

STATE OF ARKANSAS

**DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES and
TRANSPORTATION**

ACADEMIC FACILITIES MASTER PLAN PROGRAM

GUIDELINES

Arkansas Division of Public School



Academic Facilities & Transportation

SUBMITTAL DEADLINE FEBRUARY 1, 2006

**PLEASE NOTE THAT IN ORDER TO EFFECTIVELY CREATE YOUR
MASTER PLAN YOU WILL NEED TO USE THE FOLLOWING WEBSITE:**

www.arkansasfacilities.com

**THAT WEBSITE CONTAINS THE FILES NEEDED TO REVIEW AND SUBMIT
TO THE DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND
TRANSPORTATION.**

Arkansas Division of Public School



Academic Facilities & Transportation

ACADEMIC FACILITIES MASTER PLAN *POLICY GUIDELINES*

TABLE OF CONTENTS

- I. Purpose
 - a. Timelines for Submittal and Approval
 - b. Submittals Requirements
 - c. Master Plan Authors
- II. School District Responsibilities
- III. Division Responsibilities
- IV. Academic Facilities Master Plan Format and Directions
- V. Arkansas School Facility Manual Requirements
- VI. Submission Requirements
- VII. Approval Process

Arkansas Division of Public School



Academic Facilities & Transportation

Division of Public School Academic Facilities and Transportation

Facilities Master Plan

School District _____

School District LEA _____

School District Address _____

Phone _____ Fax _____

Superintendent _____

Email Address _____

Facilities Master Plan Authors (if more names, please attach separate sheet)

Name _____ Contact Number _____

Name _____ Contact Number _____

Date of Submission _____

Received By: _____ Date: _____

Approved By: _____ Date: _____

Please complete and submit this page from these guidelines to the Division both electronically (CD) and in hard-copy format. All other required documents will be downloaded or viewed at the Division website:

www.arkansasfacilities.com/MasterPlan.aspx

I. Purpose

Improving the equality and efficiency of education for the students of Arkansas is a common goal of all citizens. In response to this goal, the 85th General Assembly, through Act 1426 established the Arkansas Public School Academic Facilities Program Act. Part of the improvement process is to remediate the building and facility inadequacies where students learn. These school facility master planning guidelines have been developed to assist local school district officials in complying with the planning requirements of the State of Arkansas Division of Public School Academic Facilities and Transportation (“Division”). These guidelines will expedite the completion of the necessary forms and will help the Commission on Public School Academic Facilities and Transportation (“Commission”) review and approve the facilities master plan.

The purposes of the Academic Facilities Master Plan are:

- Establish a mechanism for State supervision of school district activities impacting academic facilities and equipment;
- Develop and continually update information critical to identifying academic facilities needs at the local level and across the state; and
- Allow the State to manage state financial participation in eligible academic facilities projects.

Building a Balanced Master Plan

The State of Arkansas operates 1,205 schools and 5,766 school-related permanent buildings in 252 school districts. In the 1960s and 1990s, Arkansas, along with many other areas of the country, saw a surge of new school construction; however, some of Arkansas’s first school buildings opened its doors over 80 years ago. Nearly all of Arkansas’s schools were constructed prior to current building codes and standards. Since the opening of the first school to present, there have been new codes and standards published for virtually every building system ranging from air quality and air conditioning to technology and fire and safety.

The accumulation of aging structures and deferred maintenance has created many emergencies during the last decade – failing heating and cooling systems, deteriorating walls, inoperable windows, leaking roofs, etc. There is much that must be done in the next ten years to make all district buildings code compliant and equal to adopted State standards and guidelines within the [Arkansas School Facility Manual](http://www.arkansasfacilities.com/SchoolFacManual.aspx): <http://www.arkansasfacilities.com/SchoolFacManual.aspx>

Effectively addressing the significant assessment of facilities issues and at the same time building a new generation of forward looking, technologically capable schools will require long range facilities master planning. School districts capital and operating budgets must be focused on a master plan that is complementary and broad-based.

The State of Arkansas conducted a building condition assessment of all district owned buildings. These assessment reports should be used in conjunction with district maintenance information to identify improvement projects. The goal of improvement projects should be to have all district-

owned educational facilities to a condition only requiring routine maintenance within the ten-year horizon of this master plan.

Each building is indexed with an FCI [Facility Condition Index] which compares the cost to repair the facility to the cost of replacement. The index is on a scale of 1-100 percent. If a building's FCI is $\geq 65\%$, a school should confer with the Division on replacement versus renovation.

Act 1426 of 2005 § 6-21-806 requires that districts create their facilities master plan with the following items:

1. Identification of committed projects within the school district that includes, as applicable, a breakdown of the portion of each project between maintenance, repair, and renovation and new construction;
2. Annual expenditures for the school district for capital outlay;
3. A description of planned new construction projects with cost estimates for each academic facility within the school district and needs prioritized as follows:

**Phase I
Master Plan
Submitted
Feb 1, 2006**

- a. Immediate needs that the school district intends to address within three (3) years following the submission of the facilities master plan
 - i. A school district shall separate the immediate needs described in the Master Plan submitted by February 1, 2006, as needs to be addressed from July 1, 2006 through June 30, 2007; and
 - ii. Immediate needs that the school district intends to address during the 2007-2009 biennium
 - iii. Short-term needs that the school district intends to address within the four (4) to six (6) years following the submission of the Facilities Master Plan; and
 - iv. Long-term needs that the school district intends to address within the seven (7) to ten (10) years following the submission of the Facilities Master Plan

**Phase II
Master Plan
Submitted
Feb 1, 2007**

The Facility Master Plan is designed to provide equitable and efficient learning environments for all students in Arkansas. The evolving needs and programmatic initiatives require that facility usage be adapted to support the desired educational environment. A continued relationship of collaboration between the Division and the Districts will ensure that students, teachers and principals are provided with facilities equitable to the educational mission of the State of Arkansas.

I.a Timeline for Submittals:

- **Phase I:** Districts shall submit a district wide Master Plan to the Division by February 1, 2006, identifying Immediate Needs of the District to be addressed between July 1, 2006 and June 30, 2009. A general description of short and long term needs will also be submitted.

- **Phase II:** Districts shall submit a Master Plan to the Division by February 1, 2007 for 2009-2016 identifying the Short and Long Term Needs/Goals of the District for 2009-2016. (Further instructions for Phase II will be provided at a later date.)
- School districts shall submit a report to the Division in the odd numbered years, beginning with 2007, indicating the following:
 - A description of all projects completed in the school district since the submission of the school district's most recent facilities master plan;
 - The district's most current enrollment projections;
 - New or continuing needs of the school district with regard to academic facilities and equipment; and
 - An accounting of any changes in the school district's insurance coverage from the most recent submission.
- School districts shall submit a ten (10) year district wide facility master plan to the Division by February 1 of every even numbered year beginning in 2008.

Timeline for Approval

- The Division shall review and approve a school district's Phase I facilities master plan no later than May 1, 2006 with regard to academic facilities master plan projects for which a school district intends to apply for state financial participation during fiscal year '06-'07. (Funding already Allocated)
- The Division shall notify a school district no later than July 1, 2006 that the school district's application for state financial participation during the fiscal year '06-'07 in an eligible new construction project has been approved.
- Except as provided for above, the Division shall review and approve a school district's facilities master plan no later than September 1st of each even numbered year and shall notify a school district no later than May 1st of each odd numbered year that the school district's application for state financial participation during the upcoming biennium in an eligible new construction project has been approved.

I.b. Submittal Requirements

- Nothing in this administrative regulation shall prohibit a school district from requesting an amendment to its facility master plan at other times during the ten (10) year cycle.
- Each school district's facilities master plan, and requested amendments thereto, shall be developed in accordance with the Standards and Guidelines contained within the [Arkansas School Facility Manual](#), which is hereby adopted and incorporated by reference. This manual can be found at:
<http://www.arkansasfacilities.com/SchoolFacManual.aspx>

- The facilities master plan shall remain in effect until any changes have been approved by the Commission.
- The adopted facilities master plan shall become the facilities master plan of the local school district and shall be implemented to the extent that the financial ability of the district shall permit as determined by the Commission. The scope of the construction projects recommended in the facilities plan shall remain in effect until any changes have been approved by the Commission.
- Amendments may be made by the district between the two (2) year submittals to its adopted master plan if there is a :
 - Major enrollment change;
 - Major curriculum change;
 - Major disaster; and/or
 - Unforeseen occurrence

I.c. Master Plan Authors:

It is advised that during the creation of the Facility Master Plan, that the authors remain consistent. Keeping focus of a ten-year plan is more feasible when the authors are the Superintendent, Facility Maintenance Supervisor [or equivalent], and/or the district design/architectural team. Please be certain to include the contact information for all authors involved in the Facility Master Plan.

II. School District Responsibilities

School districts will “base its facilities master plan on the provisions of the Public School Academic Facility Manual as adopted by the Commission for Public School Academic Facilities and Transportation and on priorities indicated by statewide assessment and other pertinent data specific to the needs of the school district with regard to academic facilities and equipment.” (Act 1426 of 2005)

Act 1426 of 2005 §6-21-806 requires that school districts:

- Develop a ten (10) year district wide facilities master plan;
- Base its facilities master plan on the provisions of the [Arkansas School Facility Manual](http://www.arkansasfacilities.com/SchoolFacManual.aspx);
<http://www.arkansasfacilities.com/SchoolFacManual.aspx>
- Present a draft of the facilities master plan in a public hearing in the same locality as the school district and take public comments;
- Submit evidence of the district’s insurance coverage and any changes in coverage after July 1, 2006;

- Submit facilities master plan with a summary of comments made at public hearing to the Division by February 1 of each even numbered year; and
- Submit a report to the Division by February 1 of each odd-numbered year that includes description of all projects completed in the school district since the submission of the most recent facilities master plan.
- School districts shall submit a ten (10) year district wide facility master plan to the Division by February 1 of every even numbered year beginning in 2008.

III. Division Responsibilities

- Act 1426 of 2005 §6-21-807 establishes that the Division shall establish procedures and timelines for a school district to submit preliminary facilities master plan or a master plan outline to the Division before the submission of the school district’s final facilities master plan.
- As soon as practicable, after the submission of the preliminary facilities master plan or master plan outline, the Division shall schedule a consultation meeting with representatives of the school district. The purpose of this meeting shall be to:
 - Assure understanding of the general goals of the master plan program and the criteria by which the projects will be evaluated;
 - Discuss ways the facilities master plan may be structured to meet the goals of this program;
 - Assist districts to prepare accurate budgets and reasonable project schedules; and
 - Provide efficiency and productivity in the approval process for local academic facilities projects and state financial participation in local projects.
- The Division of Public School Academic Facilities and Transportation will conduct consultation meetings that will offer tutorials on completing the Master Plan, and offer districts a chance to ask specific questions.

IV. Academic Facilities Master Plan Format and Directions

Step One: Division information provided to the district for review [download the following reports for viewing and Master Planning purposes only. Please do not re-submit this information to the Division]

- Life Cycle Report for each district [Download this report at: <http://www.arkansasfacilities.com/MasterPlan.aspx>]
- Enrollment Projections for each district are available for viewing at <http://www.facilitymaps.state.ar.us/> (Under “Click A Button to Get A Report” select the “District” Button and then choose your District from the pop-up menu)

Enrollment Discrepancies:

- Please indicate on a separate form, what, if anything, may constitute an influx in enrollment figures for the district in the next ten years.
- The Cohort-Survival method was used for the provided projections. If Cohort-Survival enrollment projections are not believed to best represent future enrollments, submit a demographics/enrollment projection analysis substantiating why the district advocates a different projection method.

Step Two: Division information provided to the district for review and revision

Download the following two reports for review and revision. **The General Facility Data Reports and the Deficiency Reports should be printed, manually corrected, and submitted to the Division by December 16, 2005, highlighting any changes made to the reports.**

- General Facility Data Reports for each school
- Deficiency Reports for each school

These documents can be downloaded from:

<http://www.arkansasfacilities.com/MasterPlan.aspx>

Step Three: Community and District Profile

Please submit the Community and District Profile to the Division both electronically (CD) and in hard-copy form.

The following 15 items form the Community and District Profile and require your consideration and response. These questions can be downloaded from:

<http://www.arkansasfacilities.com/MasterPlan.aspx>

1. List any facilities not owned by the district but used (or jointly used) by the district, also identify any land that is being purchased by the district.
2. Describe geographic features of the district that affect school facilities needs and utilization (e.g. remoteness, mountains, waterways, etc.)
3. Describe any population trends that will affect school facility needs (e.g. major growth and/or major decline.)
4. Describe any economic factors that will affect school facility needs (e.g. major new employers, closing of major businesses, etc.)
5. Describe any other community factors that will affect school facility needs.
6. Briefly describe the current or future instructional delivery system(s) used in your district that affect facility needs (e.g. self-contained classrooms, team teaching, block scheduling). Describe the effects.

7. List any educational programs that have unique school facility needs (e.g. reading recovery, vocational agriculture, technology). Identify the unique facility needs.
8. Discuss annual expenditures for capital outlay.
9. Discuss anticipated boundary changes within the district to accommodate future facility needs.
10. Discuss anticipated grade configuration changes to accommodate future facility needs.
11. Discuss anticipated consolidation of schools within the district to address future facility needs.
12. Discuss any transportation or food service issues that affect future facility needs.
13. Discuss any planned local enhancements beyond statewide adequacy standards.
14. Discuss the long term cost effectiveness of the Master Plan.
15. Discuss any other unique features to the district.

Step Four: Public Comments

Best practices in school facility planning typically involve the community in the planning process. **Provide the Division a Description of how your community was involved in the development of this ten-year master plan; include a “summary of comments made at public hearing” § 6-21-806 (a) (5), including dates, times, places of the meetings, and approximate number of attendees.**

Step Five: Insurance Coverage

Act 1426 of 2005 § 6-21-806 (4) states that school districts shall, “Submit evidence of the school district’s insurance coverage, ...including coverage amounts, types of coverage, identification of buildings covered, policy renewal dates, and all riders;”

Please provide the division with a hardcopy of your Statement of Values from your insurance provider (i.e. ASBA, Arkansas Insurance Department) or any other provider of insurance for your school buildings. This Statement of Values should include the information listed above as stated in the law.

Step Six: Phase I Facilities Master Plan for July 1, 2006 – June 30, 2009

Please download the necessary “Master Plan” Excel Form at: <http://www.arkansasfacilities.com/MasterPlan.aspx> and return in electronic (CD) and hard copy format after completion. Please note that this form is designed for 11” x 17” paper. Instructions to complete the Master Plan are contained in the “Instruction” tab included with the form.

This section shall include as set forth in §6-21-806

- Projected Replacement schedule for major building systems;
- Identification of committed projects within the district with a breakdown of the portion of each project between maintenance, repair and renovation and new construction;
- Description of planned new construction projects with cost estimates for each academic facility within the district and needs prioritized as follows:
- Immediate needs that the school district intends to address within three (3) years following the submission of the facilities master plan
 - A school district shall separate the immediate needs described in the Master Plan which will be addressed from July 1, 2006 through June 30, 2007; from the Immediate needs that the school intends to address during the 2007-2009 biennium

**Step Seven: Phase II Facilities Master Plan for 2009-2016
To be Submitted to the Division on February 1, 2007**

This section shall include as set forth in §6-21-806

- Projected Replacement schedule for major building systems;
- Identification of committed projects within the district with a breakdown of the portion of each project between maintenance, repair and renovation and new construction;
- Description of planned new construction projects with cost estimates for each academic facility within the district and needs prioritized as follows:
 - Short-term needs that the school district intends to address within the four (4) to six (6) years following the submission of the Facilities Master Plan; and
 - Long-term needs that the school district intends to address within the seven (7) to ten (10) years following the submission of the Facilities Master Plan

V. Arkansas School Facility Manual Requirements

Districts shall base their facilities master plan on the provisions of the Arkansas School Facility Manual as adopted by the Commission on Public School Academic Facilities and Transportation.

For additional tools and helpful information on facility master planning, please see the Helpful Information document and Capacity Calculator spreadsheet at:

<http://www.arkansasfacilities.com/MasterPlan.aspx>

VI. Submission Requirements

Submissions as required under this program shall be postmarked or received via first class mail return receipt requested or via stamped receipt of hand delivery, in the **Office of the Director of The Division of Public School Academic Facilities and Transportation, 501 Woodlane Street, Suite 600, Little Rock, Arkansas 72201**, no later than 4:30 pm on February 1, 2006.

VII. Approval Process

- The Division shall review and approve facilities master plans submitted by February 1, 2006, no later than May 1, 2006, with regard to projects for which the district intends to apply for state financial participation during the fiscal year 2006-2007.
- Notify districts no later than July 1, 2006 that the district's application for state financial participation in the Academic Facilities Partnership Program during the fiscal year 2006-2007 in an eligible new construction project has been approved.
- Except as provided above, the Division shall review and approve master plans no later than September 1 of each even numbered year and shall notify no later than May 1 of each odd-numbered year that the district's application for the upcoming biennium has been approved.

Checklist:

- Did you complete page 3 of these guidelines?
- Did you read all of the Master Plan guidelines?
- Did you download the Life Cycle Report for your district? (Page 8)
- Did you access your enrollment projections? (See Pages 8, 9)
- Did you download and correct your Deficiency Reports for submission? (Page 9)
- Did you download and correct your General Facility Data Reports for submission? (Page 9)
- Did you download and complete your Community and District Profile? (Pages 9, 10)
- Did you provide your Statement of Values (insurance form) as requested in Step 4? (Page 10)
- Did you download the necessary "Master Plan" Excel Form and complete it for submission to the division? (Page 10, 11)
- Did you include a general description with at least one item on the Master Plan spreadsheet for short-term needs (2009-2012)?
- Did you include a general description with at least one item on the Master Plan spreadsheet for long-term needs (2012-2016)?

For Submittal:

- Did you put all of the following items on a CD (electronic copy) to submit to the Division?
 - Community and District Profile
 - Master Plan Spreadsheet(s)
 - A completed page 3 from these guidelines (page 3)
- Did you provide a hard copy of the following items to submit to the Division?
 - General Facility Data Reports (Due December 16, 2005)
 - Deficiency Reports (Due December 16th 2005)
 - Community and District Profile
 - A completed page 3 from these guidelines (page 3)
 - Public Comments Information (page 10)
 - Insurance Form (Statement of Values)
 - Master Plan Spreadsheet(s)