



TO: Board Members

FROM: Chris Ragsdale

DATE: April 29, 2015

SUBJECT: Modifications to Administrative Rules for
May 13, 2015 Board Work Session

VIA EMAIL

The Superintendent recommends the following revisions to Administrative Rules:

Administrative Rule EB-R (Building and Grounds Management)

In accordance with Administrative Rule CMA-R and Board Policy BD, administrative rules and board policies are to be reviewed on a regular basis. During a review of Section E of the Cobb County Board of Education's policy manual, the Operations Department has recommended changes regarding Administrative Rule EB-R.

On behalf of the Operations Department, Policy, Planning and Student Support recommends the following changes to Administrative Rule EB-R:

1. Revision of language regarding items considered an emergency request for maintenance and repair

Administrative Rule FDC-R (Naming Facilities)

In accordance with Administrative Rule CMA-R and Board Policy BD, administrative rules and board policies are to be reviewed on a regular basis. During a review of Section F of the Cobb County Board of Education's policy manual, the SPLOST Department has recommended changes regarding Administrative Rule FDC-R.

On behalf of the SPLOST Department, Policy, Planning and Student Support recommends the following changes to Administrative Rule FDC-R:

1. Revision of language regarding Name Selection Committee
2. Addition of language addressing means of communication regarding naming of facilities
3. Addition of language regarding honorees

Administrative Rule FEAB-R (Selection and Employment of Architecture and Engineering Services)

In accordance with Administrative Rule CMA-R and Board Policy BD, administrative rules and board policies are to be reviewed on a regular basis. During a review of Section F of the Cobb County Board of Education's policy manual, the SPLOST Department has recommended changes regarding Administrative Rule FEAB-R.

On behalf of the SPLOST Department, Policy, Planning and Student Support recommends the following changes to Administrative Rule FEAB-R:

1. Revision of rule name
2. Revision of language regarding the merit system used to award projects

Administrative Rule FEAE-R (Construction on District Property Funded by Others)

In accordance with Administrative Rule CMA-R and Board Policy BD, administrative rules and board policies are to be reviewed on a regular basis. During a review of Section F of the Cobb County Board of Education's policy manual, the SPLOST Department has recommended changes regarding Administrative Rule FEAE-R.

On behalf of the SPLOST Department, Policy, Planning and Student Support recommends the following changes to Administrative Rule FEAE-R:

1. Addition of language regarding grant funded projects
2. Reference to a new financial management form
3. Revision of language regarding project with an estimated cost of \$100,000 or more

Administrative Rule FGB-R (Site Acquisition Procedures)

In accordance with Administrative Rule CMA-R and Board Policy BD, administrative rules and board policies are to be reviewed on a regular basis. During a review of Section F of the Cobb County Board of Education's policy manual, the SPLOST Department has recommended changes regarding Administrative Rule FGB-R.

On behalf of the SPLOST Department, Policy, Planning and Student Support recommends the following changes to Administrative Rule FGB-R:

1. Revision of language regarding the rational/objective of the rule

Administrative Rule FGG-R (Facilities Projects Change Orders)

In accordance with Administrative Rule CMA-R and Board Policy BD, administrative rules and board policies are to be reviewed on a regular basis. During a review of Section F of the Cobb County Board of Education's policy manual, the SPLOST Department has recommended changes regarding Administrative Rule FGG-R.

On behalf of the SPLOST Department, Policy, Planning and Student Support recommends the following changes to Administrative Rule FGG-R:

1. Revision of language regarding the approval and execution of change orders

Gregory, Doyle, Calhoun & Rogers has reviewed all suggested changes and concurs with Administration.

Administration is providing this information in compliance with Board of Education Policy BDF (Review of Administrative Rules), which reads:

“The proposed Rule(s) shall be sent to the Board for their review in advance of issuance. Specifically, their review shall include at least the ten (10) days immediately prior to the next Board Work Session. If no objection is indicated by Board member(s) to the Chair prior to the adjournment of the Board Work Session, the Rule(s) shall be deemed accepted.”



DISTRICT ADMINISTRATIVE RULE

EB-R Buildings and Grounds Management

8/23/12 ??/15

RATIONALE/OBJECTIVE:

The Cobb County School District (District) seeks to provide facilities and grounds that are safe, adequate, and conducive to the educational opportunity for students.

RULE:

The following directives shall be observed in regard to the maintenance of plants and facilities:

A. LIGHTING:

The thermal and lighting environment for facilities shall be in accordance with state and federal regulations.

B. REQUESTS FOR MAINTENANCE AND REPAIR:

1. Routine Requests:

- a. Requests by Principals or designee for maintenance and repair of school facilities shall be directed to the Maintenance and Operations Department (Maintenance) by inputting an online Work Order Request (Work Order).
- b. All routine Work Orders shall be input and completed in accordance with procedures provided by Maintenance.

2. Emergency Requests:

Emergency requests for maintenance and/or repair included in the following emergency categories shall be directed by phone to Maintenance.

a. Fire:

Any fire shall be reported to Maintenance and District Public Safety immediately after notification of the fire department. Schools should refer to their School Safety Plan for reporting requirements.

b. Gas Leak:

Maintenance shall be notified immediately of leaks in gas systems.

- c. Broken water pipes and/or flooding conditions;
- d. Broken glass around locking hardware, windows or doors;
- e. Power failures;
- f. Electrical shortages;
- g. Insufficient hot water to operate kitchen;
- h. Inoperative boiler and/or lack of heat;
- i. Air conditioning malfunction in multiple rooms and/or entire building;
- j. Inoperative lock equipment;
- k. Inoperative kitchen equipment necessary for preparation of a meal;
- l. Clogged sewers and/or sewer floods;
- m. Inoperative custodial equipment if blocking facility hallways or classroom doors, posing a safety hazard.
- n. Inoperative elevator or wheelchair lift, posing a safety hazard.

C. PLAYGROUND INSPECTION:

1. All playground equipment should be inspected monthly by the school's Head Custodian. A thorough inspection should be conducted annually by the District's Office of Public Safety.

2. Any time a dangerous situation is identified a work order should be submitted online immediately to Maintenance using the procedures outlined above.
3. All school personnel responsible for supervising students on the playground should receive an annual review of safety guidelines related to playscapes and playground supervision. The Principal or designee should ensure proper supervision of students is maintained.

Reclassified an Administrative Rule: 9/1/04

Revised: 7/28/05; 8/13/08

Revised and recoded: 8/23/12 (Previously coded as Administrative Rule ECB)

Revised: ??/??/15

Legal Reference

O.C.G.A. 20-02-0261 Common minimum facility requirements



DISTRICT ADMINISTRATIVE RULE

FDC-R Naming Facilities

4/17/13 ?/?/15

RATIONALE/OBJECTIVE:

The Cobb County School District (District) recognizes that the official names of its facilities are vital to their public image. Therefore, when selecting names for facilities for recommendation to the Cobb County Board of Education (Board), the District will emphasize effective public communication and the honor and integrity that the name will reflect upon the facility.

RULE:

A. NAMES FOR NEW DISTRICT FACILITIES:

1. General Provisions:

- a. Individuals and organizations in Cobb County may submit names for new facilities for consideration by the District for recommendation to the Board.
- b. Names for new District facilities must be approved by the Board.
- c. New facilities may be named for individuals, families, communities and geographic areas of Cobb County. Specific provisions:
 - (1) If the name proposed honors a person, the honoree must be deceased for at least three (3) years.
 - (2) The person must have made a significant educational, historical or social contribution in the community.
 - (3) Names of persons that duplicate in whole or part the last name of an existing District facility shall be ineligible for selection as the name of a new facility.
 - (4) Names of communities served and geographic locations in proximity to the facility may be proposed for consideration.

2. Name Selection Committee:

- a. If the construction of a new facility involves more than one school, the Superintendent's Office will request that a principal from one of the affected schools coordinate the process of naming the new facility. This principal will establish a Name Selection Committee (Committee), with membership consisting of:
 - (1) Principals from the other schools at the same grade level having attendance zones that will be affected by the new facility;
 - (2) Two or more parents and/or community members, from each affected school, to be selected by that principal. A principal may identify representatives from the PTA/PTSA, the School Council, other school support organizations or the general school community; and
 - (3) Other individuals, to be determined by the coordinating principal.
- b. If the construction of the new facility will involve only one school, the building principal will oversee the naming of the new facility **and will establish a Name Selection Committee (Committee) to consider names for the new school. The principal may appoint members to the Committee from parents, community members, members of the PTA/PTSA, the School Council, other school organizations, or the general school community.** The administrator may ask the members of the School Council to serve as the Committee to consider names for the new school.

3. Public Involvement:

- 46 a. The District will use various means to advise the community of the process and the
47 timeline for naming **of the new school(s) when the principal coordinating or**
48 **overseeing the naming process reports the formation of the Committee and**
49 **sets its working timeline.** These means shall include, but not be limited to news
50 releases, ~~and~~ mailings, **e-mail, social media, or postings on school websites to**
51 **inform** ~~to~~ the PTA/PTSA, School Councils, the Cobb Chamber of Commerce,
52 community organizations and civic clubs.
- 53 b. The public may submit names for Committee consideration through the US Mail, fax or
54 e-mail to a District Contact designated by the Superintendent. The names submitted
55 must conform to Section A.1.c., and its subsections above, in order to be considered.
- 56 c. A minimum six-week timeline shall be established for the public to propose names. The
57 District Contact will send an acknowledgement letter to those who offer names for
58 Committee consideration.
- 59 d. The District Contact will forward the names proposed and any supporting
60 documentation to the coordinating **or overseeing** principal for the Committee's
61 review.
- 62 e. The District Contact shall maintain lists of names previously proposed by the public but
63 not used in naming schools. Such lists will be provided to the appropriate Committees
64 for re-consideration.
- 65 f. Individuals or groups submitting a name may be invited to attend a Committee
66 meeting to present information in support of the suggested name.

67 **4. Procedures:**

- 68 a. The coordinating **or overseeing** principal will set the Committee's working timeline;
69 typically, it would involve at least two (2) meetings over a two (2) to three (3) month
70 period. This timeline should take into account the period for public input, the school
71 calendar, and the Board's meeting schedule.
- 72 b. Each Committee may designate one meeting to allow individuals/groups who submit
73 names to make brief presentations in support of the suggested name. These
74 presentations should underscore the educational, geographical, historical, personal or
75 social significance of the favored name.
- 76 c. Committee members will consider all names offered. Through a secret ballot process,
77 the members will identify the three (3) most preferred names, with the one receiving
78 the most votes becoming the Committee's first choice. The coordinating **or**
79 **overseeing** principal forwards this list of three (3) potential names to the
80 Superintendent's designee, without disclosing the results to the Committee or others,
81 except as may be required by law.
- 82 d. At this point, the Committee has accomplished its task and it disbands.
- 83 e. The District Contact will prepare a Board agenda item incorporating the Committee's
84 list of three (3) proposed names, with appropriate background information about each
85 name. The committee's first choice of school name is presented as the
86 Superintendent's Recommendation. The Board may accept one of the Committee's
87 three (3) names, or it may vote on and approve another name.
- 88 f. Once the Board votes on a name, the Superintendent's Office shall advise the schools
89 and the public of the approved name.

90
91 **B. NAMES FOR AREAS WITHIN EXISTING FACILITIES:**

92 **1. General Provisions:**

- 93 a. Areas within existing facilities and property shall be titled in accordance with their
94 function and the official District name for the facility.
- 95 b. The areas within existing facilities that may be named include, but are not limited to:
96 media centers, stadiums, theaters, gymnasiums, cafeterias/lunch rooms, buildings
97 detached from the main building of the facility (classrooms, administrative or athletic),
98 driveways, play grounds, athletic fields, gardens or nature areas containing a minimum
99 of 300 square feet.
- 100 c. The District understands that periodically, communities served by existing facilities
101 may wish to recognize individuals for long and honorable service.

102 **2. Donors:**

103 Areas within an existing facility as described in Section B.1.a. , and its subsections above,
104 may be named for entities that make donations of \$250,000 or more. The donation may

be to an individual school, the Cobb Schools Foundation, or to the District. The Superintendent will notify the Board when such a donation is received, including any recommendation regarding naming an area within an existing facility for the donor. If the Board approves the Superintendent's recommendation, then the name shall be ~~considered as permanent and non-changeable~~ **approved**.

3. **Honorees:**

a. **Provisions:**

Schools and their communities may honor a living or deceased person or an entity, according to the following provisions:

- (1) District employees, living or deceased, may be considered if they have worked at the educational facility for a minimum of five consecutive years or ten cumulative years in the District.
- (2) Living or deceased members of the community served by the educational facility may be eligible, if those individuals have distinguished themselves through ten (10) documented years of school-related service and have held membership in at least one school-related support organization (PTA, Booster Club, Citizens' Advisory Council, School Council, etc.) during the years of their children's enrollment in the District.

(3) **Alumni of distinction, living or deceased.**

b. **Procedures:**

The administrator in charge of the facility shall manage requests to name areas of existing facilities for individuals or entities the school seeks to honor:

- (1) These requests shall be forwarded to the Superintendent or his designee for notification to the Board prior to administrative approval.
- (2) The Superintendent or his designee will inform the Board of the request in writing and will set a time period for Board Members to comment. When the time period has expired, the Superintendent's designee will advise the local school administrator of the status of the request.

4. **Signs or Markers:**

Local school administrators shall confer with the ~~Director of Construction~~ **SPLOST Department** regarding guidelines and specifications for signs or markers to be placed at existing school facilities to honor persons or entities for whom the specific area is named.

C. RE-NAMING EXISTING FACILITIES:

When the repurposing of a facility occurs, the Superintendent or designee shall manage requests to re-name the facility in accordance with section B. above.

D. OTHER USE OF SCHOOL PROPERTY FOR COMMEMORATIVE PURPOSES:

1. School administrators and faculties may, at their option, place pictures, plaques and other non-permanent commemorative objects on the internal walls of educational facilities in recognition of persons, organizations and events.
2. The use of school facilities and property for honoring or memorializing persons shall be limited to the provisions of this Administrative Rule. However, if the naming of a facility for this purpose preceded the adoption of this Rule, that name may remain in place.

Adopted: 5/14/69; 6/9/04(Reg)

Revised: 11/9/83; 8/8/84; 7/28/88; 2/13/91; 12/13/95; 7/22/99; 5/27/04

Reclassified an Administrative Rule: 9/1/04

Revised: 12/8/05

Revised and recoded: 8/23/12 (Previously coded as Administrative Rule FF)

Revised: 4/17/13: **??/15**

GREEN font indicates content recommended by Operations

BROWN font indicates content recommended by Policy, Planning & Student Support

YELLOW highlight indicates content recommended by Gregory, Doyle, Calhoun and Rogers



DISTRICT ADMINISTRATIVE RULE

FEAB-R Selection and Employment of Architecture and Engineering **Services**

Firms

2/19/14 7/7/15

GSBA Reference: FEAB (Architects Involvement in Project Planning)

RATIONALE/OBJECTIVE:

The Cobb County School District (District) recognizes the importance of qualified architectural and engineering support to the planning and construction process and for the protection of the public investment that construction represents.

RULE:

A. SELECTION/EMPLOYMENT:

The selection and employment of an architect or engineer by the District or Board of Education shall be in accordance with the following procedures:

1. Qualification:

An architect or engineer wishing to enter into a contract for the purpose of providing architectural or engineering services to the District must submit a résumé listing the organization's experience with emphasis on the design of kindergarten thru 12th grade facilities.

2. Architect-Engineer Review Committee:

An Architect/Engineer Review Committee consisting of three (3) members from the SPLOST Division staff shall review architect's and/or engineer's qualifications from résumés submitted. The committee will evaluate and recommend:

- Applicants to be maintained on a qualified list; and
- Firms to be awarded projects **based on a merit system determined by experience in performing kindergarten thru 12th grade projects with additional points for work performed on projects in the District using a merit system which takes into account the firms' prior experience and performance on K-12 projects in general and the firms' prior experience and performance on project for the District in particular.**

B. SOLICITATION:

The solicitation for architectural and/or engineering services shall be coordinated by the SPLOST Division.

C. FEE:

1. Construction Projects:

The basic contract fee for a selection that requires the preparation of construction documents and results in award of a construction contract shall be based on the value of such contract in accordance with Form FEAB-1.

2. Non-Construction Services:

The basic contract fee for a selection that does not require preparation of construction documents that result in award of a construction contract, such as master planning, facility evaluations, needs assessments, etc. shall be by negotiated fee utilizing industry standards and market conditions.

B. CONTRACT APPROVAL:

45 Approval of architect or engineer's contracts shall comply with the provisions of Board Policy
46 DI (Accounting and Reporting).

47
48
49 Approved: 2/8/67
50 7/74; 10/27/83; 11/9/83; 8/8/84; 11/8/89; 5/14/90; 12/13/95
51 Reclassified an Administrative Rule: 9/1/04
52 Revised: 9/22/05; 2/11/09, 8/10/11
53 Revised and recoded: 8/23/12 (Previously coded as Administrative Rule FEB)
54 **Revised: 2/12/14: ?/?/15**

55
56 Legal Reference
57 Rule 160-5-4-.11 Architectural Contracts and Fees



DISTRICT ADMINISTRATIVE RULE

FEAE-R Construction on District Property Funded by Others

~~12/10/14~~ 2/2/15

GSBA Reference: FEAE (Community Involvement in Project Planning)

RATIONALE/OBJECTIVE:

The Cobb County School District (District) requires that all improvements to District property comply with state, local, and District standards. The District has therefore established procedures for community organizations and/or individuals who desire to make such improvements.

RULE:

A. GENERAL REQUIREMENTS:

1. Any improvements to existing District property, whether new construction, modification, alteration or renovation, either interior or exterior in nature, proposed by an individual or organization other than the District shall not be commenced until plans, specifications and projected costs have been reviewed and approved by the Principal, Project Coordinator, Chief Financial Officer and Superintendent. The Director of Contract Administration and Control shall be designated as Project Coordinator.
2. District property includes, but is not limited to, land, administrative facilities, academic facilities, athletic facilities, grounds, and unimproved portions of school or administrative sites.
3. Documentation showing funds available for the project (letter of financial verification from organization's bank, including current bank statement and organization's financial statement), proposed financing, and plans for paying off any debt incurred for the project shall be submitted as part of each application for project approval.
4. Projects estimated to cost more than two-hundred thousand dollars (\$200,000) shall be evaluated by the Project Coordinator and recommended by the Superintendent to the Board of Education (Board) for approval and authorization in compliance with Board Policy DI (Accounting and Reporting).
5. The school community should be notified of proposed changes as outlined in Board Policy KB (Public Information Program).
6. All grant funded projects must be coordinated with the Accountability, Research, and Grants Department.

B. PROCEDURES:

Any organization or individual wishing to perform work or make improvements on District-owned property shall comply with the following procedures:

1. Under \$10,000:

a. Development of Project Scope:

- (1) The Principal or designee is to participate in preliminary discussions with the Project Coordinator to determine project feasibility and requirements.
- (2) If the project is determined to be feasible, proceed with project design.

b. Submission of Documentation for Approval of Proposed Work:

- (1) Submit to the Project Coordinator:
 - (a) Request for Project Approval (Form FEAE-1), to include the estimated cost and proposed financial plan;
 - (b) Proposed drawing and specifications (if applicable);
 - (c) Appropriate waiver form (Form FEAE-2 [Contractor/Individual], Form FEAE-3 [Parent/Guardian/Child], or Form FEAE-4 [Club/Organization], as appropriate);

- (d) Verification of project funding (letter of financial verification from the organization's bank, including current bank statement, and organization's financial statement) being set aside for total project cost; and
- (e) A copy of building/trade permit, if applicable.
- (2) The Project Coordinator will review the submissions and will approve or reject the project. Action will be communicated to the applicant from the Project Coordinator and the project may commence.

c. **Verification of Work:**

The Project Coordinator or designee will make periodic site visits to review the progress of the work and ensure that the work is being performed in accordance with the approved plans and specifications.

d. **Project Completion:**

- (1) When the project is complete, notify the Project Coordinator for final inspection.
- (2) **A copy of the Project Completion Financial Information, Form FEAE-5 must be submitted by the Principal to the Capital Projects Accounting Manager.**

2. **\$10,000 up to \$199,999.99:**

Projects with an estimated total cost between \$10,000.00 and \$199,999.99 must be evaluated by the Project Coordinator and approved by Coordination Record and shall comply with the following procedures:

a. **Development of Project Scope:**

- (1) The Principal or designee is to participate in preliminary discussions with the Director of Construction to determine project feasibility.
- (2) If the project is determined to be feasible by Project Coordinator, proceed with project design and provide the following to the Project Coordinator for review and approval:
- (a) Proposed drawing; and
 - (b) Project specifications (If applicable).
- (3) Upon approval of plans, submit final plans to Cobb County or City having jurisdiction and obtain building permit.

b. **Submission of Documentation for Final Project Approval:**

- (1) Submit to the Project Coordinator the following:
- (a) Request for Project Approval (Form FEAE-1), to include estimated cost and proposed financial plan;
 - (b) Appropriate waiver form (Form FEAE-2 [Contractor/Individual], Form FEAE-3 [Parent/Guardian/Child], or Form FEAE-4 [Club/Organization], as appropriate);
 - (c) Copy of building permits and other required permits for file;
 - (d) Contractor's certificate of insurance for final approval;
 - (e) Financing Plan (letter of financial verification from the organization's bank, including current bank statement, and organization's financial statement) which must include a 10% contingency fund for unforeseen conditions;
 - (f) Projects with an estimated cost of \$100,000 or more must **have a performance and payment bond submitted a part of the final approval** **comply with the requirements of the Georgia Local Government Public Works Construction Law, O.C.G.A. § 36-91-1 et seq. and, in connection therewith, the project must be competitively bid and the proposed contractor must provide payment and performance bonds as part of final approval of such projects.**

- (2) When all documents required in Section (1) have been received and approved, the Coordination Record will be prepared and presented for approval.
- (3) Action will be communicated to applicant from the Project Coordinator and the project may commence.

c. **Verification of Work:**

- (1) The Project Coordinator or designee will make periodic site visits to review the progress of the work and ensure that the work is being performed in accordance with the approved plans and specifications.
- (2) The appropriate inspections must be made by the authorities having jurisdiction, including the Fire Marshall, throughout the construction process in order to receive the Certificate of Occupancy when the project is completed.

106 d. **Project Completion:**

- 107 (1) A copy of the Certificate of Occupancy, (C.O.), must be submitted to the Project
108 Coordinator before the project can be used for its intended purpose.
109 (2) **A copy of the Project Completion Financial Information, Form FEAE-5 must**
110 **be submitted by the Principal to the Capital Projects Accounting Manager.**
111

112 3. **\$200,000 or More:**

113 Projects with an estimated total cost of \$200,000.00 or more must be evaluated by the
114 Project Coordinator and recommended by the Superintendent for approval by the Board
115 and shall comply with the following procedures:

116 a. **Initial Project Scope Review:**

117 The Principal or designee shall meet with the Project Coordinator to discuss project
118 scope, project budget and feasibility. Once the project scope and feasibility has been
119 reviewed and approved, the Principal and/or designee may proceed to engage the
120 required design professionals to provide the contract documents for the project.

121 b. **Procurement of Construction Services:**

122 Procurement of construction services for the Proposed Project shall be in accordance
123 with the following:

- 124 (1) Georgia Board of Education Rule 160-5-4-.15; and
125 (2) Georgia Local Government Public Works Construction Law, O.C.G.A. § 36-91-1 *et*
126 *seq.*

127 c. **Submission of Documentation for Final Project Approval:**

- 128 (1) Submit to the Project Coordinator:
129 (a) Request for Project Approval (Form FEAE-1), to include final cost and proposed
130 financial plan;
131 (b) Appropriate waiver form (Form FEAE-2 [Contractor/Individual], Form FEAE-3
132 [Parent/Guardian/Child], or Form FEAE-4 [Club/Organization], as appropriate);
133 (c) Copy of all building permits and other required permits for file;
134 (d) Contractor's certificate of insurance for final approval;
135 (e) Projects must have a performance and payment bond submitted as part of the
136 final approval; and
137 (f) Financing Plan (letter of financial verification from the organization's bank,
138 including current bank statement, and organization's financial statement) which
139 must include a 10% contingency fund for unforeseen conditions.
140 (2) When all documents required in Section (1) are received and approved, the project
141 will be presented to the Board for approval.
142 (3) Board action will be communicated to applicant from the Project Coordinator and
143 the project may commence.

144 d. **Verification of Work:**

- 145 (1) The Project Coordinator or designee will make periodic site visits to review the
146 progress of the work and ensure that the work is being performed in accordance
147 with the approved plans and specifications.
148 (2) The appropriate inspections must be made by the authorities having jurisdiction,
149 including the Fire Marshall, throughout the construction process in order to receive
150 the Certificate of Occupancy when the project is completed.

151 e. **Project Completion:**

- 152 (1) A copy of the Certificate of Occupancy (C.O.) must be submitted to the Project
153 Coordinator before the project can be used for its intended purpose.
154 (2) **A copy of the Project Completion Financial Information, Form FEAE-5 must**
155 **be submitted by the Principal to the Capital Projects Accounting Manager.**
156

157 **C. COMMUNICATIONS FACILITY GUIDELINES:**

158 Board Policy specifically requires the school community to be notified of proposed cell tower
159 construction. Procedures for this notification are outlined in Board Policy KB (Public
160 Information Program).

- 161 1. Telecommunications companies/cell tower owners that are requesting easement and lease
162 agreements with the District to construct and maintain telecommunications facilities/cell
163 towers on school sites shall be governed by the following rules and regulations:

164 a. The Director of Planning shall be designated as the Project Coordinator.

165 **b. The Project Coordinator shall:**

- 166 (1) Record the details of requests on a Request Form containing the following
167 information:
168 (a) Name of telecommunications company/cell tower owner;
169 (b) School site;
170 (c) Type of structure (free-standing tower, light tower, co-location, or coaxial cable
171 booster facility);
172 (d) Anticipated height and size of structure(s); and
173 (e) Name, address and telephone number of contact person at the
174 telecommunications/cell tower company
175 (2) Be responsible for keeping files containing all correspondence relating to the
176 request and approval of the proposed project.
177 (3) Notify the Area Assistant Superintendent.
178 (4) Contact the Principal where the site is requested and determine if there is interest
179 in pursuing the request. The date of contact is to be documented.
180 (a) If there is no interest, the Project Coordinator shall send a letter to the
181 telecommunications company/cell tower owner stating that the District is not
182 interested in pursuing negotiations. That letter is to be placed in the Project
183 Folder and the issue is considered closed.
184 (b) If there is interest, the Project Coordinator shall schedule a meeting at the
185 school to include the Principal, Project Coordinator, and representatives of the
186 telecommunications company/cell tower owner.
187 (5) Notify the Board Member for the school once the initial school site meeting has
188 occurred.
189 c. Once the proposal has been approved by the Principal and the appropriate Board
190 Member has been notified, feasibility testing by the telecommunications company/cell
191 tower owner may begin.
192 d. The Principal shall be required to conduct a community survey or community forum to
193 solicit input on the proposed facility. Input received should be reviewed by the Project Coordinator
194 and Administration prior to making a recommendation to the Board.
195 e. The Project Coordinator shall be responsible for negotiating payment by the
196 telecommunications company/cell tower owner for the easement or lease provided by
197 the District. The Project Coordinator has the duty to obtain fair market value for the
198 easement or lease. Independent appraisals may be used to determine the fair market
199 value.
200 f. The Project Coordinator shall comply with all legal requirements specified in Board
201 Policy and District Administrative Rules. The telecommunications company/cell tower
202 owner shall be notified of these legal requirements by the Project Coordinator.
203 g. The easement or lease agreement governing the transaction shall be approved by the
204 Board.
205 h. Upon receipt of payment, the Project Coordinator shall deliver the payment for the
206 easement or lease to the District's Chief Financial Officer, along with a copy of the fully
207 executed easement or lease agreement.
208

209 **D. LEGAL REQUIREMENTS:**

- 210 1. Legal counsel for the District shall prepare all contracts, working with the
211 telecommunications companies'/cell tower owner's legal counsel.
212 2. The telecommunications company/cell tower owner shall be required:
213 a. To provide all site specifications, drawings, legal descriptions, and surveys prior to the
214 drafting of the lease or easement agreement. These specifications must be approved
215 by the Project Coordinator; and
216 b. To pay all legal fees and expenses associated with the transaction.
217 3. **Payments:**
218 a. No agreements shall have an initial term of over five (5) years;
219 b. Cell Tower Rent:
220 Payment for at least five years shall be paid in advance at the beginning of each term;
221 c. If the telecommunications company/cell tower owner should have additional antenna
222 tenants, monthly fees as defined by the lease agreement shall be paid to the District's
223 Project Coordinator.

4. All agreements shall be terminable at the will of the District if the site should be needed for educational purposes, as determined in the District's sole and absolute discretion.
5. The District shall not agree to indemnify or hold harmless a telecommunications company for any reasons.
6. Any communications facility to be placed on District property shall be designed to structurally accommodate the maximum number of additional users technically practical. The telecommunications company/cell tower owner shall have the duty to negotiate in good faith for co-location by third parties.
7. The maximum height of cellular towers placed on District property shall not exceed two hundred (200) feet.
8. Upon expiration or termination of the lease or easement agreement, the telecommunications company/cell tower owner shall remove the telecommunications facility (excluding light towers) from the property at its sole cost and expense and return the facility to its original condition, reasonable wear and tear excepted.

E. REVENUES:

1. Revenues generated from telecommunication facility/cell tower lease and easement agreements shall be paid:
 - a. 60% to the host school;
 - b. 40% to be placed in a general account for use by other schools.
2. Area Assistant Superintendents will determine appropriateness by request of schools for the dispensation of the 40%.
3. Revenues may also be used to pay for appraisals to determine fair market value of the easements and lease agreements.
4. The primary use of the funds by the schools should be for:
 - a. Curricular/co-curricular and extra-curricular activities which have a direct impact on staff and students;
 - b. Additional equipment and materials; and
 - c. Capital outlay projects which are similar to existing projects (example: assistance in retiring stadium debts).
5. Funds shall not be used for the following:
 - a. Celebration activities;
 - b. Staff and student incentive programs;
 - c. Activities of a social nature.

F. MONITORING:

1. The Project Coordinator shall provide to the head of his/her division monthly reports to containing the following:
 - a. New requests;
 - b. Pending proposals;
 - c. Approved agreements;
 - d. Payments received; and
 - e. Status of zoning approvals.
2. The Project Coordinator shall provide legal counsel with fully executed copies of the agreements upon receipt.

Approved: 10/13/82

Revised: 11/9/83; 8/8/84; 10/22/92, 12/13/95; 1/27/00; 1/23/03

Reclassified an Administrative Rule: 9/1/04

Revised: 9/22/05; 11/12/08; 4/15/09; 10/13/10

Revised and recoded: 8/23/12 (Previously coded as Administrative Rule FJA)

Revised: 12/10/14; 2/2/15

Legal Reference

O.C.G.A. 36-91-1

Rule 160-5-4-.03

Rule 160-5-4-.10

Rule 160-5-4-.15

Rule 160-5-4-.16

Local Government Public Works Construction

Applications for State Capital Outlay Funding

Approval of Plans and Specifications

Processing of Plans and Specifications for Public School Construction

Educational Facility Site, Construction, and Reimbursement

GREEN font indicates content recommended by Operations

BROWN font indicates content recommended by Policy, Planning & Student Support

YELLOW font indicates content recommended by Gregory, Doyle, Calhoun & Rogers



DISTRICT ADMINISTRATIVE RULE

FGB-R Site Acquisition Procedures

8/23/12 ?/?/15

RATIONALE/OBJECTIVE:

Cobb County School District (District) seeks to provide relief to over-populated schools within a geographic area by obtaining sites for the construction of ~~additional~~ **new** schools and additions to existing schools. **The District may also obtain sites for new schools seek to replace existing schools that are inefficient to maintain.**

RULE:

A. GENERAL PROVISIONS:

The District shall endeavor to make the wisest choice possible of sites on which school facilities are to be constructed. To this end, the Superintendent and staff recommend for consideration by the Board of Education (Board), when needed, possible school sites. Such recommendation(s) shall be accompanied by supporting/explanatory rationale.

B. BOARD APPROVAL:

1. Land appraisals and options to purchase land must receive prior Board approval.
2. Final site selection and purchase authorization must be approved by the Board.

C. PROHIBITION:

Board of Education policy prohibits the acquisition of real property for investment purposes.

Approved: Prior to 1976

Revised: 11/9/83; 8/8/84

Reclassified an Administrative Rule: 9/1/04

Revised: 7/28/05

Revised and recoded: 8/23/12 (Previously coded as Administrative Rule FEE)

Revised: ?/?/15

Legal Reference

O.C.G.A. 20-02-0260 Capital outlay funds, generally

GREEN font indicates content recommended by Operations

BROWN font indicates content recommended by Policy, Planning & Student Support

YELLOW highlight indicates content based on a recommendation from Gregory, Doyle, Calhoun and Rogers



DISTRICT ADMINISTRATIVE RULE

FGG-R Facilities Projects Change Orders

8/23/12 **8/23/15**

RATIONALE/OBJECTIVE:

The approval of change orders to construction contracts will be done on a legal contract basis between the contractor and the Cobb County School District ~~(District)~~.

RULE:

Any change order in a construction contract shall be approved as follows:

1. A change order in the amount of \$25,000 or less ~~shall~~ **must** be ~~submitted to the Director of Construction and approved and executed by~~ the Superintendent or designee. ~~for approval. The change order to be executed by the Superintendent or designee.~~
2. A change order in the amount of \$25,001 ~~thru~~ **to** \$200,000 must be approved by **Staff** Coordination Record and executed by the Superintendent or designee.
3. Board of Education (Board) Responsibilities:
 - a. A change order in an amount greater than \$100,000 shall be reported to the Board.
 - b. A change order in an amount greater than \$200,000 requires Board approval.

Approved: 1/14/70

Reviewed: 7/74

Revised: 11/9/83; 8/8/84; 2/13/86; 2/22/90; 12/13/95

Reclassified an Administrative Rule: 9/1/04

Revised: 9/22/05; 3/8/06; 4/15/09

Revised and recoded: 8/23/12 (Previously coded as Administrative Rule FEGGA)

Revised: 8/23/15