Capital Improvement Planning Process

To prepare for the Capital Improvement Plan (CIP), staff analyzes future student accommodation needs based on the most recent projections of future student enrollment, student capacity of existing facilities, student capacity of Capital Improvement Projects under construction and/or approved in previous CIP, and other relevant information. Staff collaborates with Arlington County Government and others as deemed appropriate to develop projections of future student enrollment. Staff compiles the analysis and recommendations into a preliminary report. Based on the analysis of future student accommodation needs, staff recommends priorities for the next CIP to the Superintendent. The Superintendent presents the analysis and recommendations to the School Board and community. The School Board then provides the Superintendent with its direction for the CIP to accommodate the school division's instructional and student accommodation needs as cost effectively and efficiently as possible.

Based on the School Board's direction, staff conducts studies of non-capital options and develops specific project requirements for design studies for potential Capital Improvement Projects needed to meet projected future student enrollment over the ten years of the CIP. Design studies are prepared by Architecture/Engineering firms to satisfy the specific project requirements of each potential Capital Improvement Project. Two independent construction and project cost estimates are prepared and reconciled to provide the estimated construction and total project cost of each potential Capital Improvement Project. Staff estimates debt capacity for future Capital Improvement Projects over the ten-year CIP based on Arlington County Government's ten-year revenue projections and its maximum debt service to revenue ratio.

Arlington Public Schools values a strong partnership with Arlington County and internal and external stakeholders throughout the CIP planning process. Arlington Public Schools staff actively seeks and considers input from the Arlington community, the School Board's advisory committees and councils and the Arlington County Board's commissions and committees, and keeps them informed throughout the CIP planning process. Staff posts a timeline for development, review, and adoption of the CIP on the Arlington Public Schools' website. The preliminary report and the Superintendent's proposed ten-year CIP are posted for public review and comment. Staff provides opportunities for stakeholders to provide input on the Superintendent's proposed CIP through various electronic and non-electronic means. Both digital and paper copies of questionnaires or forms used in the process are available. Stakeholder input is compiled and shared among staff to inform the CIP. Any updates made to the Superintendent's proposed CIP are posted for public review and comment on the Arlington Public Schools website.

Superintendent's Proposed CIP

The Superintendent presents the School Board with a proposed CIP that aligns with the School Board's direction, the Strategic Plan, and Arlington Public Schools' vision for teaching and learning. The Superintendent's proposed CIP may include both non-capital solutions and Capital Improvement Projects to accommodate projected student enrollment and other facility needs within projected debt capacity over the years of the CIP cost effectively and efficiently. Capital Improvement Projects may include construction of new facilities, additions and renovations to

existing facilities, and acquisition of land and buildings. Non-capital solutions may include leased space, program moves and/or consolidations, boundary adjustments and/or other solutions. The Superintendent's proposed CIP provides a cash flow projection for each proposed Capital project by year through the ten-year CIP. The Superintendent prioritizes capital projects in the proposed CIP to prevent Arlington Public Schools' debt from exceeding its estimated debt capacity at any time during the ten years of the CIP.

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 B-4 School Board Meetings
School Board Policy I-6 Curriculum
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
School Board Policy F-5.7 Capital and Maintenance Program
School Board Policy D-1.32 Financial Management - Debt Management

Policy Implementation Procedure Adoption and Revision History

Adopted October 4, 2007. Effective October 4, 2007
Renumbered (former PIP 40-1.8) effective July 1, 2018
Revised December 3, 2020. Effective December 3, 2020
Amended May 25, 2023. Effective May 25, 2023

Capital Improvement Planning Process

To prepare for the Capital Improvement Plan (CIP), staff analyzes future student accommodation needs based on the most recent projections of future student enrollment, student capacity of existing facilities, student capacity of Capital Improvement Projects under construction and/or approved in previous CIP, and other relevant information. Staff collaborates with Arlington County Government and others as deemed appropriate to develop projections of future student enrollment. Staff compiles the analysis and recommendations into ~~the pre-CIP~~a preliminary report. Based on the analysis of future student accommodation needs, staff recommends priorities for the next CIP to the Superintendent. The Superintendent presents the analysis and recommendations to the School Board and community. The School Board then provides the Superintendent with its direction for the CIP to accommodate the school division's instructional and student accommodation needs as cost effectively and efficiently as possible.

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Superintendent's Proposed CIP

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renovations to existing facilities, and acquisition of land and buildings. Non-capital solutions may include leased space, program moves and/or consolidations, boundary adjustments and/or other solutions. The Superintendent's proposed CIP provides a cash flow projection for each proposed Capital project by year through the ten-year CIP. The Superintendent prioritizes capital projects in the proposed CIP to prevent ~~the division's~~Arlington Public Schools' debt from exceeding its estimated debt capacity at any time during the ten years of the CIP.

~~**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. Project Specific Outline 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. Playgrounds, aquatic facilities, athletic fields and courts, surface or structured parking, and other site facilities;~~
~~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 net and gross areas of the facility.~~

~~**School Board's Proposed CIP**~~

~~The School Board uses the pre-CIP report, stakeholder input, and the information provided in the Superintendent's proposed CIP on debt capacity, estimated costs and prioritization of Capital Improvement Projects to develop its CIP. The School Board's proposed CIP is posted for public review and comment. 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. Stakeholder input is~~

~~compiled and shared with the School Board and Arlington Public School's staff to inform further development and refinement of the CIP. Updates to the School Board's proposed CIP are posted for public review and comment.~~

~~The School Board and County Board collaborate to obtain input from the Arlington community, the School Board's advisory committees and councils, and the Arlington County Board's commissions and committees, to inform the School Board's proposed CIP. The School and County Boards conduct a joint briefing and work session 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 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. The School Board may make changes to its proposed CIP before adoption.~~

~~Capital Improvement Projects are funded by the issuance of general obligation bonds approved in a bond referendum, by other long-term debt 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.~~

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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 ~~Development and Assessment of~~ Strategic Planning System
~~School Board Policy B-3.6.32 Advisory Council on School Facilities and Capital Programs~~
School Board Policy B-4 School Board Meetings
~~School Board Policy I-1.35 Resources~~
School Board Policy I-6 Curriculum
~~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
School Board Policy J-5.3.31 Options and Transfers
School Board Policy K-3 Program Changes
School Board Policy F-5.7 Capital and Maintenance Program
School Board Policy D-1.32 Financial Management - Debt Management
~~Policy Implementation Procedure F-1 PIP-1 Financial Management – Capital Improvement Plan~~
~~Policy Implementation Procedure F-1 PIP-2 Definitions~~
~~Policy Implementation Procedure F-5.7 PIP-1 Capital and Maintenance Program~~
~~Policy Implementation Procedure A-6.30 PIP-1 Development and Assessment of Strategic Plan~~
~~Policy Implementation Procedure I-7.2.9.30 PIP-1 Program Differentiation~~

~~Policy Implementation Procedure I-11.1 PIP-1 Family and Community Engagement~~
~~Policy Implementation Procedure J-5.3.31 PIP-1 Options and Transfers-Elementary and Secondary~~

Policy Implementation Procedure Adoption and Revision History
Adopted October 4, 2007. Effective October 4, 2007
Renumbered (former PIP 40-1.8) effective July 1, 2018
Revised December 3, 2020. Effective December 3, 2020
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