

SUMMARY OF REVISIONS  
(Including post-public comment revisions)

COMMISSION FOR ARKANSAS PUBLIC SCHOOL  
ACADEMIC FACILITIES AND TRANSPORTATION  
RULES GOVERNING THE FACILITIES MASTER PLAN

Amendments to these rules are necessary as a result of Acts 935 and 542 of 2017. They also contain clarifications and non-substantive edits.

These proposed amendments incorporate the definition of “building” contained in Act 935 or 2017. Consistent with Act 542, the proposed amendments provide a definition of “unused or underutilized” property, require that a school district’s master plan identify any such properties, and require school districts to identify these properties by February 1 of each year. They also clarify that master plans must be kept updated (consistent with Ark. Code Ann. § 6-21-805), and that school districts must use the statewide Computer Maintenance Management System (a/k/a “School Dude”), which is provided by the Division at no cost to the school districts, consistent with Ark. Code Ann. § 6-21-808(c)(2)(B)(ii).

Post-Public Comment Revisions

No substantive changes were made.

Removal of language in Section 4.01.4 that indicated purpose of Master Plan is to collect and disseminate information regarding unused or underutilized property, which language is redundant to Sections 4.04.3 and 5.04, and according to a commenter created confusion.

Revised Section 4.03.3 to clarify that the Computerized Maintenance and Management System *must* be used by school districts, but bringing the degree of mandated use more in line with existing law. Also, a provision was added that strongly recommends that at least one person in each school district receive facility director certification through the Arkansas School Plant Management Association or a similar certification program.

**CAPSAFT Rules Governing the Facilities Master Plan**

**PUBLIC COMMENTS AND RESPONSES OF THE DIVISION FOR ARKANSAS  
PUBLIC SCHOOL ACADEMIC FACILITIES AND TRANSPORTATION**

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Commenter Name: Rebecca Miller-Rice, Bureau of Legislative Research (12/15/17).

Comment: Section 3.27. I'm just curious as to why the definition refers to the definition in another set of rules rather than setting forth the statutory language or referencing the statute?

Division Response: The Division referenced the definition of "unused or underutilized public school facilities" that is contained in the rules governing right of access to those facilities for the sake of efficiency and clarity. If the definition of that term changes in either the law or rules, the Division will need revise only one set of rules: the set that specifically deals with unused or underutilized facilities. Also, the reference quickly establishes to the reader that the definitions are identical. Comment considered. **No changes made.**

Comment: Section 3.27. Should the reference be to the Rules Governing *Right of Access* to Unused or Underutilized Public School Facilities and the Sale or Lease of Public School Facilities?

Division's Response: Comment considered. **Non-substantive change made.**

Comment: Section 4.03.10.1 and 4.03.11. What prompted the Commission's addition of these provisions?

Division Response: Act 935 of 2017 added to the items that a school district must include in its master plan "[a]n update in a format prescribed by the division of any new public school facilities, as defined in § 6-21-803, constructed since the last master plan submission, including individual room types and sizes." These sections were added to the proposed rules to incorporate this requirement. Requiring greater accuracy in district data is critical to ascertaining a comprehensive picture of existing facilities in order to inform the Division's master plan approval, Partnership Program application decisions, and subsequent funding recommendations presented to the Commission. The more accurate the data the districts provide, the better the Division is able to assist in qualifying district projects with the correct square footage and program elements. Comment considered. **No changes made.**

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Commenter Name: Lucas Harder, Policy Services Director, Arkansas School Boards Association (1/3/18)

Comment: 3.1314.3. The “14” here is both struck through and underlined when it should just be underlined as it is new language.

Division Response: Comment considered. **Non-substantive change made.**

Comment: 4.03.2.1. Because the CMMS is abbreviated in the definitions section, I would simply strike the unabbreviated language and the parenthesis here.

Division Response: Comment considered. **Non-substantive change made.**

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Commenter Name: Harvie Nichols (1/15/18).

Comment (1): Section 3.05. I have not researched the actual language in the law but if possible some changes need to be made to the term building. As defined it includes “any structure used or intended for supporting or sheltering any use or occupancy.” My experience is that many districts have small plastic or perhaps metal storage sheds that may measure 6 feet by 6 feet in which they store playground equipment or tools for working on playgrounds or athletic fields. Typically those types of structures do not have a concrete floor and are not permanent in nature and have no utilities. It would be helpful if there was some reasonable size established or a requirement that it be constructed so that utilities are installed in the building.

Division Response: Comment considered. Definition of “building” mirrors Ark. Code Ann. § 6-20-2502(4). **Non-substantive changes made.**

Comment (2): Section 4.03.3.1. While the impact of this rule change is significant, I will not comment other than to question the term “fully utilize” and the term “all reactive” work orders. In terms of the first term, more information should be provided as to what it means. There are a number of options available to Schooldude users under preventative maintenance work. For example, you are able to enter what tools will be needed to perform the work. Would this rule require that districts utilize every aspect of the program or utilize it for all buildings? Clarification is needed to define fully utilize. Also, does fully utilize mean meeting some agency determination about how often preventative maintenance is performed? If so, then that is an unfunded mandate on schools in my opinion.

Division Response: Comments considered. **Non-substantive changes made.**

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Commenter Name: Mike Mertens, Arkansas Association of Educational Administrators (1/15/18).

Comment: Recommendation: Add a new section, 4.03.3.5, reading “It is strongly recommended that school districts ensure that at least one (1) district employee has completed, or completes within three (3) years, the Certified Facility Director certification program offered by the Arkansas School Plant Management Association. Membership in ASPMA is not required to

attend this training.” Rationale: AAEEA believes that the change in existing rules from “should” to “shall” in several incidences of using the management systems makes it essential for a district to have someone trained and very familiar with the CMMS software. Arkansas School Plant Management Association (ASPMA) has worked for several years with the Division to ensure quality training in this area. The new language would encourage that all districts have at least one person with the appropriate training.

Division Response: Comment considered. A note has been added containing this recommendation, but not limiting it to one organization. **Non-substantive change made.**

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Commenter Name: Chad Davidson (1/15/18).

Comment (1): 3.05 “Building” means any structure used or intended for supporting or sheltering any use or occupancy. Building definition is vague. Any structure for use or occupancy could potentially include a tool storage shed. However, these are minimally insured, if at all, and certainly not structures intended for student occupancy, but they might be district owned, and therefore used for supporting use. If these are to be tracked, then the utilization rule should also be modified to allow for structures such as this, IF they truly are intended to be identified with the definition of “building.”

Division Response: Comment considered. **Non-substantive changes made.**

Comment (2): 3.27 “Unused or underutilized public school facility” has the same definition as in the [CAPSAFT] Rules Governing Unused or Underutilized Public School Facilities and the Sale or Lease of Public School Facilities. Once again, see explanation or questioning above of Section 3.05, for vague definition.

Division Response: Comment considered. The Division proposed several changes to the definition of “unused or underutilized public school facility” in the CAPSAFT Rules Governing Unused or Underutilized Facilities and the Sale or Lease of Public School Facilities in response to public comments and requests for clarification. **No changes made (in the present proposed rules).**

Comment (3): 4.01.4 Collect and disseminate information concerning unused or underutilized public school facilities or other real property as required by law. This section needs to be better defined, for the purpose of dissemination of unused/underutilized information. To whom will this information be disseminated? In what format will this information be disseminated? There should be a subsection defining this disseminating of this information, as other sections (4.03.10.1 & 4.03.11) clearly define how the information is collected.

Division Response: Comment considered. Because this section is redundant (sections 4.04.3 and 5.04 already set forth school district reporting requirements) and could lead to confusion, it has been removed. **Non-substantive change made.**

Comment (4): 4.03.3.1 School districts shall participate in the fully utilize CMMS to track all reactive and preventative maintenance work. This section requires districts to “fully utilize” CMMS, track “all reactive” maintenance work, “shall” enter preventative maintenance schedules, “shall” document completed work orders, and “shall” schedule state-mandated inspections. With this change of language to “shall,” what distinguishes the change from shall participate in, to fully utilize? What will be different from how districts have reported in the past? Who determines full utilization versus only participating in? What level of participation is sufficient to count as fully utilizing? Is there a percentage governing this? How will this be enforced? What are the ramifications of not fully following this?

Division Response: Comments considered. **Non-substantive changes made.**

Comment (5): 4.03.10.1 The narrative analysis shall include an accounting of any changes to building or campus use, size, utilization, status, or condition. This section states that the narrative analysis of facility needs and response plans “shall include an accounting of any changes to building or campus use, size, utilization, status, or condition.” Will a table suffice? To what level of narrative description is sufficient?

Division Response: Comment considered. The narrative analysis must contain enough information for the reviewer to form a comprehensive understanding of changes to building or campus use, size, utilization, status, or condition to aid in the review of the school district’s master plan. A table would suffice if it meets this purpose. **No changes made.**

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**COMMISSION FOR ARKANSAS PUBLIC SCHOOL  
ACADEMIC FACILITIES AND TRANSPORTATION  
RULES GOVERNING THE FACILITIES MASTER PLAN  
July 2013 Effective:**

1.00 REGULATORY AUTHORITY

1.01 The Commission for Arkansas Public School Academic Facilities and Transportation's enacts these Rules pursuant to its authority as set forth in Ark. Code Ann. §§ 6-21-114, 6-21-801 et seq, and 25-15-201 *et seq.*, and Acts 542 and 935 of 2017.

2.00 PURPOSE

2.01 The purpose of these Rules is to establish a program and process for establishing a format for districts to ~~begin creating~~ create facilities master plans in accordance with State legislation, in an ongoing effort to remediate deficiencies in academic facilities.

3.00 DEFINITIONS

For the purposes of these Rules, the following terms mean:

3.01 Academic facility – a building or space, including related areas such as the physical plant and grounds, where public school students receive instruction that is an integral part of an adequate education as described in Ark. Code Ann. § 6-20-2302.

3.01.1 A public school building or space, including related areas such as the physical plant and grounds, used for an extracurricular activity or an organized physical activity course as defined in Ark. Code Ann. § 6-16-137 shall not be considered an academic facility for the purposes of this rule to the extent that the building, space, or related area is used for extracurricular activities or organized physical activities courses, except for physical educational training and instruction under Ark. Code Ann. § 6-16-132;

3.01.2 The Division of Public School Academic Facilities and Transportation shall determine the extent to which a building, space, or related area is used for extracurricular activities or organized physical activities courses based on information supplied by the school district and, if necessary, on-site inspection.

3.01.3 Buildings or spaces, including related areas such as the physical plant and grounds, used for pre-kindergarten education shall not be considered academic facilities for purposes of these Rules; and

- 3.01.4 District administration buildings and spaces, including related areas such as the physical plant and grounds, shall not be considered academic facilities for the purpose of these Rules.
- 3.02 Amended Facilities Master Plan - A revised Facilities Master Plan, submitted at any time during the six-year cycle if a district has encountered one of the following conditions:
  - 3.02.1 A major enrollment change; or
  - 3.02.2 A major disaster; or
  - 3.02.3 A major curriculum change; or
  - 3.02.4 An unforeseen occurrence.
  - 3.02.5 The format for submission will be as outlined in the most current Master Plan Guidelines.
- 3.03 Annexation – the joining of an affected school district or part of the school district with a receiving district under Ark. Code Ann. §§ 6-13-1401 et seq.
- 3.04 Appendix – A shortened amendment to an approved Master Plan submitted if a district has begun or completed a self-funded project over which the Division has only review authority, but which was omitted from the Master Plan submittal. The format for submission will be as outlined in the most current Master Plan Guidelines.
- 3.05 “Building” means any structure used or intended for supporting or sheltering any use or occupancy.
- 3.056 Building Value – A percentage value reflecting the depreciated value of an academic facility with an assumed depreciation of two per cent (2%) per year. Building Value does not consider improvements that may have been made to the facility.
  - 3.056.1 Building value is calculated by multiplying two (2) times the age of the academic facility, and subtracting that product from one hundred (100) ( $\text{Value} = 100 - (2 \times \text{Age})$ ). The output of this equation may be a positive or negative percentage.
  - 3.056.2 For the purpose of this calculation, an academic facility’s age is calculated as the difference between the master plan year and the year of the facility’s construction completion.
  - 3.056.3 When an academic facility has multiple additions constructed at different times, a building value may be computed for each addition.

3.056.4 Building value will be used to develop the Division's state-wide needs priority list per A.C.A. § 6-21-112 (f) (18).

3.056.5 Districts are not required to replace an academic facility when the building value is at or below zero percent (0%).

3.067 CMMS (Computerized Maintenance Management System) – The computerized software system purchased by the Division at no cost to the districts to track maintenance work orders and preventative maintenance work.

3.078 Consolidation - the joining of two (2) or more school districts or parts of the districts to create a new single school district under Ark. Code Ann. §§ 6-13-1401 et seq.

3.089 "Conversion Project" – (1) A new construction project that converts existing academic or non-academic space into a missing academic core, special education or student dining component of the Program of Requirements (POR) and the conversion project is part of an add-on project for which the district has applied for partnership assistance; or (2) A new construction project that converts existing academic or non-academic space into a missing academic core space only and is in compliance with the POR space requirements. Conversion projects are subject to the criteria and restrictions set forth in the Commission for Arkansas Public School Academic Facilities and Transportation Rules Governing the Academic Facilities Partnership Program.

3.0910 Custodial activities – routine and renovation cleaning activities related to daily operations and upkeep of a public school facility, including related supervisory and management activities.

3.4011 Division – The Division of Public School Academic Facilities and Transportation.

3.412 Facility Condition Index - that particular index obtained by dividing the existing condition costs (that cost to bring a public school academic facility up to current standards) by the facility's replacement cost, using data for such costs available in 2004 or later data if the Division has such data available.

3.4213 Facilities distress status – a public school district determined by the Commission for Public School Academic Facilities and Transportation as being in academic facilities distress status.

3.4314 Facilities master plan – a six (6) year plan developed by a school district that contains:

3.4314.1 Enrollment projections for ten (10) years from the date of the plan;



3.4314.2 The school district's strategy for maintaining, repairing, renovating, and improving through new construction or otherwise the school district's academic facilities and equipment; and

3.4314.3 Other information required by law.

3.4415 Foundation funding – shall have the same meaning as in Ark. Code Ann. § 6-20-2303.

3.4516 Local resources – any moneys generated by a school district for the purpose of funding the school district's share of financial participation in any academic facilities project for which a school district is eligible to receive state financial participation under priorities established by the Division. Also referred to as "raised funds" for the purpose of self-funded projects.

3.4617 Maintenance, repair, and renovation – any activity or improvement to a public school facility and, if necessary, related areas, such as the physical plant and grounds, that maintains, conserves, or protects the state, condition or efficiency of the public school facility.

3.4718 Master Plan Guidelines – Formatting and submission instructions published by the Division for the purpose of submitting master plans. They are found on the Division web site ([www.arkansasfacilities.arkansas.gov](http://www.arkansasfacilities.arkansas.gov)).

3.4819 New construction – any improvement to an academic facility and, if necessary, related areas, such as the physical plant and grounds, that brings the state of condition or efficiency of the academic facility to a state of condition or efficiency better than the academic facility's current condition of completeness or efficiency. New construction includes a new addition to an existing academic facility and construction of a new academic facility.

3.4819.1 No state financial participation will be provided for improvements that could be classified as maintenance, repair, and renovation, other than a total renovation project. That portion of a new construction project that consists of maintenance, repair, or renovation will not be considered in calculating state financial participation in a new construction project, nor in prioritization of a new construction project.

3.4920 Project – an undertaking in which a school district engages in:

3.4920.1 Maintenance, repair, and renovation activities with regard to an academic facility;

3.4920.2 New construction of an academic facility; or

3.1920.3 Any combination of maintenance, repair, and renovation activities with regard to an academic facility and new construction activities with regard to an academic facility.

3.2021 Public School Facility – any public school building or space, including related areas such as the physical plant and grounds, that is used for any purpose, including, without limitation:

3.2021.1 An extracurricular activity;

3.2021.2 An organized physical activity course defined in Ark. Code Ann. § 6-16-137;

3.2021.3 Pre-kindergarten education;

3.2021.4 District administration; or

3.2021.5 Delivery of instruction to public school students that is an integral part of an adequate education as described in Ark. Code Ann. § 6-20-2302.

3.2122 Public School Facilities Custodial, Maintenance, Repair and Renovation Manual - a document ~~which~~ that contains uniform standards to direct custodial, maintenance, repair, and renovation activities in public school facilities, ~~and which is hereby incorporated into and made part of these rules, as “Appendix C” to these rules, as if the Manual was fully set forth herein.~~

3.2223 Public School Academic Facilities Manual – a document ~~which~~ that contains uniform standards ~~to~~ and guidelines for the planning, design, and construction of new academic facilities and additions to existing academic facilities, ~~and which is hereby incorporated into and made a part of these Rules, as “Appendix B” to these Rules, as if the Manual was fully set forth herein.~~

3.2223.1 Variances to the Arkansas Public School Academic Facilities Manual standards may be granted by the Division upon the presentation of evidence of:

3.2223.1.1 Existing conditions that makes compliance with applicable standards impractical or unreasonably burdensome; or

3.2223.1.2 Other conditions determined by the Division as warranting a variance from applicable public school academic facility standards.

3.2324 Reconstitution – the reorganization of the administrative unit or the governing school board of a school district, including, but not limited to, the replacement

or removal of a current superintendent, the removal or replacement of a current school board, or both.

3.2425 School district – a geographic area with an elected board of directors that qualifies as a taxing unit for purposes of ad valorem property taxes under Title 26 of the Arkansas Code and which board conducts the daily affairs of public schools under the supervisory authority vested in it by the General Assembly and Title 6 of the Arkansas Code.

3.2526 Self-Funded Project - a project that is one hundred percent (100%) raised and funded by the school District, that shall be submitted to and approved by the Division upon compliance with state codes and standards. It will be submitted as an Appendix to the most current school district Master Plan.

3.27 “Unused or underutilized public school facility” has the same definition as in the Commission for Arkansas Public School Academic Facilities and Transportation Rules Governing *Right of Access* to Unused or Underutilized Public School Facilities and the Sale or Lease of Public School Facilities.

3.2628 Work Order – an approved work request that will be tracked using the CMMS.

3.2729 Work Request – the initial identification of a perceived maintenance need to the maintenance department of a public school. A work request may or may not be identified by a designated official to be a work order.

#### 4.00 ACADEMIC FACILITIES MASTER PLAN PROGRAM – PURPOSE

4.01 The purpose of the Academic Facilities Master Plan Program is to:

4.01.1 Establish a mechanism for state supervision of school district activities impacting academic facilities and equipment;

4.01.2 Develop and continually update information critical to identifying academic facilities needs at the local level across the state; and

4.01.3 Allow the state to manage state financial participation in eligible local academic facilities projects.

~~4.01.4 Collect and disseminate information concerning unused or underutilized public school facilities or other real property as required by law.~~

4.02 The Academic Facilities Master Plan Program shall require each school district to:

4.02.1 Develop a six (6) year district wide facilities master plan that shall be approved by the school district's board of directors for submission to and approval by the Division; and

4.02.2 Base its facilities plan on:

4.02.2.1 Provisions of the Arkansas Public School Academic Facility Manual as adopted by the Commission for Public School Academic Facilities and Transportation;

4.02.2.2 Priorities indicated by statewide assessment;

4.02.2.3 Priorities established by the Division's statewide facility needs priority list; and

4.02.2.4 Other pertinent data specific to the needs of the school district with regard to academic facilities and equipment.

4.03 The district wide facilities master plan shall include, at a minimum, the following:

4.03.1 A schedule of custodial activities for each public school facility used by a school district;

4.03.2 A schedule of maintenance, repair, and renovation for each academic public school facility used by a school district. The schedule shall distinguish between work associated with academic facilities and work associated with nonacademic public school facilities;

4.03.2.1 School districts shall participate in the state-level ~~computerized maintenance management system~~ Computerized Maintenance Management System (CMMS) to track maintenance, repair, and renovation work orders.

4.03.2.2 School districts are encouraged to implement a work-request system that allows certified staff and classified staff working primarily in a public school facility to utilize the CMMS to inform a public school's maintenance department of needs and to allow the responsible person to prioritize responses and establish work orders.

4.03.2.3 A school district's maintenance work orders should reflect the designated work categories and should be documented upon completion.

4.03.3 Documentation that describes preventive maintenance work for each public school facility and identifies the completion date of the work. The documentation shall distinguish between preventative

maintenance work associated with academic facilities and preventative maintenance work associated with nonacademic public facilities;

- 4.03.3.1 School districts shall ~~participate in the~~ **fully** utilize CMMS to track **all** reactive and preventative maintenance work.
- 4.03.3.2 School districts ~~should~~ **shall should** enter preventative maintenance schedules **and reactive maintenance work** into the CMMS for the systems existing in all academic and non-academic facilities.
- 4.03.3.3 School districts ~~should~~ **shall should** document completed preventative **and reactive** maintenance work orders in the CMMS.
- 4.03.3.4 School districts ~~should~~ **shall should** schedule state-mandated inspections required in Ark. Code Ann. § 6-21-813(e) in the CMMS. Only one schedule per system per district is required.

***NOTE: It is strongly recommended that school districts ensure that at least one (1) district employee has completed, or completes within three (3) years, the Certified Facility Director certification program offered by the Arkansas School Plan Management Association or a similar certification program.***

- 4.03.4 Annual expenditures of the school district for all custodial, maintenance, repair, and renovation activities in the school district. The section of the facilities master plan pertaining to annual expenditures shall distinguish between expenditures associated with academic facilities and expenditures associated with non-academic public school facilities;
- 4.03.5 A projected replacement schedule for major building systems in each public school facility;
- 4.03.6 Identification of issues with regard to public school facility and program access to individuals with disabilities and, if necessary, proposed methods for improving access;
- 4.03.7 Identification of committed projects within the district that includes, as applicable, a breakdown of the portion of each project between maintenance, repair, and renovation activities and new construction activities;
  - 4.03.7.1 The portion of a committed project pertaining to maintenance, repair and renovation activities shall identify, as applicable activities associated with academic facilities

and activities associated with nonacademic public school facilities;

- 4.03.8 Annual expenditures of the school district for capital outlay;
- 4.03.9 Description of planned new construction projects with cost estimates for each public school facility, and needs prioritized as set forth in § Section 4.05 below; and
- 4.03.10 Narrative analysis of facility needs and response plans to address the overall district strategy of providing suitable, adequate and maintained public school facilities.

- 4.03.10.1 The narrative analysis shall include an accounting of any changes to building or campus use, size, utilization, status, or condition.

- 4.03.11 Accurate campus and building information including, but not limited to, campus grades, system condition assessment, building size, and other required information.

4.04 Districts shall submit a master plan to identify prioritized needs of the district as follows:

- 4.04.1 The district's Master Plan shall be submitted to the Division by February 1 of each even numbered year with the following needs to be addressed:

- 4.04.1.1 Immediate needs that the school district intends to address within three (3) years following the submission of the facilities master plan; and

- 4.04.1.2 Long term needs that the school district intends to address within the four (4) to six (6) years following the submission of the facilities master plan.

- 4.04.2 The district's Master Plan shall address all academic facilities with a building value of zero percent (0%) or less.

- 4.04.2.1 Each academic facility with a building value of zero percent (0%) or less shall be discussed in the narrative analysis per Section 4.03.10 of these Rules.

- 4.04.2.2 Planned new construction projects to replace or totally renovate academic facilities with a building value of zero percent (0%) or less should be described per Section 4.03.9 of these Rules.

4.04.2.3 Districts are not required to replace an academic facility when the building value is at or below zero percent (0%).

4.04.3 The district's Master Plan shall identify:

4.04.3.1 All unused or underutilized public school facilities in the school district in a format prescribed by the Division; and

4.04.3.2 The unused or underutilized public school facilities, if any, that are designated to be reused, renovated, or demolished as part of a specific committed project or planned new construction project.

4.05 In addition, as part of and at the same time of the submission of the facilities master plan, the school district shall provide evidence of the following:

4.05.1 Public comments from public hearings regarding the district's facilities master plan; which must be held in the same locality as the school district; and

4.05.2 Evidence of current student enrollment projections for a period of ten (10) years beginning with the first year of the master plan submission.

## 5.00 SUBMISSION PROCESS

Each school district in the state shall, in accordance with applicable state law, these Rules, and the guidelines published by the Division:

5.01 Submit the district's facilities master plan, with a summary of comments made at public hearing, to the Division by February 1 of each even numbered year.

5.02 Submit a report to the Division by February 1 of each odd-numbered year that includes:

5.02.1 An automated update of all completed projects since the most recent submission;

5.02.2 Current enrollment projections;

5.02.3 New or continuing needs of the district with regard to academic facilities; and

5.02.4 An accounting of any changes to the district's insurance coverage from the most recent submission.

5.03 Submit evidence of the school district's insurance coverage, including coverage amounts, types of coverage, identification of buildings covered,

policy renewal dates, and all riders, to the Division no later than February 1 of each even numbered year.

5.04 Submit a report to the Division by February 1 of each year that includes the information required in Section 4.04.3 of these rules.

5.045 A school district ~~which~~ that has encountered one of the conditions listed in Section 3.02 of these Rules may submit an Amended Master Plan to the Division out of the regular even-numbered year cycle.

## 6.00 DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND TRANSPORTATION RESPONSIBILITIES

The Division shall:

6.01 Establish procedures (guidelines) and timelines for submittals of preliminary master plans, master plan outlines, and master plans;

6.02 Hold consultation meetings with districts regarding preliminary master plans, master plan outlines, and master plans to:

6.02.1 Assure understanding of the general goals of the master plans and reports, and the criteria by which projects will be evaluated;

6.02.2 Discuss ways the master plan may be structured to meet said goals;

6.02.3 Assist districts in preparing accurate budgets and reasonable projects schedules; and

6.02.4 Provide efficiency and productivity in the approval process as to both local academic facilities projects and state financial participation in local projects.

## 7.00 APPROVAL PROCESS

The Division shall:

7.01 Review, and upon all requirements being met, approve master plans no later than September 1 of each even numbered year; and

7.02 Notify a district no later than May 1 of each odd-numbered year whether the district's application for state financial participation for the upcoming biennium has been approved.

## 8.00 APPEAL PROCESS

8.01 Appeals of Division determinations are governed by the Commission For Arkansas Public School Academic Facilities And Transportation Rules



Governing Appeals From Determinations Of The Arkansas Division Of  
Public School Academic Facilities And Transportation.