The Capital Improvements Program (CIP) is an annual document published and approved by the Prince William County School Board as part of the budget process. It is a comprehensive plan designed to address the need for site acquisition, new construction, renewals of existing facilities, and the upgrading and maintenance of the School Division’s infrastructure needed to house students and staff adequately.

The annual CIP document is a blueprint of work to be performed over the next ten-year period as determined in assessment of building needs, capacity, utilization, and projected funding. It shall reflect any plans to close, change the use of, or temporarily inactivate any school.

I. Objectives of the Capital Improvements Program Planning Process
   A. Identify the facilities and future school sites necessary to sustain high quality educational programs at reasonable cost.
   B. Create a strategy to provide permanent classrooms to accommodate current and projected student enrollment and to promote continuity and stability of the K-12 program. This requires projections and, when possible, advance construction of new classrooms to keep pace with or precede residential development, using portable classrooms only as temporary measures.
   C. Consider the impact of facility changes on educational programs and on the community.
   D. Identify existing school facilities which must be renovated to continue use on a cost-effective operational basis and to bring existing learning spaces in line with current educational program standards. Renewal schedules shall be based on the age of schools, in an effort to perform major renovations once every 25 years.
   E. Address changing student enrollment patterns, anticipating the possibility of student enrollment increases, as well as declines.
   F. Consider the geographic dispersion, capacity, and potential for expansion of schools.
   G. Consider alternative uses of space through joint occupancy and availability of community facilities.

II. The Capital Improvements Program Schedule
   A. Using September school enrollment projections, the Facilities Services staff shall prepare and update the CIP for Superintendent review in December each year.
   B. A public Work Session shall be scheduled by January with the Prince William County School Board to review new school enrollments and projections, and to inform and discuss proposed CIP priorities.
C. A formal presentation of the CIP to the School Board shall take place in February as part of the Superintendent’s Proposed Budget.

D. The School Board shall hold a Public Hearing on the Proposed Budget and CIP.

E. The School Board shall forward the approved Budget and CIP to the Prince William Board of County Supervisors.

F. Following the Prince William Board of County Supervisors’ action on the Prince William County Public Schools Budget, the CIP document shall be published.

The Associate Superintendent for Support Services, or designee, is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.