

# Glossary of Terms

**ADA:** Americans with Disabilities Act

**ADDITION (SCHOOL)** – A school addition is defined as any type of space that adds capacity or provides space for a new program.

**ADOPTED EDUCATIONAL FACILITIES PLAN:**

(a) *"Adopted educational facilities plan" means the comprehensive planning document that is adopted annually by the district school board as provided in subsection (2) and that contains the educational plant survey.*

(b) *"District facilities work program" means the 5-year listing of capital outlay projects adopted by the district school board as provided in subparagraph (2)(a)2. and paragraph (2)(b) as part of the district educational facilities plan, which is required in order to:*

1. Properly maintain the educational plant and ancillary facilities of the district.
2. Provide an adequate number of satisfactory student stations for the projected student enrollment of the district in K-12 programs in accordance with the goal in s. 1013.21.

**ANCILLARY PLANT FACILITY:** The non-instructional building, site, and site improvements necessary to provide such facilities as vehicle maintenance, warehouses, maintenance, or administrative buildings necessary to provide support services to an educational program.

**AUXILIARY FACILITY SPACE:** The spaces located at educational plants, which are not designed for student occupant stations.

**BEBR – Bureau of Economic & Business Research, University of Florida.** Founded in 1929, the Bureau of Economic and Business Research (BEBR) is an applied research center in the Warrington College of Business at the University of Florida. Its primary mission is to: 1) Collect economic and demographic data for Florida and its local areas; 2) Conduct economic, demographic, and public policy research on topics of particular importance to the state of Florida; and 3) Distribute data and research findings

throughout the state and the nation. BEBR seeks to conduct research that is both academically sound and directly relevant to public and private decision makers in Florida.

**BOARD:** A "Board," unless otherwise specified, means a district school board.

**BUILDING:** A structure, either permanent or relocatable, consisting of constructed walls, roof, and floor. A structure that has the same floors, ceiling, and walls and is not separated by an open air space is considered one building.

Permanent: *A structure built with a fixed foundation that has permanently attached walls, roof, and floor that cannot be moved or transported either as a unit or in sections.*

Relocatable: *A building or portion of a building made up of prefabricated units that may be disassembled and reassembled frequently, or a single unit of construction consisting of walls, roof, and floor that is movable as a unit either on wheels or by truck. Mobile, demountable, dividable, modular, and portable buildings are types of relocatable units.*

**CSA – LEVEL OF SERVICE (LOS) STANDARD:**

The maximum acceptable percentage of school utilization determined by dividing the total number of students for all schools into each CSA by the total permanent capacity for that type of school in each CSA. [See *Concurrency Service Area (CSA) & Level of Service (LOS)*]

**CAFETORIUM:** A space within an educational facility that is used as both a cafeteria and an auditorium.

**CAPACITY:** Number of students that may be housed in a facility at any given time based on a utilization percentage of the total number of existing satisfactory student stations. (e.g., Elementary is 100%; Middle is 90%; and High is 95%)

**CAPITAL OUTLAY CLASSIFICATIONS:** Subject to F.S. Chapter 1013, Part IV, Funding Educational Facilities.

**Capital Outlay Class 1 (C-1)** An educational plant, which is recommended by a survey for, continued use. Generally: (1) adequate site, (2) satisfactory

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facilities (3) projected membership within desirable size range for the type of a school, or (4) recommended new educational plant.

**Capital Outlay Class 2 (C-2)** An educational plant which is in a period of transition with evidence insufficient to recommend replacement or consolidation, and generally new construction is not recommended. Generally: (1) inadequate size and/or inadequate building(s), (2) declining or static enrollment, and (3) educational plant, which probably would be recommended for consolidation if not for excessive distance.

**Capital Outlay Class 3 (C-3)** An educational plant which is unsatisfactory in one or more major respects. Generally: (1) inadequate site and/or unsatisfactory building(s), (2) declining or static enrollment to a level that would indicate that the needs of students can better and more economically be served at other educational plants, and (3) abandoned educational plants not currently housing students. Such educational plants that now house students should be closed as soon as adequate facilities are available elsewhere to house students.

**Capital Outlay Class 6 (C-6)** Ancillary facilities recommended by the survey for continued use. Generally: (1) adequate site, (2) satisfactory facilities, and (3) recommended new site and/or facilities.

**Capital Outlay Class 7 (C-7)** Ancillary facilities that are unsatisfactory. Generally: (1) inadequate site and/or unsatisfactory building(s) and abandoned facility(ies) not currently being utilized. Such facilities should be closed as soon as adequate facilities are available elsewhere.

**CAPITAL PROJECT:** "Capital Project," for the purpose of Sec. 9(a)(2), Art. XII of the State Constitution, as amended, means sums of money appropriated from the Public Education Capital Outlay and Debt Service Trust Fund to the state system of public education and other educational agencies as authorized by the Legislature.

**CHARTER DISTRICT:** District is permitted to operate as a Charter School District pursuant to

Section 1003.62, Florida Statutes. In accordance with Florida Statutes, as a Charter School District, there are statutory and regulatory waivers implemented by the District.

**CASTALDI EXEMPTION WAIVER:** Castaldi is an analysis to determine the need for replacement of facilities. The Charter waiver allows the School District to replace buildings rather than upgrading it if it is more feasible to meet our local needs.

**CIP:** Capital Improvement Program

**CLASS SIZE REDUCTION (CSR):** Constitutional Amendment 9, which was approved by the voters in November 2002 was implemented by Florida Statute 1003.03. The mandate takes effect in three phases, with full implementation in 2010. The maximum class sizes will be: 18 students for Pre-K through Grade 3, 22 students for grades 4-8 and 25 students for grades 9-12.

**CLASSROOM:** An instructional space requiring no special design or equipment and used for housing general programs such as language arts, social studies, and mathematics.

**CLEAN AIR ACT:** This program includes projects to convert or replace cooling equipment in school facilities so that they will no longer use ozone – depleting refrigerants.

**CONCURRENCY SERVICE AREA (CSA):** The specific geographic unit within a school district in which school concurrency is applied and measured.

**CORC:** Construction Oversight Review Committee, see Standing Committees.

**CORE FACILITIES:** The media center, cafeteria, toilet facilities, and circulation space of an educational plant.

**COPS:** Certificates of Participation, see Revenue Sources.

**COURTYARD:** A large open space, usable by the student body or faculty, enclosed or surrounded by buildings.

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**COVERED WALKWAY:** Enclosed or unenclosed covered passageways connected to a building outside the exterior walls.

**CSIR:** Comprehensive Safety Investigation Reports.

**CSR:** Class Size Reduction, see definition.

**EDUCATIONAL FACILITIES:** "Educational facilities" means the buildings and equipment, structures, and special educational use areas that are built, installed, or established to serve primarily the educational purposes and secondarily the social and recreational purposes of the community and which may lawfully be used as authorized by the Florida Statutes and approved by boards.

**EDUCATIONAL (ED) PLANT:** The educational facility, site and site improvements necessary to accommodate students, faculty, administrators, staff, and the activities of the educational program assigned to the administrative control of one person and uniquely identified in an educational plant survey.

**EDUCATIONAL PLANT SURVEY:** A systematic study of present educational and ancillary plants and the determination of future needs to provide an appropriate educational program and services for each student based on projected capital outlay FTE's approved by the Department of Education.

**ESE CLASSROOM:** A classroom designed to provide instruction for exceptional students according to specific needs.

**EXCEPTIONAL STUDENT EDUCATION (ESE) CATEGORIES:**

- *Emotionally Handicapped (EH)*
- *Emotionally Mentally Handicapped (EMH)*
- *Profoundly Handicapped*
- *Specific Learning Disability (SLD)*
- *Gifted*
- *Trainable Mentally Handicapped (TMH)*
- *Hearing Impaired (HI)*
- *Varying Exceptionalities (VE)*
- *Physical Therapy/Occupational Therapy (PT/OT)*

- *Vision Impaired (VI)*
- *Physically Handicapped*

**FEASIBILITY STUDY:** The examination and analysis of information related to projected educational facilities to determine whether they are reasonable and possible.

**FINANCIALLY FEASIBLE FACILITIES PLAN:** A plan which demonstrates the ability to finance capital improvements from existing revenue sources and funding mechanisms to correct deficiencies and meet future needs based on achieving and maintaining the adopted Level of Service for each year of the five (5) year planning period for all schools of each type in each CSA, and for the long range planning period.

**FLORIDA EDUCATION FINANCE PROGRAM (FEFP):** The Florida Education Finance Program (FEFP) program is the basic source of State revenues for general operations of the school district. The key feature of the (FEFP) program is to base financial support for education upon the individual student participating in a particular program. The complex FEFP formula for distribution of the State revenues to the school district takes in consideration the full-time equivalent (FTE) membership of the student, base student allocation, program cost weight factors, and local cost differentials. (See Exhibit 4, Section VI for further explanation).

**FLORIDA'S A+ PLAN (STATE LAW):** School Grades are based on how well students have mastered the Sunshine State Standards – the skills Florida teachers determined our children must learn at each grade level. These skills are measured by the Florida Comprehensive Assessment Test (FCAT). Student scores are classified into five achievement levels, with 1 being the lowest and 5 being the highest. Schools earn points based on three things: 1) student performance, 2) learning gains, and 3) how much progress is achieved in reading.

**FLORIDA INVENTORY OF SCHOOL HOUSES (FISH):** An official inventory, which is based on design codes, of all District owned facilities.

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**FY:** Fiscal Year

**G.S.F.:** Gross Square Feet

**GYMNASIUM:** An instructional area designed or adapted specifically for physical education activities. Regular or special classrooms connected to, or contained in, gymnasiums are recorded individually as regular or special classrooms and not as part of the gymnasium.

**GYMNATORIUM:** A space within an educational facility that is used both as a gym and an auditorium.

**HVAC:** heat, ventilation, air conditioning, and refrigeration.

**INTERMEDIATE CLASSROOM:** A general classroom designed for students in grades 4 through 6.

**ISSOC:** Independent Sales Surtax Oversight Committee, see Standing Committees.

**KINDERGARTEN CLASSROOM:** A special classroom designed or provided with special built-in equipment for use by a group or class organized to provide educational experiences for children preceding the first grade. Room must not be located above the first floor and must have self-contained rest rooms.

**LABORATORY:** An instructional area designed for and furnished with specialized equipment to serve the needs of a particular program of study. Included in this category are science laboratories, language laboratories, reading laboratories, and vocational /technology laboratories.

**LAN:** Local area network.

**LEVEL OF SERVICE (LOS):** The measure of the utilization, expressed as a percentage, which is the result of comparing the number of students with the satisfactory FISH capacity at a given location, e.g., an elementary facility with 1000 students and a FISH capacity of 970, has an LOS of 103%. Also referred to as the utilization of a facility.

**LONG-RANGE PLANNING:** Devising a systematic method based on educational information and needs, carefully analyzed, to provide the facilities to meet the goals and objectives of the educational agency for a period of 5 years.

**MAINTENANCE AND REPAIRS:** The upkeep of educational and ancillary plants, including, but not limited to, roof or roofing replacement short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass; repair of hardware, furniture, equipment, electrical fixtures, and plumbing fixtures; and repair or resurfacing of parking lots, roads, and walkways. "Maintenance and repair" shall not include renovation except for the replacement of equipment with new equipment of equal systems meeting current code requirements, provided that the replacement item neither places increased demand upon utilities services or structural supports nor adversely affects the function of safety to life systems.

**MAXIMUM UTILIZATION OF CAPACITY:** Utilization of facilities to ensure the adopted LOS for all schools of each type in each CSA and for each individual school is not exceeded.

**MEDIA CENTER:** An area specifically designed or adapted as a place for study, reading, and the custody, circulation, and administration of a collection of books, manuscripts, and periodicals kept for use by the student body.

**MIDDLE SCHOOL CLASSROOM:** A general classroom designed for students in grades 5 through 8.

**MODERNIZATION:** A school modernization is one where a structure that is 35 years of age or older is razed and rebuilt; most cases involve the removal and rebuilding of the entire structure, although there are times when portions of the structure may be left standing and incorporated into the new design.

**MULTIPURPOSE ROOM:** An instructional area designed or adapted specifically for two or more of the combined functions that might normally be used

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for assemblies, physical education, lunch, music, clubs, audiovisual work, and library services. Separate gymnasiums and cafeteriums are not classified as multipurpose rooms.

**MUSIC ROOM:** An instructional area designed or provided with special built-in equipment for learning activities involving choral and instrumental music.

**NEW CONSTRUCTION:** Any construction of a building or unit of a building in which the entire work is new or an entirely new addition connected to an existing building or which adds additional square footage to the space inventory.

**NSF:** Net Square Feet

**NO CHILD LEFT BEHIND ACT (FEDERAL LAW):** All ethnic groups, students with disabilities, students learning English, and economically disadvantaged students in schools, districts, and the state as a whole to make adequate yearly progress (AYP) in reading, mathematics, writing, and graduation rate. Schools that do not make enough progress for two years in a row are in need of improvement, and must provide alternatives to parents – such as transferring the student to another school or having the student participate in a different program within the school. Schools that need improvement two years in a row (do not make AYP for 3 consecutive years) must provide tutoring.

**PARCEL:** The unique acreage of contiguous land. Typically consists of a plot of land that is not divided by a county, city, state, or federally owned or maintained road or highway.

**Exception:** Contiguous land with separate facilities will have unique parcel numbers assigned for all acreage appropriated to the unique facilities as designated in the educational plant survey.

**PBC:** Palm Beach County.

**PECO (Public Education Capital Outlay) FUNDED PROJECTS:** These are projects involving site acquisition, renovation, remodeling, construction projects, and site improvements necessary to accommodate buildings, equipment, other

structures, and special educational use areas that are built, installed, or established to serve the educational instructional program of the district school board.

**PRIMARY CLASSROOM:** A special classroom designed for children in grades 1 through 3. These classrooms have rest rooms and hand washing facilities located within the classroom or in adjoining spaces that may be a part of two or more classrooms. Rooms for Grade 1 should not be located above the first floor.

**PROGRAM CAPACITY:** The number of students that can be housed at a specific school given the programs at that school and the actual uses of the instructional spaces in that school. It differs from the State FISH in two ways: 1) the class size factors and utilization levels are lower, and 2) all the District's special and supplemental programs are recognized as legitimate classroom uses.

## **PROPOSED NEW RESIDENTIAL**

**DEVELOPMENT:** Any application for residential development or amendment to a previously approved residential development that increases the number of housing units. This shall include any request for any approval of the type that establishes a density of development and which approves a Site Specific Development Order on a specific parcel of property.

**RELATED CLASSROOM:** An instructional space designed or provided to support instruction that is primarily conducted in a vocational laboratory.

**REMODELING:** The changing of existing facilities by rearrangement of spaces and their use and includes, but is not limited to, the conversion of two classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan configuration.

**RENOVATION:** The rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air-conditioning, heating, or ventilating equipment; fire alarm systems;

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emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or structure. (In this context, the term "materials" does not include instructional materials.)

**REQUIRED MODERNIZATIONS:** A comprehensive upgrading of schools to 'like new' school standards. This requires a comprehensive evaluation of schools that are 35 years old or older for a determination of the need for rehabilitation, remodeling or replacement of the facility.

**RESOURCE ROOM:** An instructional space used primarily to enhance and support, not supplant, instruction received in regular or special classrooms. Generally designed to accommodate fewer students than other classrooms.

## **REVENUE SOURCES:**

**Capital Outlay and Debt Service (CO&DS):** are derived from the motor vehicle license tax collected and distributed by the state. The district usually participates in state bonding programs of these collections in order to provide additional construction funds.

**Carryover Fund Balance** represents a rollover of unspent but appropriated funds from the prior year (6/30/96). Final carryover balances will include any FY96 PECO funds, which must be re-budgeted in FY97. Due to the long-term construction period of capital projects and to the requirement that all contracts be fully funded at the date of award (or at least by fiscal year end), a large carryover balance in governmental capital funds is expected.

**Certificates of Participation (COPS)** is a form of lease-purchase financing. The School Board appropriates the lease payments annually for COPS financed schools. If the lease payment for any of the COPS financed schools were not appropriated, the School District would potentially lose the use of all COPS funded schools during the term of the ground lease.

**Public Education Capital Outlay (PECO) FUNDS:** are derived from the gross receipt tax on utilities and are also collected and distributed by the state.

These funds are categorical in that districts receive specific allocations for construction and maintenance. These funds must be encumbered within 31 months of allocation of the beginning of the fiscal year. In addition, the legislature may reserve amounts for special projects with the grants to be allocated on a competitive basis only. The district's share of the categorical allocations is calculated by the Department of Education (DOE) based on various statutory factors. The DOE has projected significant declines of PECO funds available to districts in future years due to the effects of the recent recession and actions taken by the Legislature in prior years. PECO Rebudget represents prior year allocations for which encumbrance authorizations had not been received from DOE. Such amounts must be recognized as revenue in the year that authorizations are received.

**Section 237 Loan** can be used to start or fund additional appropriations with alternative funding to be found at a late date or by actually borrowing under the provisions of this statute. The amount of any actual borrowing is limited to 25% of the prior year's ad valorem tax for operating purposes. The amount borrowed, plus interest, must be repaid over a period not exceeding five years. Loans authorized under this statute are intended to provide bridge financing until cash resources are available from normal recurring revenues or other alternative financing. Loans under this statute may be useful to accelerate cash flows under a future funding program wherein the timing of receipt for those future revenues does not coincide with the appropriate needs of any given fiscal year.

**Special Millage revenue** projected for FY97 assumes a 2.0 millage rate applied against a preliminary estimated tax base of \$56.4 billion, which represents a 3% growth rate over the prior year. Future growth in the tax base is projected at a conservative 3% annual rate until better economic information is available.

**Unappropriated Fund Balance** represents unappropriated revenues received in FY96 that will carry over as available funds for appropriation in

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FY97. Such funds are primarily derived from excess interest earnings.

**ROOM:** A space enclosed on all sides. Alcoves or recesses are not considered separate rooms and should be included in the NSF of the room where such spaces are found.

**SREF:** See State Requirements for Educational Facilities.

**SATELLITE FACILITY:** The buildings and equipment, structures, and special educational use areas that are built, installed, or established by private business or industry in accordance with SREF to be used exclusively for educational purposes to serve primarily the students of its employees and which are staffed professionally by the district school board.

**SATISFACTORY EDUCATIONAL FACILITY:** A facility that has been recommended for continued use by an educational plant survey or that has been classified as satisfactory in the state inventory of educational facilities (FISH).

**SDPBC:** School District of Palm Beach County.

**SECONDARY CLASSROOM:** A general classroom designed for students in grades 7 through 12.

**SITE:** A space of ground occupied or to be occupied by an educational facility or program.

**SITE DEVELOPMENT:** Site development means work that must be performed on an unimproved site in order to make it usable for the desired purpose; or, work incidental to new construction or to make an addition usable.

**SITE IMPROVEMENT:** The work that must be performed on an existing site to improve its utilization, correct health and safety deficiencies, meet special program needs or provide additional service areas. Site improvement incident to construction is the work that must be performed on a site as an accompaniment to the construction of an addition to an educational facility of for a modernization project.

**SITE SIZE:** Minimum Acreage Requirement per SREF

**SPACE:** All areas of construction, e.g., buildings, rooms, storage facilities, stairwells, gymnasiums, covered walkways, and covered play areas.

**SY:** School Year.

**TAG:** Technical Advisory Group, See *Standing Committees*.

## **STANDING COMMITTEES:**

**Advisory Boundary Committee (ABC):** The Advisory Boundary Committee is a group of volunteers that use information provided by District staff to develop recommended school boundaries. The ABC reports to the Superintendent, who can either accept, modify or reject the boundary recommendations before submitting them to the School Board.

**Building Committee:** The mission of the Building Committee is to establish a uniform business environment by assessing and evaluating the systems and equipment needs of all District ancillary buildings to provide a safe, healthy and efficient workplace for support personnel. Representatives of the various departments and ancillary facilities, which includes offices, warehouses, maintenance shops, transportation compounds, etc. meet to address issues related to safety, security, standards and the like.

**Construction Oversight Review Committee (CORC):** The Construction Oversight Review Committee is a citizen-based committee, which was created to assist the Board by oversight and review of, and making recommendations concerning the work of Facilities Management to build quality schools on time and within budget. This committee is advisory to the Board and issues reports to the Board that may include dissenting viewpoints.

**Independent Sales Surtax Oversight Committee (ISSOC):** The Independent Sales Surtax Oversight Committee was established to oversee and verify the implementation of the plan for using the half-cent sales surtax which imposed in Palm Beach County January 2005 and expiring in December 2010. This oversight committee consists of nine volunteer citizen members who are residents of Palm Beach County.

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**School Facilities Committee:** The School Facilities Committee is comprised of principals representing elementary, middle and high schools and FACMAN staff. The purpose of the committee is to facilitate better communication between school users and staff responsible for planning, designing, building, inspecting and constructing the schools.

**Technical Advisory Group:** The Technical Advisory Group was established to oversee the School Concurrency Program. It consists of five members, including 1) Demographer, 2) Accountant, 3) Planner, 4) Business Representative, 5) Construction Representative. The role of TAG is to review and provide recommendations on:

- *The School District's 5 Year Capital Plan*
- *10 & 20 year work programs*
- *Concurrency operation and effectiveness*
- *School Capacity Studies (120 % LOS)*
- *CSA Boundaries*
- *Management Reports*
- *Suspension of Concurrency*

**STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (SREF):** Florida Department of Education standards for school construction.

**STUDENT STATION:** Square footage required per student (*as defined in Section 6.1, SREF*) for an instructional program based on the particular course content to be offered. Instructional Programs that are Assigned Student Stations:

**Elementary:** 1) Kindergarten; 2) Primary; 3) Intermediate; 4) ESE; 5) Open Plan Instruction

**Secondary:** 1) General Classrooms; 2) Science; 3) Skills Lab; 4) ROTC; 5) Music; 6) Art; 7) Physical Education (PE); 8) Vocational; 9) ESE; 10) Open Plan Instruction

**Other Centers that offer Instructional Programs that are assigned student stations:**

- *Adult Education Centers*
- *Full Service Centers*
- *Alternative Education Centers*
- *Special Education Centers*

- *Combination schools (i.e. grades 7-12)Vo-Tech Schools*

**TEACHING STATION:** For the purpose of this document, the following instructional spaces were used for the calculation of the permanent Teaching Stations referenced in Chapter 4. These spaces are as follows:

**Elementary:** kindergarten, primary, intermediate, art, music, P.E., computer skills laboratory, resource room, ESE part-time instruction, ESE self-contained and ESE resource room.

**Secondary:** standard classroom, science, art, music, P.E., computer skills laboratory, resource room, ESE part-time instruction, ESE self-contained, ESE resource room, and career spaces.

**TENTATIVE EDUCATIONAL FACILITIES PLAN (WORKPLAN):** Is the comprehensive planning document prepared annually by the district school board and submitted to the Office of Educational Facilities and SMART Schools Clearinghouse and the affected general-purpose local governments.

**VOCATIONAL CLASSROOM:** An instructional area designed or provided with special built-in equipment for industrial arts and vocational or trade learning activities, mechanics, machine tools, sheet metal work, wood working, electrical trades, radio, plumbing, masonry, aviation, printing, refrigeration, air conditioning, baking and other commercial food preparation, cosmetology, and agriculture.