

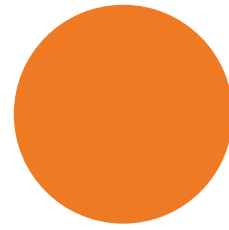


# Best Practices for Capital Improvements

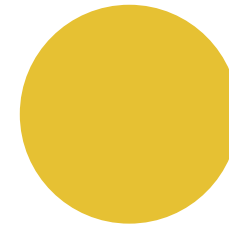
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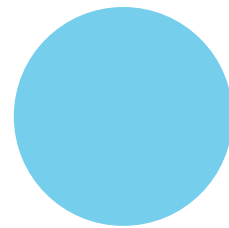
How do district goals and initiatives guide funding type strategies for Capital Improvements in your district?



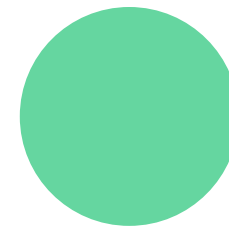
Operating



Capital  
Outlay



Bond



Other

Process:

Define Key Stakeholders and Decision Makers

Recognize that you may have an annual group and a multi-year Bond group.



Define an annual request timeline and general directions.



Group project types.



Determine or validate project cost estimates and total available funding.



Review revenues, committed expenses, project requests and prioritize.

## Who is responsible for tracking?



Track deferred projects and multi-year commitments for future planning purposes.



Set aside contingency funds and determine a process for in year allocations for unforeseen needs. Track these decisions and remaining available funds.

## Additional Items for Consideration

Trade-in Best Practice

Fit with Standards / Replacement Cycles

Equity

Procurement Process

Associated Costs or Other Impacts

## Key Steps

Determine Funded Capital Plan

Establish Project Lead

Communicate Funded Projects

Set Timing Expectations

Track Expenses vs. Budget

## Year End Activities



Evaluate annual spend and determine if any projects need an extended timeline or what budget fallout exists for additional project funding.



Establish budget administrator rules for over and under spending on a project and budget job group basis and if/when rollover of Capital funding is allowable.

## Example: Blue Valley Annual Capital Outlay Process Timeline

### July-Nov

F&O: Evaluate district facilities.

Business Office:  
Evaluate district FFE.

Budget Managers  
identify projects.

Project details and cost  
estimates gathered.

### December

Capital Outlay letters  
are sent to all budget  
managers requesting  
list of needs and  
Capital Operating  
budget changes.

### January

All requests are  
submitted to the  
committee chair.

Preliminary Revenue  
projections are  
calculated.



## Example: Blue Valley Annual Capital Outlay Process Timeline (cont.)

### February

CO Committee does a preliminary evaluation.

Potential projects are assigned for scope and estimate research.

CO Committee further prioritizes potential projects.

### Mar - May

Scope and estimates continue to be modified and re-estimated.

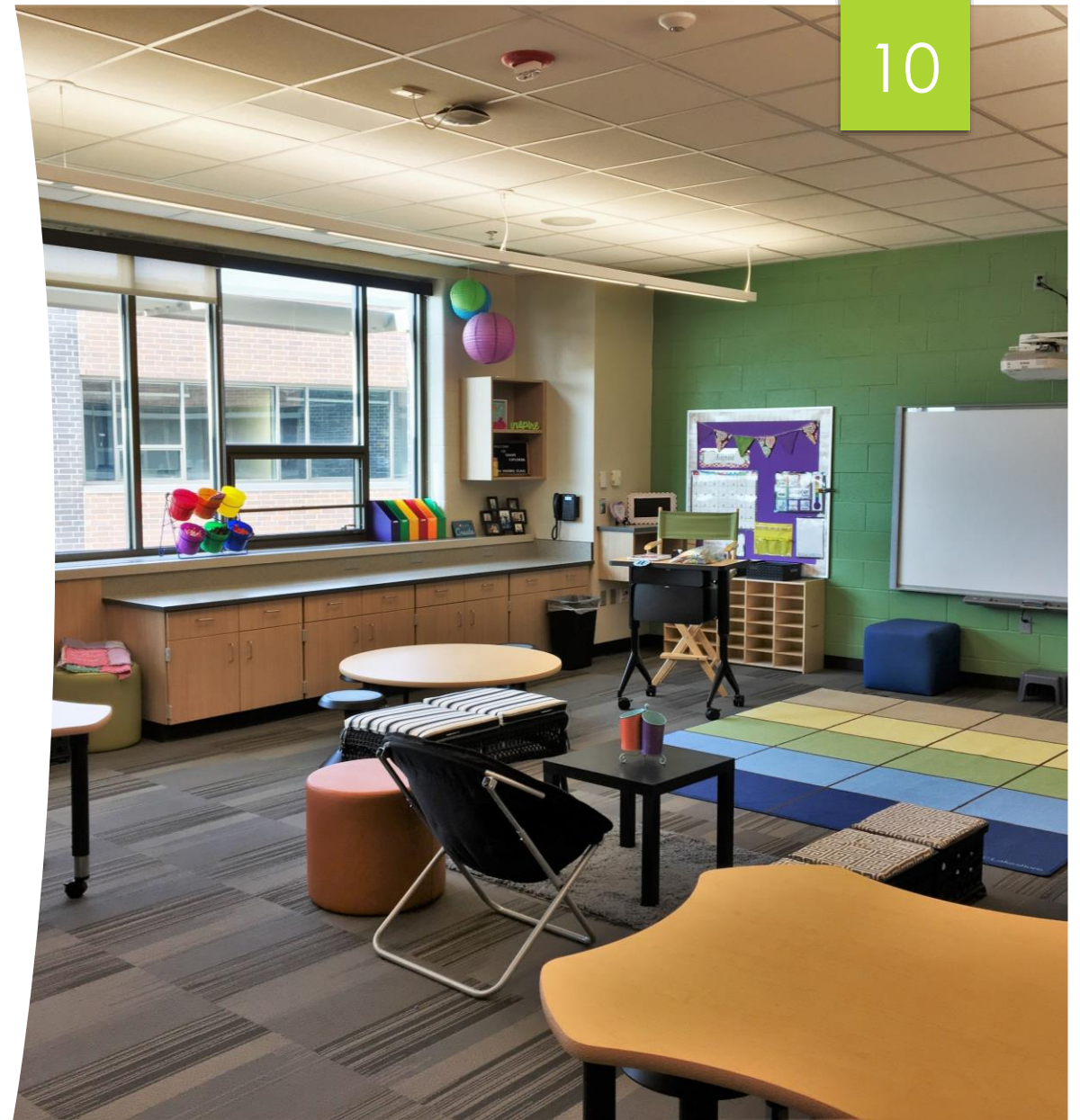
CO Committee meets multiple times to give direction and prioritize.

### May - June

Final Capital Outlay list is approved.

Letter of project approval is sent to budget managers.

# Capital Improvement Questions?



# Best Practices for Capital Improvements

Thank you!