

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 4 – FACILITIES AND EQUIPMENT</b>  <b>File: 4-1 Comprehensive Educational Facilities Plan</b></p>	<p><b>Last Reviewed: 6-28-10</b>  <b>Next Review: 7-01-12</b></p>
--	---

County boards of education in West Virginia have the responsibility to provide and maintain a sufficient number of suitable school facilities to meet the educational needs of the county.

Through the leadership of its administrative staff, the Preston County Board of Education seeks to identify school facility needs and determine ways and means of providing the required facilities. Meeting this need necessitates the cooperation and assistance of professional educators, administrators, architects, and lay public. However, in the final analysis it is the responsibility of the Board of Education to adopt a program to meet local school facility needs. In all instances, the Board and the administrative staff will seek guidance from and comply with the provisions of WVSBOE Policy Handbook on Planning School Facilities.

**Comprehensive Educational Facilities Plan**

The Preston County Board of Education shall develop a ten-year Comprehensive Educational Facilities Plan (CEFP) that addresses the requirements for new construction and major renovations where applicable as described in the following *SBP 6200 - Handbook on Planning School Facilities*. The CEFP not only encompasses new construction and renovations but also is used in the school closures, consolidation and reconfigurations as well as in developing levies and bond calls. All aspects of this plan are to be reviewed and verified for accuracy by the Board.

The CEFP shall be submitted to the West Virginia Department of Education (WVDE) and the School Building Authority of West Virginia (SBA) in the format described in *SBP 6200*. This plan is to be updated annually only in the event changes are required, and rewritten every 10 years thereafter beginning with the plan submitted in 1990. Approval of the county CEFP must be granted by the West Virginia Board of Education (WVBE) and the SBA. Subsequent substantial compliance with all laws and policies will be required when the CEFP contains closures and/or consolidations, regardless of the funding source. Approval must also be granted by the SBA prior to funding any project through the SBA and prior to utilization of federal funds for school improvement.

The CEFP must include all projects that alter the instructional square footage of the facility or exceed \$50,000 regardless of the funding source. Routine maintenance projects are not to be included in the CEFP unless state funding will be requested or utilized to implement them or if such projects are a part of the Major Improvement Plan (MIP). Required amendments to the plan and/or the plan budget must be submitted to the WVDE and the SBA for approval prior to the initiation of any construction or renovation project and such projects must meet all regulatory requirements and be described in an executive summary that outlines the specifics of the plan which will be submitted to the WVDE and SBA. (WVC §18-9D-15)

**Required Process for Developing a Ten-Year CEFP**

The Board of Education must complete the following procedural steps:

- ❖ Establish a CEFP planning team and committees representative of citizens and staff from the high school attendance area;

- ❖ Develop countywide goals and objectives and evaluate the previous ten-year plan;
- ❖ Research and compile data indicated in key elements of the program:
- ❖ Translate educational needs into facility needs;
- ❖ Develop a financial plan to implement the facility improvements;
- ❖ Conduct public hearings and develop a synopsis of public comments;
- ❖ Develop an objective methodology for evaluating the effectiveness of the plan. This evaluation is to occur during the eighth year of the ten-year planning period;
- ❖ Meet with officials of the SBA and WVDE to assure that the plan meets their mission and goals;
- ❖ Submit the proposed CEFPP to the Preston County Board of Education for approval;
- ❖ Submit the CEFPP to the WVBE and SBA for electronic approval as prescribed by the WVDE WVBE and the SBA. One hard copy shall be submitted to the SBA and one hard copy shall be submitted to the WVDE.

Should the plan be altered prior to the ten-year anniversary date, the amended document shall be submitted to the WVBOE and SBA for approval.  
(SBP 6200)

**The CEFPP must include the following components**

- ❖ Goals and objectives;
- ❖ The community analysis;
- ❖ Population and enrollment study;
- ❖ The educational plan;
- ❖ Evaluation and inventory of existing facilities for compliance with state requirements;
- ❖ Major improvement plan for existing facilities;
- ❖ Inter-county facility feasibility study;
- ❖ Translating educational needs into facility needs;
- ❖ Financing plan including a prioritized list of all projects within the county and their estimated costs;
- ❖ Synopsis of comments from the public hearing(s); and
- ❖ Objective evaluation of the plan's implementation.

In order to fairly compete within the region and state for scarce construction and remodeling funds, it is imperative that the comprehensive plans accurately reflect contemporary conditions and needs.  
(SBP 6200)

[Home](#)

Adopted: August 2, 1983  
Amended/Revised: June 28, 2010