APS Policy Review Team
2110 Washington Blvd
Arlington, VA 22204

TO: Arlington School Board
FROM: Policy Review Team
THROUGH: Dr. Francisco Durán, Superintendent
DATE: July 17, 2026
RE: Proposed Revisions to Policy F-1 Capital Improvement Plan

This policy is being revised as part of its regular 5-year review and is scheduled for Board Information on July 30.

Staff are proposing the following changes to F-1 Capital Improvement Plan.

- Add that when the Board approves cost deviations, the total cost deviations for the project must be reported.
- Add language taken from the PIP that covers the School Board with minor language changes.
- Minor technical changes.

This policy has been reviewed by the Policy Review Team and Policy Subcommittee and was posted for public comment.

The Arlington School Board is responsible for the regular operation and for the cost-effective and efficient development of all school facilities to ensure that funds approved by Arlington citizens at bond referendum are used cost effectively and efficiently. Following a two-year planning process, the School Board adopts a ten-year Capital Improvement Plan (CIP) every two years in the even number years to address the capital needs of the school division. The School Board may adopt CIPs more or less frequently and of less than ten years' duration. The CIP is a critical component of Arlington Public Schools' planning to improve classroom instruction and student achievement and provide inclusive and equitable learning environments for students, families, and staff.

Arlington Public Schools provides a systematic, comprehensive planning process to determine the capital needs of the school system. Arlington Public Schools values a strong partnership with Arlington County and internal and external stakeholders throughout the CIP planning process.

The steps taken by staff in development of the proposed CIP are detailed in the implementation procedures.

The CIP may include one or more Capital Improvement Projects. The School Board's Project Requirements, including the estimated total project cost, are approved by the School Board for each Capital Improvement Project included in the CIP. Prior to adopting the CIP, the School Board posts its proposed CIP on the Arlington Public Schools website, makes a hard copy available for public inspection and copying, and conducts at least one public hearing to solicit public comment. Updates to the proposed CIP are posted on the Arlington Public Schools website to keep the community informed. The School Board may make changes to the proposed CIP before adopting the final CIP.

Reporting

The School Board reports on the implementation of the most recent CIP in accordance with School Board Policy A-6.30 Strategic Planning System.

In order to control increases in the cost and scope of a Capital Improvement Project approved by the School Board in the CIP as it proceeds through subsequent design phases, the Superintendent or designee confirms compliance with the School Board's Project Requirements, and seeks School Board approval for any deviations from them during or at the conclusion of each design phase before proceeding to the next design phase. When the Board approves cost deviations, the total cost deviations for the project must be reported.

School Board's Project Requirements

The Superintendent's proposed CIP includes specific project requirements for each Capital Improvement Project to be adopted in the School Board's CIP as the School Board's Project Requirements for the project. The School Board's Project Requirements for a Capital Improvement Project comprise, but are not limited to:

1. The location of the new facility, or renovation and/or expansion of an existing facility;
2. The number of students that the facility will accommodate when completed;

3. The instructional program or programs or other uses that the facility will accommodate;
4. Educational Specifications based on the School Board's approved Standard Specifications and the most recent Project Specific Educational Specifications for a similar Capital Improvement Project describing the purpose, quantity and floor area of teaching and learning, common, shared, administrative and support spaces required to support delivery of the initial instructional program or programs, while also providing adaptability for future changes in instructional program or use;
5. The estimated construction and total project costs of the project escalated to account for the year in which it will be completed;
6. If agreed with the Arlington County Board, interior and exterior spaces required primarily to accommodate Arlington County community uses;
7. Site facilities including, but not limited to, playgrounds, aquatic facilities, athletic fields and courts, and surface or structured parking;
8. Anticipated utility, storm water and off-site improvements;
9. Sustainable design and energy conservation requirements, including minimum Energy Use Intensity, and performance certifications sought;
10. Arlington Public Schools Design Standards for building construction, interior finishes, heating, ventilating, air conditioning, plumbing, electrical and information technology systems; and
11. The proposed square footage of the facility.

School Board's Proposed CIP

The School Board uses the preliminary report drafted by staff, stakeholder input, and the information provided in the Superintendent's proposed CIP to develop its CIP taking the following steps. The steps taken by the Board below are not necessarily taken in the order listed.

- The School Board's proposed CIP is posted for public review and comment. The Board:
  - Posts its proposed CIP on the Arlington Public Schools website,
  - Makes a hard copy available for public inspection and copying, and
  - Conducts at least one public hearing to solicit public comment in accordance with School Board Policy B-4 School Board Meetings.
- The School Board convenes work sessions, when necessary, to facilitate further development and refinement of its CIP.
- The School Board provides opportunities for internal and external stakeholders to provide input on its proposed CIP, including the Board's advisory committees to inform further development.
- Updates to the School Board's proposed CIP are posted for public review and comment.
- The School Board may conduct a joint briefing and work session with the Arlington County Board, if both Boards choose to do so, to share and obtain input from one another on their proposed CIPs prior to adoption.

Prior to the adoption of the CIP, The School Board may make changes to its proposed CIP before adoption.

Bond Requests
Capital Improvement Projects are funded by the issuance of general obligation bonds approved in a bond referendum, by other long-term funding instruments, or with available current revenues. The School Board presents its adopted CIP to the County Board with a request for a bond referendum if necessary.

References
Code of Virginia §22.1-253.13:6
Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-79(3), 22.1-138, 22.1-140
School Board Policy A-5 Arlington Public Schools Priorities
School Board Policy A-30 Equity
School Board Policy A-6.30 Strategic Planning System
School Board Policy D-1.32 Financial Management - Debt Management
School Board Policy F-5.7 Capital and Maintenance Program
School Board Policy I-1.35 Resources
School Board Policy I-7.2.3 Family and Community Engagement
School Board Policy J-5.3.31 Options and Transfers
School Board Policy K-3 Program Changes
Policy Implementation Procedure F-1 PIP-1 Capital Improvement Plan

Policy Adoption and Revision History
Adopted October 4, 2007, Effective October 4, 2007
Renumbered (former Policy 40-1.08) effective July 1, 2018
Revised December 3, 2020, Effective December 3, 2020

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Reporting

~~In compliance with the Code of Virginia, t~~The School Board reports~~, by November 1 of each odd number year, on the extent to which the objectives outlined in the division-wide comprehensive plan were met during the previous two school years. This report includes an update~~ on the implementation of the most recent CIP in accordance with School Board Policy A-6.30 Strategic Planning System.

In order to control increases in the cost and scope of a Capital Improvement Project approved by the School Board in the CIP as it proceeds through subsequent design phases, the Superintendent or designee confirms compliance with the School Board's Project Requirements, and seeks School Board approval for any deviations from them during or at the conclusion of each design phase before proceeding to the next design phase. When the Board approves cost deviations, the total cost deviations for the project must be reported.

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School Board Policy I-1.35 Resources
~~School Board Policy I-7.2.3.31 Communication about the Systemwide Instructional Program~~
~~School Board Policy I-7.2.9.30 Program Differentiation~~
School Board Policy I-7.2.3~~11.1~~ Family and Community Engagement
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