



Special Education Advisory Committee

Draft Policy 4160 CAPITAL IMPROVEMENT PROGRAM

Recommendations Summary

October 12, 2022

Prepared For:
SEAC Membership
Special Education Community
Loudoun County School Board

Overview: Policy 4160

CAPITAL IMPROVEMENT PROGRAM

The School Board provides for the erecting, furnishing, equipping, and maintenance of all school facilities.

SEAC has reviewed the draft policy and determined that it does not reflect the needs of students with disabilities.

Concerns and Recommendations

Concern 1: Draft Policy 4160 does not ensure that all stakeholders have input. Diverse stakeholder input is necessary to provide inclusivity and accessibility for all.

Recommendation 1: Line 12 “after receiving input from” ADD “school board advisory committees and” the community concerning facilities utilization, development, and closure.

12 renovations after receiving input from school board advisory committees and the community concerning facilities utilization, development, and closure.

Recommendation 2: Line 18 remove “and” add “,” after “county population trends,” add “and accessibility for persons with disabilities”

18 proposed educational programs. Student enrollment, county population trends, and accessibility for persons with disabilities will be incorporated in project recommendations.

SEAC Membership Vote

SEAC Membership Vote on Recommendations

Quorum: 14 of 16 SEAC Members present – Quorum Established

Motion: Melissa Waugh made a motion to vote on the proposed recommendations as a slate. Rozeena Khattak seconded the motion

Vote Summary: Unanimous

Staff Review: 5/31/22
Chief Operations Officer Review: 6/1/22
Legal Review: 7/15/22 edits Incorporated
Cabinet Review: 8/22/22
F&O Committee Review: 9/20/22
Public (& Advisory Committees) Review: begins 9/21/22
School Board Review:

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The School Board provides for the erecting, furnishing, equipping, and maintenance of all school facilities.

The Superintendent presents to the School Board annually, or as necessary to coordinate with the planning process of the appropriating governing body (*i.e.*, the Loudoun County Board of Supervisors), a Capital Improvement Program (CIP) budget, which includes recommendations regarding the timing, location, costs, and savings associated with: (1) new building requirements, and (2) restoration and renewal of existing school facilities, and (3) replacement or retirement of existing school facilities.

The Superintendent may make recommendations for new buildings and renovations after receiving input from the community concerning facilities utilization, development, and closure. Recommendations are supported by data that support the feasibility and need for construction and/or renovation. Recommended projects for all school and ancillary campuses including charter schools will be based on LCPS educational program requirements, School Board-approved educational policy standards, and the adequacy of existing facilities to accommodate present and proposed educational programs. Student enrollment and county population trends will be incorporated in project recommendations.

Commented [NK1]: Charter school inclusion language proposed by Mr. Serotkin.

- A. Capital Budget Components. Projects should be generally assembled into three main categories to include:
- a. **Capital Projects.** New facilities, ancillary campus improvements, land acquisition, school buses, and certain additions or renovations exclusive of other categories. Funding is identified and appropriated for each individual capital project with limited flexibility.
 - b. **Capital Facility Renewal and Alteration Program (CRP) Projects** are annually reviewed and identified projects to replace, repair, or update critical facility systems including emergency maintenance or improvements; construct facility, site, or campus alterations including renovation and/or renewal of buildings or sections of buildings; and installation of technology upgrades. CRP funding shall be used flexibly by staff to accommodate emergencies and/or other high-priority needs and can be reallocated among identified projects.
 - c. **Capital Asset Preservation Program (CAPP) Projects.** Annual funding for addressing regular maintenance and replacement of facility system components. Project components have shorter-term life cycles than the buildings they support and require major maintenance and/or replacement at least every ten (10) years, depending on the component type and the frequency and intensity of use. CAPP funding shall be used flexibly by staff

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to accommodate emergencies or other high-priority needs.

~~The Capital Improvement Program (CIP) budget shall provide a multi-year forecast by which the facilities required to support educational programs are planned, financed, and constructed.~~

~~A. Preparation. The Superintendent shall prepare, and with the approval of the School Board, submit to the governing body (Board of Supervisors), by the date specified in the Code of Virginia, the estimate of the amount of money deemed to be needed for the Capital Improvements Program of the school division.~~

~~B. Requirements. The projects shall be based on educational program requirements, School Board approved educational policy standards, and the adequacy of existing facilities to accommodate present and proposed educational programs. Student enrollment and county population trends will be incorporated in project recommendations.~~

~~C. Recommendation. The Superintendent shall make a recommendation to the School Board to close completed capital projects two years following the school opening for students.~~ Facility Inventory Management. When a facility reaches 75 years of age, the facility will be evaluated to determine if the structure should continue to support instructional requirements and activities with minor capital improvements, a major capital renovation, or a complete replacement of the facility to meet current design and/or educational program standards.

D. Retirement of Facilities. School division buildings may become unsuitable for their present use, but may benefit the division or public in other ways. The Superintendent reviews all division schools and facilities on a continuing basis and may recommend to the School Board that a particular school or facility should be retired or use changed. In determining whether a facility is to be retired, the School Board may consider the following factors including, but not limited to:

1. Adaptability of the building for continued use for its present purpose
2. Suitability of the building's overall campus
3. Maintenance and upkeep costs of the building
4. Historic value or significance of the building to the community

E. Should the Superintendent's Recommended Capital Improvement Program include the retirement or closure of an existing school, or the construction of a new school that necessitates the closure of an existing school, such recommendation will

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appear no earlier than the second year of the CIP budget to ensure community participation in the final decision. Should the School Board determine to retire or close a facility, it will consider other uses for the building within the division in advance of consideration to relinquish possession of the building.

F. CIP Budget Preparation and Submission. The CIP budget shall provide a multi-year forecast by which the facilities required to support educational programs are planned, financed, and constructed. The Superintendent shall prepare, and with the approval of the School Board, submit to the Loudoun County Board of Supervisors, the estimated amount of money needed for Loudoun County Public Schools' CIP, as specified in the Code of Virginia. Where CIP funding has been allocated for the construction or renovation of a school facility, the Superintendent shall make a recommendation to the School Board to close the respective funding account two (2) fiscal years following the completion and opening of a capital project.

~~D.~~
G. Allocation of Unspent Funds. The School Board shall approve budget transfers of unspent local tax funding between school capital projects and school contingency accounts within the School Capital Fund. If not transferred to other school capital budget projects, unspent local tax funding shall be returned to the County. Restricted assets, such as bond proceeds, may be transferred to other school capital projects or school contingency accounts if deemed eligible by the County Controller. If not deemed eligible for transfer within the School Capital Fund, restricted assets shall be returned to the County.

[Former ~~Policy-Policies~~ 4-10 and 6520]
Adopted: 1/9/07
Revised: 9/12/17, 12/15/20
Current Revision: 9/21/2022