

| <b>Gettysburg Area School District</b> |   |                       |                   |
|--|---|-----------------------|-------------------|
| <b>5 Year Capital Plan Processes</b>   |   |                       |                   |
| <b>October 21, 2017</b>                | <b>DRAFT</b>  |                       |                   |
| <b>Process</b>                         | <b>Description</b>  | <b>Responsibility</b> | <b>Timeline</b>   |
| <u>Plan Approval:</u>                  | Reviews, identifies needs, & updates Plan   | Director of B&G       | Ongoing           |
|  | Recommends Plan for Finance/B&G Committee review  | Administration        | Annually October  |
|  | Recommends Plan for Board approval  | Finance/B&G Committee | Annually December |
|  | Approves Plan; including authority for Director of B&G to move forward with developing project specifications & bidding or other purchasing methods | Board                 | Annually January  |
|  | Implements Plan, reports progress & changes   | Director of B&G       | As Appropriate    |
|  |   |                       |                   |
|  |   |                       |                   |
| <u>Plan Agenda Items:</u>              | Implements approved Plan & creates Plan agenda items for information or approval  | Director of B&G       | Ongoing           |
|  | Review and approve Plan agenda items for Board  | Administration        | Monthly           |
|  | Review Plan agenda items to Board   | Finance/B&G Committee | Monthly           |
|  | Approve Plan agenda action items or review Plan agenda information items  | Board                 | Monthly           |
|  | Implement Board approved Plan agenda items  | Director of B&G       | Ongoing           |
|  |   |                       |                   |
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| <b>Process</b>                              | <b>Description</b>   | <b>Responsibility</b> | <b>Timeline</b>           |
| <u>Project Specifications:</u>              | Determine if professional design/engineering is required for Plan items                                    | Director of B&G       | Prior to October Annually |
|   | If professional design/engineering is required solicit appropriate professional & identify estimated costs | Director of B&G       | Prior to October Annually |
|   | If professional design/engineering is required include costs in 5 year plan budget estimate                | Director of B&G       | Prior to October Annually |
|   | Develop and finalize project specifications  | Director of B&G       | Ongoing                   |
|   | Finalized project specification review and approval  | Administration        | Ongoing                   |
|   | Move project forward after Board approval of Plan document   | Director of B&G       | Ongoing                   |
|   |  |                       |                           |
| <u>Bidding or Other Purchasing Methods:</u> | Determine if Plan project should be bid or use another purchasing method                                   | Director of B&G       | Prior to October Annually |
|   | If project should be bid identify estimated costs  | Director of B&G       | Prior to October Annually |
|   | If project should be bid include bid costs in 5 year plan budget estimate                                  | Director of B&G       | Prior to October Annually |
|   | After Board approval of Plan document review and approve project bid or use of other purchasing method     | Administration        | Ongoing                   |
|   | Bid or use other purchasing method to move project forward   | Director of B&G       | Ongoing                   |
|   | Review and recommend succesful project bid or other purchasing method used                                 | Finance/B&G Committee | Monthly                   |
|   | Approve succesful project bidder or other purchasing method used   | Board                 | Monthly                   |
|   |  |                       |                           |