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?
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.
Thank you!