the portions of the building that meet the definition of Major Renovation shall be included on the DFP.

**305.3.2** The cost of renovation shall not exceed 80% of the cost of replacement.

**305.4** When renovating an existing facility, it shall have a minimum of the following number of students in order to make full use of restricted facility funding:

- |               |   |              |
|---------------|---|--------------|
| 1. Preschool  | - | 100 Students |
| 2. Elementary | - | 300 Students |
| 3. Middle     | - | 400 Students |
| 4. High       | - | 500 Students |

**305.4.1** Should the local board of education choose to renovate a permanent center which has less than the minimum number of students specified above, and the cost of renovation, as noted on the District Facilities Plan, shall be limited based on a calculation of students served and 80% of the cost of replacement allowed under the previous subsection of this regulation. For example the maximum cost allowed for the renovation of a 200-student elementary school would be 67% of the cost of a new facility multiplied by the 80% maximum allowed for renovation.

**305.** When a building reaches one hundred and twenty-five percent (125%) of the projected gross square footage for that particular number of students, the facility no longer qualifies for additions of any type to be included on the District Facilities Plan in Priorities 1 through 4.

**305.6** When a school has a projected enrollment in excess of the suggested maximums, the maximum projected square foot per student multiplied by the enrollment shall be utilized to determine the maximum allowable area.

**305.7** The maximum project budget to be included on the DFP for renovation will be provided by the local district through their architect and/or engineer, not to exceed 80% percent of the replacement cost of a facility of comparable enrollment. Both the project budget and a minimum thirty (30) year life expectancy for the building shall be verified.

**305.8** Where budget allocations noted on the DFP may not complete the desired project of the local district, an evaluation, prior to placement upon the facility plan as a priority item, shall be made by the local board in order to assure completion of the project.

**305.9** The maximum project budget for building additions shall be determined by the base cost per square foot as established by the  $\frac{3}{4}$  mean price noted in the most current R. S. Means Pricing Guide, adding 12% for site development for new building projects and adding 18% for costs and fees not included in the construction cost. This cost per square foot shall be multiplied by the net area of the space to be added (as established in the Maximum Program Budget) and divided by the conversion factor noted in Table 304.8.1.

## **Chapter 4**

### **Submission Requirements**

#### **Section 401**

##### **Minimum Requirements**

**401.1** Prior to the initial LPC meeting and orientation session, the district shall submit the following information to KDE;

1. A complete list of the Local Planning Committee membership including name, address, telephone number, position, group represented, and school council representation (if applicable) of each member. All LPC members should be residents of the school district unless the superintendent has obtained a waiver from the Commissioner of Education.
2. A narrative explaining the selection process used in establishing the Local Planning Committee and how all criteria established in 702 KAR 4:180 have been met.
  - a. A photocopy of all advertisements for LPC business leaders.
  - b. A copy of the local board minutes approving the business leaders and local board member to serve on the LPC.
3. An Architect and Engineering Physical assessment of each facility on the required KDE assessments sheets - both electronic and hard copies.
4. A small scale drawing of each floor of each facility owned by the district.
  - a. The drawings shall be presented on 11" x 17" sheets.
  - b. Each drawing shall clearly show walls, door openings, window openings, room areas and room use.
  - c. The drawings shall have a title that identifies the district, building, floor (in the case of a multi-level building).
  - d. Drawings shall be submitted in electronic (in PDF format) and hard copy.
5. A building inventory for each facility on the required KDE inventory sheets submitted in electronic and hard copy.

**401.2** Prior to the last LPC meeting, the district shall submit the following information to KDE:

1. A photocopy of all advertisements for LPC Meetings and Forums clearly showing the date of the advertisement and the date of the event for which it is intended.
2. The minutes from all LPC meetings including a sign in sheet showing names of all of the LPC members that were present.
3. The Architect and Engineering Cost estimates for renovation of existing facilities on the required KDE assessments sheets.
4. Any changes to the building inventories - both electronic and hard copies
5. The draft District Facilities Plan on the required KDE Draft District Facilities Plan sheet in electronic and hard copy.

**401.3** Prior to submission to the Kentucky Board of Education, the district shall submit the following information to KDE:

1. KDE Submittal Sheet to document the voting by the LPC and local board on the DFP reviewed by KDE.
2. Public Hearing Information, including:
  - a. Hearing Officers Report in electronic and hard copy.
  - b. Hearing sign-in sheet
  - c. Audio copy of the Hearing
3. Out of District Information in electronic and hard copy on the required KDE Out of District sheets.

## **Chapter 5**

### **District Facilities Plans Modification Procedures**

**General** – this section outlines the options open to each district if they choose to adjust their DFP before it expires in the four (4) year cycle. DFPs that have not been completed at the end of the four (4) year cycle shall remain in place until a new DFP is developed. All projects noted as priority projects that have been executed shall be removed from the districts needs assessment that is established by the DFP.

#### **Section 501 Waiver Process**

**501.1 General** – when a district's planning cycle is complete, the district may want to extend the current DFP beyond its due date. A local school district may request a waiver of the requirement to complete the facility planning process for any of the following reasons:

1. It has been less than eight (8) years since a new DFP has been developed by the local planning committee and approved by the KBE, and
2. The district shows no significant change in enrollment, educational programs or building needs since the last district facility plan was developed.

**501.2** A local board may vote to request a waiver from the requirement to adopt a new DFP in a regular or special called meeting. This request shall be sent to KDE in electronic or hard copy with a copy of the Board Order.

**501.2.1** KDE shall review the request and send a letter to the district informing them if the waiver is approved.

**501.3** A newly constituted LPC shall conduct a scheduled, advertised public meeting to review the current DFP and the district's financial, demographic and physical condition. The LPC may determine that a new DFP is not necessary for their district based on the reasons noted above [501.1 (1 and 2.)].

**501.3.1** By unanimous vote, the LPC may recommend that the local board of education request a waiver of the DFP from the Department of Education.

**501.4** The LPC request will be submitted to the local board in an advertised board meeting. The local board shall consider the request and supporting information from the LPC and shall vote on the request.

**501.5** If the local board votes unanimously to approve the request, the request for waiver and letter of explanation including supporting documentation must be submitted to KDE for review as specified in 501.2.

**501.5.1** KDE may require additional information, such as updates to the district's building inventory, to be submitted prior to issuing a decision.



## **Section 502**

### **Amendment Process**

**502.1 General** – during the district’s planning cycle the district may need to change the DFP.

**502.2** The local board of education may request an amendment to its DFP under the following circumstances:

1. A major change in enrollment.
2. A major change in curriculum.
3. A major disaster.
4. An unforeseen occurrence.

**502.3** To start the amendment process, the local board of education shall vote in open session to request permission from KDE to reassemble the LPC that developed the current DFP.

**502.4** The Board shall apprise KDE of the need for an amendment, and provide up-to-date district information for consideration. Upon consideration of the Board Order and information provided, KDE shall issue its decision.

**502.5** Following approval by KDE, the Board shall reconvene the LPC, apprise the members of the need for an amendment, and provide up-to-date district information for consideration.

**502.6** The LPC shall hold a minimum of two (2) LPC meetings and forums.

**502.6.1** One of these must be scheduled after the draft amended DFP is created and reviewed by KDE

**502.6.1.1** These meetings have the same requirements as those for a new District Facilities Plan (see Chapter 1, Section 103.5)

**502.6.1** Prior to the last meeting (this may be undertaken at the first meeting), the LPC shall develop a draft DFP showing the required changes and supporting documentation to be submitted to KDE which shall include:

1. The “draft” amended DFP.
2. The building inventories of the facilities affected by the amendment.
3. The A/E estimates.
4. The small scale plan drawings showing the current buildings to be affected by the amendment.

**502.7** KDE shall then send the DFP back to the LPC with comments

**502.7.1** In a regular LPC Meeting, the LPC votes on the reviewed draft DFP and sends the amended DFP to the local board for action.

**502.7.2** In a regular or special called meeting, the local board of education reviews and votes on the amended DFP.

1. If accepted; the local board of education submits the DFP to the KDE.
2. If rejected, the local board of education returns the draft DFP back to the LPC for revision with specific instructions about the changes requested before resubmission to the local board of education.

**502.8** The DFP will then be reviewed in a Public Hearing conducted by the local board of education to receive comments on the proposed District Facility Plan.

502.8.1 Once informed of DFP approval by the LPC and local board, KDE will provide a “hearing package” to assist the district in conducting the public hearing.

502.8.1.1 One (1) public hearing must be conducted using the same requirements as those for a new District Facilities Plan (see Chapter 1, Section 7).

**502.9** All amended District Facilities Plans shall be approved by the Kentucky Board of Education. Once an amended DFP has been developed and approved by the LPC, reviewed by KDE staff, tentatively approved by the local board, reviewed in a public hearing and finally approved by the local board following the hearing officer’s report it is submitted to the Kentucky Board of Education for review.

**502.9.1** The amended District Facilities Plan shall be reviewed by the Kentucky Board of Education using the same process required for approval of a new District Facilities Plan.

## **Section 503**

### **Finding Process**

**503.1 General** –During the district’s planning cycle circumstances may arise in which a district needs to make a “minor” change to their DFP.

**503.2** The local board of education may request a finding to adjust its DFP under the following circumstances:

1. The change will not substantially affect the district’s needs assessment.
2. The change affects only one facility.

**503.3** In a regular or special meeting, the Local Board may vote to request a finding to make a “minor” change in the DFP. This request will be sent to KDE in writing with a copy of the Board Order.

**503.3.1** The LPC shall meet in a scheduled, advertised public meeting where they shall review the current district facilities plan and the districts financial, demographic and physical condition.

**503.3.2** By a simple majority vote, the LPC may recommend that KDE make a minor adjustment to the DFP.

**503.3.3** The LPC request is then submitted to the local board in an advertised board meeting. The local board shall consider the request and supportive information from the LPC and vote on the request.

**503.3.4** If the local board votes by a simple majority to approve the request, a letter of explanation including back up documentation shall be submitted to KDE for review.

**503.3.5** KDE may require additional information such as the updating of the district’s building inventory to be submitted prior to final approval.

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