

DeForest Area School District
Administrative Regulation

TITLE: MAJOR INSTRUCTIONAL PROJECTS - RULE	NUMBER: AR 8.8(1) RULE
<i>Executive Limitation: EL 8, Budgeting (8.8 – Budget Sufficiency for Operations)</i>	
Recorded as Administrative Regulation: <i>Established: 5/3/04 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

In order to address the needs of the facilities to provide quality instructional programs the Director of Instructional Services shall maintain a major instructional project database for program planning purposes. The database shall be a comprehensive identification of short and long-term capital needs of the District. The following is the capital project program:

Definition of Major Instructional Project:

The replacement or addition of instructional equipment a value significant enough for capitalization (\$1,500) defines a major instructional project. Individual components may be combined and included as a major instructional project provided they are part of a change with significant value. Some examples are, but not limited to: classroom sets of calculators for the district, replacement of maps/globes throughout the district, pianos, etc.

There may be projects included in the regular operation and maintenance (O&M) budget that are of a significant value but are not appropriate for inclusion as a major instructional project. These are generally reoccurring items. The determination of which projects qualify will be done by the Director of Instructional Services. All projects would be budgeted from 100000 series accounts.

Identification of Major Instructional Projects:

The building principals will do the following to identify major instructional projects:

- Survey staff/departments annually
- Survey school/community organizations (PTO’s Boosters, etc.) as appropriate
- Notify the Director of Instructional Services of major instructional projects as they are identified

All other administrators shall notify the Director of Instructional Services of project needs they identify.

Major Instructional Project Data Collected:

The necessary data for decision-making project purposes include a detail description, rationale, and the estimated cost for the proposed project. Principals and administrators will collaborate with the Director of Instructional Services in the definition of projects and estimated cost.

Capital Project Database:

A comprehensive capital project database shall be maintained for planning purposes by the Direction of Instructional Services department. The database will be used to track all the major instructional projects needs identified for the District. The following information will be maintained for each project:

- Project Identification Number
- Location or Site
- Project Type
- Project Description
- Estimated Project Cost
- Anticipated Implementation Fiscal Year

Additional supportive or sub grouping data for a project will be maintained when appropriate.

Funding Sources:

The collection of capital project data is to be comprehensive with funding sources associated with projects. The identification of the final funding source or sources will be made when a project is included in the short-term plan.

Annually, the General Fund will include a percentage of the total budget targeted in a district-wide budget center for the implementation of major instructional projects. In addition to the district-wide budget center funding may come from other funding sources:

- Referendum Debt
- Long-term Notes
- Gifts or Donations

Student activity organizations, community organizations, or individuals that expressly designate the gift or donation only for a major instructional project(s) should use the gifts or donations sources.

Short-term Planning:

A short-term plan shall be established each year that will identify major instructional projects that will be funded during the school year. The plan will include the necessary funding sources to implement the capital projects.

The short-term plan will be a sub-set of the long-term major instructional project database. The Instructional Service department will create the short-term plan by evaluating the projects in the major instructional project database with a collaborative interactive model including principals and other administrators. The final phase of the planning process is to share the short-term plan with the Board through the monitoring process.

Long-term Planning:

A ten (10) year projection model will be used for long-term planning that also includes the short-term plan data. The Instructional Service department will create the long-term plan by evaluating the total major instructional project database with a collaborative interactive model with principals and other administrators. The final phase of the planning process is to share the long-term plan with the Board through the monitoring process.