



Book	Policy Manual
Section	700 Property
Title	Facilities Planning
Code	701
Status	Active
Adopted	March 18, 1996
Last Revised	May 19, 1997

Purpose

Strategic planning is desirable and is required by State Board of Education regulations. Community involvement is an important part of such a process. Facilities planning is a primary component of long range planning.

Authority

School Census

The Board directs that the Superintendent, or his/her delegee(s), conduct a careful, correct and accurate enumeration of all children from birth to eighteen (18) years of age, who reside within the district. This enumeration shall take place annually between March 1 and September 1. [\[1\]](#)

The Board further directs, for the purposes of (1) maintaining accurate enrollment projections and (2) maintaining current the district's tax records, that an annual census be conducted of all district residents.

This census shall be kept up-to-date on an annual basis for both school enrollment and tax purposes by utilizing any or all of the following methods:

1. School registrations and withdrawals.
2. Cooperation with utility companies.
3. Information from tax collectors.
4. Information from Earned Income Tax Bureau.
5. Local school district census enumerators.
6. Other sources as available.

Individual census cards shall be kept on file by the Business Manager for each person enumerated, except that a joint card may be kept for husband and wife.

The annual census program shall be under the supervision of the District Business Manager. In order to inform the Board of the future needs of the district, the Superintendent shall ensure:

1. The Superintendent and his/her staff shall develop educational specifications for any facilities which are to be constructed.
2. In the event that it becomes necessary or desirable to proceed with an expansion of or an addition to capital facilities, or if it becomes necessary to build a new school plant, the Board will involve the necessary consultants, architects, attorneys, etc. in order to protect the interest of the district.
3. It shall be the responsibility of the Business Manager to determine the most practical method of financing and to arrange for its implementation pending approval of the Board.
4. Once contracts are awarded, it shall be the responsibility of the Superintendent and the Business Manager, in conjunction with the designated architect, to monitor and supervise the construction of the facility until completion.

The district may also employ a supervisor of construction and/or construction manager, construction, as an independent contractor to represent the interests of the school district.

Information gathered in the census shall include for each child the name and address of his/her parents or guardians, the name and location of the school in which the child is or could be assigned, the name and address of any employer of a child under 18, the child's name, date of birth, age, sex, nationality, address, and such other information as the Board may require to operate the district efficiently and fairly. [\[1\]](#)

Legal

[1. 24 P.S. 1351](#)