



School District Facility Plan

Purpose: § 21-15-116 requires the State Construction Department (SCD) to develop long range comprehensive facility plans with school districts.

Meeting Dates:

SCD/District Pre-Meeting:

SCD/District Documents Due (Review Optional):

Facility Plan Meeting:

Attendees

District Title & Name	SCD Title & Name

Instructions:

- All changes to the AiM database must be made with the [AiM Update Form](#)
- All questions in red are required
- In the notes section, type in any pertaining information or click no additional notes needed. Should you need more space for notes, please reference 'See Attachment' in that field/section" and attach another document.
- Font in italics indicates a reference to governing documents
- Arrow bullet indicates information pertaining to the section

LAND

➤ Acreages are reported to WDE and impact groundskeeper allowances

[AiM Tracts and Deeds Report](#)

Is the Tracts and Deeds Report accurate? (updates will be reported to WDE)

Yes

No (work with SCD to make corrections prior to Document Due Date)

District Notes

No notes needed at this time

Department Notes

No notes needed at this time

Land Disposition (Sell or Donate) W.S. § 21-15-123(J)(viii) Commission is to review any proposed sale of existing land owned by a district.

Has the district disposed of land or does the district have plans to dispose of land that is not recorded in the Tracts and Deeds Report?

- Yes (still needs SFC approval and AiM update form provided to the SCD)
- Yes (already approved by SFC on: _____)
- No

District Notes No notes needed at this time

Department Notes No notes needed at this time

Land Acquisition

➤ Sources for potential funding - SFC Land Opportunity Fund or a Capital Project Request

Has the district recently acquired land or does the district have plans to acquire land that is not recorded in the Tracts and Deeds Report?

- Yes (work with SCD to make corrections prior to the Document Due Date)**
- No**

District Notes **No notes needed at this time**

Department Notes **No notes needed at this time**

Land Leases

Does the district have a district owned building on leased land? **Is the executed lease agreement in the AiM database?**

- Yes (verify report below)**
- No**

- Yes**
- No (submit to SCD by Document Due Date)**

[AiM Land Lease Report](#)

District Notes	<input type="checkbox"/> No notes needed at this time
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Department Notes	<input type="checkbox"/> No notes needed at this time
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BUILDINGS

➤ Square footage impacts major maintenance (MM) and WDE operations & routine maintenance payments. Enhanced square footage is deducted from the overall gross square footage prior to data being provided to WDE.

AiM Property Profile Report

Is the Property Profile Report accurate?

Yes

No (work with SCD to make corrections prior to Document Due Date)

District Notes

No notes needed at this time

Department Notes

No notes needed at this time

Building Disposition (Sell, Donate, or Demolish) W.S. § 21-15-123 (f) (vi): Review district proposals for the disposition or demolition of buildings and facilities. W.S. § 21-15-116 (a): The plan shall not include the abandonment or demolition of any school facility or building unless there has first been a public hearing on the issue.

[AiM Disposed/Demolished Property List](#)

Does the district plan to dispose of a building?

No

Yes (work with SCD to obtain SFC approval and provide an AiM update form to the SCD)

The District already held a public hearing on:

The District already received SFC approval on:

Minutes of School Board Motion/Action attached

District Notes

No notes needed at this time

Department Notes

No notes needed at this time

Buildings (Mothballed) SFC Rules and Regulations, Chapter 6, Section 3: Definitions. (ee) “Mothballed building or facility” is any district building or facility which is closed and not operational, has the potential to be re-opened, is not being replaced under a district’s facility plan approved by the Commission, is not determined surplus within the district’s facility plan, and is maintained in good condition, for a maximum of three (3) years without additional approval from the Commission. Mothball status can be renewed by Commission approval after the initial three (3) years.

[AiM Mothballed Building Report & Dates](#)

Does the district plan to request to mothball a building that is not already mothballed or request renewal of mothball status?

Yes (explain in the District Notes section below)

No

District Notes

No notes needed at this time

Department Notes

No notes needed at this time

Building Enhancements SFC Rules and Regulations, Chapter 10, Section 2: (b) A district may opt, at any time, to implement a district-initiated project. A district-initiated project shall be considered a local enhancement to the extent that, when completed, the building or element exceeds the Commission’s relevant adequacy standards, whether for a design feature(s) or additional square footage. Regardless of any present or future recognition of the district-initiated element or project as not exceeding the Commission’s adequacy standards, neither the State, the Department, nor the Commission shall reimburse the district the cost of a district-initiated element or project.

AiM Enhancement Report

Does the district have enhancements not indicated on the Enhancement Report?

Yes (complete the [Enhancement Acknowledgment Form](#) and submit it to your SCD Project Manager)

No

District Notes	<input type="checkbox"/> No notes needed at this time
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Department Notes	<input type="checkbox"/> No notes needed at this time
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Building Leases W.S. § 21-15-109(c): Qualifying square footage is included in the major maintenance calculation

AiM Lease Report

Is the district leasing a portion of a district owned building to a third party?

Yes (answer question below)

No

Is the building a teacherage or an enhancement?

Yes

No (Confirm whether the lease meets any of the qualifications/criteria below.)

Criteria for determining whether a leased space qualifies for inclusion

in the MM square footage calculation:

Building meets one of the following criteria:

1. Lessee is a nonprofit or government agency and provides certified childcare or is an accredited educational program
2. Lessee does not qualify under #1 above, the building is surplus and is being used for any of the following purposes:
 - a. Certified childcare programs,
 - b. Developmental preschool programs, or
 - c. BOCES

In reference to #2, verify the following:

- Does the district report any fees or payments received or collected for this use of closed or surplus buildings as a local resource for purposes of foundation program computations under W.S. 21-13-310(a)(xv); and
- Does the district limit the lease agreement for the use of the closed or surplus building to not more than one (1) year subject to termination by the district at any time prior to expiration of the one (1) year period if necessary for provision of district educational programs?

District Notes	<input type="checkbox"/> No notes needed at this time
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Department Notes	<input type="checkbox"/> No notes needed at this time
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Building Condition

FCI/FCA Report

District Notes

No notes needed at this time

Department Notes

No notes needed at this time

CAPACITY

W.S. § 21-15-123(f): The state construction department shall: (ii) Subject to W.S. 21-15-117(a)(iii), establish a consistent, systematic research approach for student enrollment projections used by districts in developing district facility plans and forecasting building and facility needs to comply with statewide building adequacy standards;

[AiM Capacity Report](#) **Enrollment Projection Sheet**

District Notes	<input type="checkbox"/> No notes needed at this time

Department Notes	<input type="checkbox"/> No notes needed at this time

MAJOR MAINTENANCE

W.S. § 21-15-109(e) The district’s facility plan shall clearly specify proposed major maintenance expenditures for addressing district major building and facility repair and replacement needs on a building-by-building basis, updated for the applicable reporting period, which shall be aligned to the statewide adequacy standards and prioritized based upon the impact of the building or facility on the district’s ability to deliver the required educational program. The district shall include plans for maintaining any district building or facility which is under a lease agreement, specifying lease revenues available to the district for maintenance of facilities to the level required by statewide adequacy standards. No expenditures shall be made from the separate account unless the repair or replacement of the building or facility systems for which the expenditure is to be made is clearly specified within the district’s facility plan or otherwise approved by the department...

[AiM MM Balance & Dashboard Report](#)

Work Order Status

- To maintain accuracy within the AiM database, information (including Work Order Status) should be updated regularly.
- ***Download the Excel file “MM Work Order Report” from the AiM Facility Plan Report. Update the work order statuses and check back into AiM or send it to your SCD Planning Coordinator.***

Has the District updated the status(es) in the AiM “MM Work Order Report” and returned to the SCD or checked it back into AiM?

Yes

No

District Notes	<input type="checkbox"/> No notes needed at this time

Department Notes	<input type="checkbox"/> No notes needed at this time

Allowable and Excess Square Footage W.S. § 21-15-109: Major building and facility repair and replacement payments; computation; square footage allowance;

W.S. § 21-15-116(d)(ii): The commission shall review and approve each plan developed by the department under this section to ensure each plan reduces building and facility needs in the most efficient and cost effective manner in order to deliver quality educational services

District Excess Square Footage Report

If the District has Excess Square Footage, what plans does the District have to reduce? Select possibilities below:

- Dispose of closed building(s)**
- Consolidate into fewer buildings, dispose of excess building(s)**
- Reorganize space in existing facilities and partial demolition**
- Consider disposition of leased building(s)**
- Other out of the box ideas - explain in the District Notes below**
- Explain what prevents the district from disposing excess square footage in the District Notes below**

District Notes	<input type="checkbox"/> No notes needed at this time

Department Notes	<input type="checkbox"/> No notes needed at this time

CHARTER SCHOOL

Does the district have a charter school not previously reported to the SCD?

Yes (provide additional details for the charter below)

No

Charter Details:

Name of Charter:

Charter Approval: from _____ to _____

District Minutes of Approved Charter attached

Charter facility plan meeting date:

Building Charter School is operating in is:

Owned

Leased

Is there district owned space that may be available for the charter school to occupy in the future?

Yes (explain in the District Notes section below)

No

District Notes

No notes needed at this time

Department Notes

No notes needed at this time

CAPITAL APPROPRIATIONS

Capital Security Appropriation Balance

[AiM Capital Security Balance Report](#)

A Work Order should be submitted into AiM for any unused/unobligated security funds. Please reach out to your assigned SCD Project Manager should you need assistance.

District Notes	<input type="checkbox"/> No notes needed at this time
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Department Notes	<input type="checkbox"/> No notes needed at this time
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Capital Projects

AiM Capital Project Status Report

Are there any completed/closed capital projects (excluding security) with remaining balances that can be reverted at this time?

- Yes (complete table on the next page)**
- No**

District Notes	<input type="checkbox"/> No notes needed at this time
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Department Notes	<input type="checkbox"/> No notes needed at this time
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Completed Projects W. S. § 9-4-207(e)(i)(B): Not later than August 15, each agency shall provide to the auditor a list of existing unexpended appropriations or authorizations for all prior fiscal periods and amounts which can be reverted

AiM Project Number	Status	Amount to be Reverted	Notes

Needs Review W.S. § 21-15-119(a): Notwithstanding W.S. 9-2-1012, the commission shall annually, not later than September 1, develop and submit a recommended budget for projects and school capital construction financing to the governor, through the state budget department and to the select committee on school facilities. The department shall prepare and provide information as requested by the commission. The commission shall include with its recommended budget to the select committee the prioritized schedules of projects specified in W.S. 21-15-117 including the amounts allocated to each project and the annual building status report specified under W.S. 21-15-121.

Are there potential project needs that fall outside of Capacity and Condition (i.e. schedule prioritization for budget recommendations) that the district feels is a justified need for potential budget consideration?

Yes (complete table below)

No

Proposed Project	Aim Planned WO# (if submitted)	Circumstance/ Justifaction of Need/ Request	Budget Worksheet Submitted (through SCD PM)
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes

Needs Review Notes

District Notes

No notes needed at this time

Department Notes

No notes needed at this time

ADDITIONAL NOTES: ISSUES, IDEAS, OR CONCERNS

District Notes

No notes needed at this time

Department Notes

No notes needed at this time

Each district's facility plan represents a snapshot in time and is not a guarantee of any specific project scope or future funding. Project development requires consideration of non-construction alternatives, WDE & SCD consideration of requested configuration changes, and all other criteria as required by state statute. Commission approval of any facility plan is an acknowledgment of potential remedies, and if requested in a budget, will require final approval by the legislature and governor in order to move forward as an officially approved project.

Superintendent's Signature*

Date

Printed Name

*Please sign after the facility plan meeting with SCD and notes are complete. The superintendent's signature acknowledges the above information was discussed, but is not necessarily an agreement to all points represented. After the meeting, the district may modify its note sections prior to final signature.