



## 2020-21 Report on the 5-year facility needs of North Carolina School Systems

**Due: Friday, January 8, 2021**

Contact:

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### Introduction

- Every five years, local boards of education are required by G.S.115C-521(a) to submit their Facility Needs Assessment (long-range plans) to the State Board of Education.
- School Planning, School Operations Division, developed a uniform reporting system to assist the local school units in preparing this list of needs.
- The program contains a list of schools, 2019-20 ADM for each school, and DPI's annual ADM membership projections. Typical unit costs and building area standards from the NC Public Schools Facilities Guidelines are built into the program.
- In addition, the program does most of the math as data are entered.
- The program saves all information for reporting and electronic submission. Two summary reports, to verify the electronic data, and a certification are the only paper forms used.

## Program Installation

### Supported Operating Systems

Pentium<sup>®</sup> processor-based personal computer; Windows 7, Windows 8, or Windows 10 operating system. 4 MB of RAM, 75 MB of available hard disk space. Forms are optimized for 800 X 600, or 1024 x 768 screen resolutions.

### Microsoft Access Database Program

The Facilities Needs Survey program runs with Microsoft Access. The computer that will be running this program will need to have Microsoft Access installed on that computer. If you have installed MS Office 2007 Professional or later, Access is part of the Office software. Verify that you have MS Access 2007 or later running on the computer.

### Download the 2020 FNS Program

We recommend that you create a new folder on the C: Drive named C:\FacilitiesNeeds2020. (You can create a folder anywhere that is convenient to you.)

Download the 2020 Facility Needs Survey from the School Planning website:

<https://www.dpi.nc.gov/districts-schools/district-operations/school-planning>

North Carolina Department of  
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## School Planning

### 2020 Statewide Facility Needs Survey

[DOWNLOAD the 2020 Facility Needs Survey](#)

The 2020 FNS is a Microsoft Access Database. The file size is large - approximately 55mb - and requires MS Access installed on a Windows PC. Individual LEA database passcodes will be sent directly to Superintendents.

DEADLINE - Friday, January 8, 2021.

Questions should be directed to Nathan Maune, AIA, via email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov)

#### District Operations

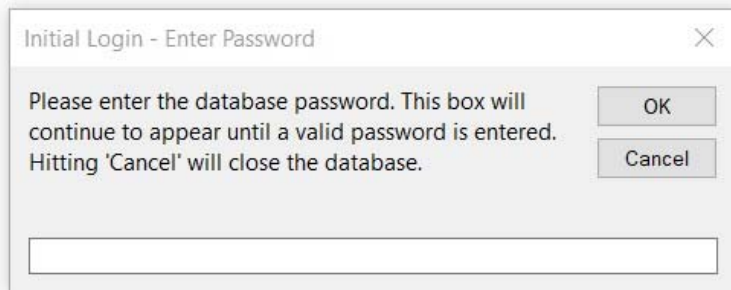
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- School Planning**
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## To Start the Program

Open the folder where the Facilities Needs program is located.

Click the Access application program: **FacilitiesNeeds2020\_LEA\_v2.0**

The program requires a passcode when first opened:



A dialog box titled "Initial Login - Enter Password" with a close button (X) in the top right corner. The text inside reads: "Please enter the database password. This box will continue to appear until a valid password is entered. Hitting 'Cancel' will close the database." There are two buttons, "OK" and "Cancel", on the right side. Below the text is a text input field for the password.

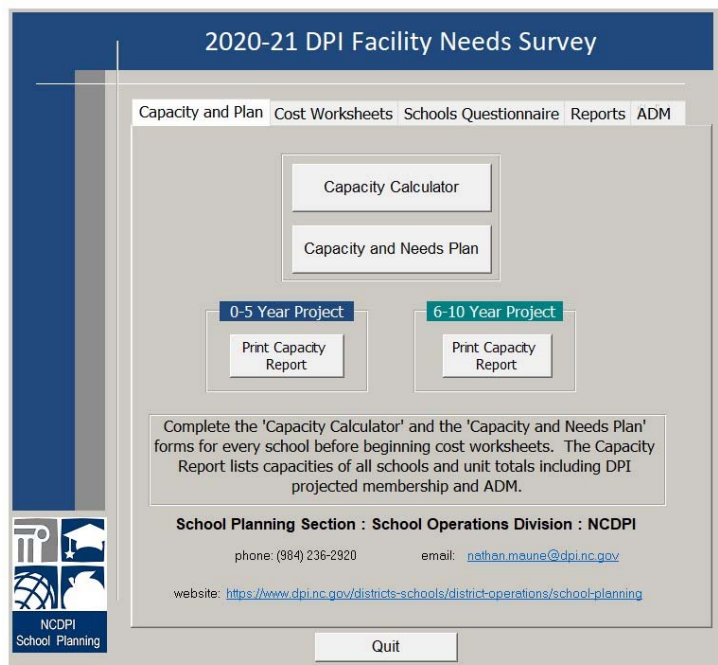
Enter your assigned passcode.

(The passcode is a 6 digit number that was sent via email to the Superintendent.)

After entering the passcode, click the **"OK"** button, and in the next window verify that the LEA/county information is correct. If you've entered the correct number, the program will be customized for your LEA. This is the only time you will have to enter your password.

The names, school numbers, and 5th Month's 2019-20 ADM figures are recorded for all of your schools as well as new schools that have been assigned a school number by NCDPI.

The **Main Menu** replaces the password screen:



A screenshot of the "2020-21 DPI Facility Needs Survey" main menu. The title bar is blue with white text. Below the title bar is a navigation bar with tabs: "Capacity and Plan", "Cost Worksheets", "Schools Questionnaire", "Reports", and "ADM". The main content area is light gray and contains several buttons: "Capacity Calculator", "Capacity and Needs Plan", "0-5 Year Project" (with a "Print Capacity Report" button below it), and "6-10 Year Project" (with a "Print Capacity Report" button below it). A text box in the center reads: "Complete the 'Capacity Calculator' and the 'Capacity and Needs Plan' forms for every school before beginning cost worksheets. The Capacity Report lists capacities of all schools and unit totals including DPI projected membership and ADM." At the bottom, there is a section for "School Planning Section : School Operations Division : NCDPI" with contact information: phone: (984) 236-2920, email: [nathan.meune@dpi.nc.gov](mailto:nathan.meune@dpi.nc.gov), and website: <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning>. A "Quit" button is at the bottom right. On the left side, there is a vertical blue bar with icons for a building, a graduation cap, a globe, and an apple, with the text "NCDPI School Planning" at the bottom.

## General Instructions

There are three main parts to the survey, plus the reporting part.

The first part, "**Capacity and Plan**" will be used to indicate the current and planned (5-10 years) capacity of all schools. Also, it will indicate the needs identified at every school in the school system, or planned school, for the next 5-10 years.

The "**Capacity and Plan**" part must be completed before the second part "**Cost Worksheets**" can begin. The second part provides a standardized cost estimate for the needs identified in the first part.

The "**Schools Questionnaire**" section of the FNS collects detailed information about each school facility. This data will generate a statistical summary to assist with identifying broad trends in school facilities statewide.

The fourth part "**Reports**" is used to print the summary reports and certification.

## MAIN MENU

The Main Menu is shown below. It consists of several steps organized in the order of data entry and reporting for individual schools. The following is the overall process for completing the Facility Plan in logical order.

2020-21 DPI Facility Needs Survey

Capacity and Plan Cost Worksheets Schools Questionnaire Reports ADM

Capacity Calculator

Capacity and Needs Plan

0-5 Year Project 6-10 Year Project

Print Capacity Report Print Capacity Report

Complete the 'Capacity Calculator' and the 'Capacity and Needs Plan' forms for every school before beginning cost worksheets. The Capacity Report lists capacities of all schools and unit totals including DPI projected membership and ADM.

School Planning Section : School Operations Division : NCDPI

phone: (984) 238-2920 email: [nathan.meune@dpi.nc.gov](mailto:nathan.meune@dpi.nc.gov)

website: <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning>

Quit

## 1.0 Capacity Calculator Form

The **Capacity Calculator Button** will open the **Capacity Calculator Form**. This form must be completed for each school prior to proceeding with other forms. The Capacity Calculator Form has three parts; Building Information, School Capacity and Core Capacity. This form is required to be completed as the data will be used in other forms and reports.

Completion of this form may require information from different staff members with unique knowledge of the facility. For example, facility maintenance staff may have the Utility Information where the school principal will know the current classroom quantity and usage of the building. Blank forms may be printed for distribution to and manual completion by staff personnel. Click on each tab to complete the form.

There is predetermined data for LEAs and Schools listed with DPI and assigned a school number. Selecting the school from the **Select School** drop-down box will select the school. Enter the date and verify that the **Type** (grade level) is correct for that school. If incorrect, select the appropriate **Type** from the drop-down list. This is important for success in subsequent steps.

Note: As the data is entered, the calculations may not complete until the Calculate Button is pressed or the form is closed. In the latter case, when form is reopened the calculations will be complete.

Printing: The "Print Button" will only print the Tab section not the complete form. You will have to print each Tab section in order to have printed the complete form and its data entries.

The screenshot shows the 'Capacity Calculator Form' window. At the top, there is a title bar with a small icon and the text 'Capacity Calculator Form'. Below this is a dark blue header bar with the text '2020-21 DPI Facility Needs Survey' and 'Capacity Calculator'. The main form area has a light gray background. It contains several fields and buttons: 'A G Cox Middle' for the school name, 'School No: 740302' for the school number, and a 'Date:' field with a text input box. Below these are three buttons: 'Print', 'Calculate', and 'Close'. To the right of these buttons is a 'Select School:' label followed by a dropdown menu showing 'A G Cox Middle'. At the bottom, there are three tabs: 'Building Info', 'School Capacity', and 'Core Capacity'. The 'Building Info' tab is currently selected.

## 1.1 Capacity Calculator - Building Info Tab

The information gathered in the **Building Info** section of the form is related to the campus and building itself. The first section will list the history of major construction that occurred on the campus. For example, an original building may have had several additions over the life of the building. List each with the associated requested information. The form will handle up to 5 projects.

Select the school using the pull-down list *Select School* or the arrow at the bottom of the form. Enter the date, Select the appropriate *Type* from the pull-down list which will define the grade span. This is critical for successful usage in subsequent steps.

**Building Construction History.** Enter the construction history at the school beginning with the original building and listing the additions to the school. The “*Condition*” and “*Accessibility*” fields are drop down boxes with information that will provide consistency in the data concerning the individual construction. *Expanded definitions of each of the selections can be found by clicking the respective heading “Condition” and “Accessibility”.*

### General Building Information

*Form Instructions: Enter building construction history for this school. For example, original building, classroom addition, mini-gym addition, etc. Also complete the requested information concerning the particular construction..*

#### Building Construction History

*For definition Press Condition or Accessibility*

| Building | Year Built | SF Area | Condition | Accessibility |
|----------|------------|---------|-----------|---------------|
|          |            |         | ▼         | ▼             |
|          |            |         | ▼         | ▼             |
|          |            |         | ▼         | ▼             |
|          |            |         | ▼         | ▼             |
|          |            |         | ▼         | ▼             |

|                     |         |   |  |
|---------------------|---------|---|--|
| School Total Area   | SF      | 0 | <i>Enter the total square feet area of school.</i> |
| School Site Acreage | Acreage | 0 | <i>Enter the total site acreage of school.</i>     |

**Utility Cost and Consumption.** Enter the energy cost and consumption for the school for FY 2019-20 as this will be the most current at this time.

#### Utility Costs

*Complete the following utility cost for FY 2019-20. If there are solar arrays on the site or school roof, complete Solar Energy section.*

| UTILITY COST (\$)   |             |               | VALUE OF SOLAR ENERGY (\$) |                      |
|---------------------|-------------|---------------|----------------------------|----------------------|
| ELEC                | GAS         | WATER / SEWER | USED                       | SOLD TO UTILITY      |
| 0                   | 0           | 0             | 0                          | 0                    |
| UTILITY CONSUMPTION |             |               | SOLAR ENERGY CONSUMPTION   |                      |
| ELEC (MW)           | GAS (THERM) | WATER (GAL)   | USED (MW)                  | SOLD TO UTILITY (MW) |
|                     |             |               |                            |                      |

**Mobile Units.** Enter the number of mobile units of each size in the boxes provided. Then enter the number of teaching stations for each size of mobile or modular unit.

#### Mobile Units

*Note: The capacity of mobile classroom units is NOT included in the school capacity totals.*

| Mobile Units Type       | No | Teaching Stations                  | no. | Capacity |
|-------------------------|----|------------------------------------|-----|----------|
| Single Wide             |    | Total Teaching Stations            |     |          |
| Double Wide             |    | Total Teaching Stations            |     |          |
| Mega-module             |    | Total Teaching Stations            |     |          |
| <b>Total from Above</b> |    | Total from Above                   |     |          |
|                         |    | Total from Capacity and Needs Plan |     |          |

Continue to School Capacity Tab

Select the button to “Continue to School Capacity.”



## 1.2 Capacity Calculator - School Capacity Tab

The **School Capacity** section of the form is a listing of the space usage that will determine the current capacity of the school. This is important in determining the current under or over utilization of the current school. This form will reflect the current usage for the 2020-21 school year.

Enter the number of each type of classroom or other space in the “Classroom/Spaces” fields. Note that some boxes are gray, based on the “Type” or grade level of school. These boxes cannot be used when shaded gray. Be sure to fill in all applicable spaces because capacity may be deducted for missing facilities. For example, if you do not have at least four computer stations in each classroom, it is expected that you will have a dedicated computer room. Also, if you do not have certain Arts or Vocational rooms, your capacity will be reduced, because we assume you will have to use a standard classroom to serve these functions. Do not include classes that are in mobile units in the number of “classrooms.”

The program will do the calculations by pressing “Calculate” button. The form must be “Scrolled Down” to fill in the lower sections of the form.

After completing and exiting the form, the school data will reappear on reopening the form and selecting the school. The data input can be changed to adjust the information entered.

The screenshot shows the 'Capacity Calculator Form' for the '2020-21 DPI Facility Needs Survey'. The school selected is 'A G Cox Middle' with School No. 740302. The form is set to 'Middle' type. The 'School Capacity' tab is active. Instructions state: 'Form Instructions: Enter the number of classrooms and other spaces. Include additions and new schools that are under construction or in the design phase.' A note specifies: 'Note: The capacity of Pre-K Classrooms is NOT included in the school capacity totals.' The form includes a table for 'Academic' spaces with columns for 'Classrooms/Spaces' (Elem, Middle, High) and 'Capacity' (Elem, Middle, High). Rows include Kindergartens, Grade 1, Grades 2-3, Grades 4-5, LA/SS/Math Classrooms, Math / Science Classrooms, Science Labs, Science Classrooms, Exception S/C, Resource, and 4+ Computers in each room? (Yes/No). There is also a section for 'Arts Education' with a row for Visual Arts. A 'Scroll Down' instruction is visible on the right side of the form.

|                            | Classrooms/Spaces             |        |      | Capacity |        |      |
|----------------------------|-------------------------------|--------|------|----------|--------|------|
|                            | Elem                          | Middle | High | Elem     | Middle | High |
| <b>Pre-K</b>               |                               |        |      |          |        |      |
| Pre-K Classrooms           |                               |        |      |          |        |      |
| <b>Academic</b>            |                               |        |      |          |        |      |
| Kindergartens              |                               |        |      |          |        |      |
| Grade 1                    |                               |        |      |          |        |      |
| Grades 2-3                 |                               |        |      |          |        |      |
| Grades 4-5                 |                               |        |      |          |        |      |
| LA/SS/Math Classrooms      |                               |        |      |          |        |      |
| Math / Science Classrooms  |                               |        |      |          |        |      |
| Science Labs               |                               |        |      |          |        |      |
| Science Classrooms         |                               |        |      |          |        |      |
| Exception S/C              |                               |        |      |          |        |      |
| Resource                   |                               |        |      |          |        |      |
| 4+ Computers in each room? | <input type="checkbox"/> Yes? |        |      |          |        |      |
| Computer Rooms             |                               |        |      |          |        |      |
| <b>Arts Education</b>      |                               |        |      |          |        |      |
| Visual Arts                |                               |        |      |          |        |      |

At the bottom on the screen, select “Continue to Core Capacity.”




### 1.3 Capacity Calculator - Core Capacity Tab

The **Core Capacity** section of the form is a continuation of the capacity of the school. This section primarily concerns itself with the required core spaces (Media and Dining) for the school and the adequacy to support the current school capacity. Enter the square feet of the individual spaces. Calculations will be performed when the “Calculate Button” is pressed.

After completing and exiting the form, the school data will reappear on reopening the form and selecting the school. The data input can be changed to correct the information.

Capacity Calculator Form

2020-21 DPI Facility Needs Survey

Capacity Calculator

A G Cox Middle

School No: 740302

Date:

Type: **Middle**

Select School: **A G Cox Middle**

Building Info

School Capacity

Core Capacity

Core Capacity

| Media Center        | Facilities  | Capacity     |
|---------------------|---|--------------|
| Media RLV Area:     |   | sq.ft. / 4 = |
| Media Support Area: | <input type="radio"/> Sma <input type="radio"/> OK <input type="radio"/> Good |              |

| Dining and Kitchen     | Facilities  | Capacity     |
|------------------------|---|--------------|
| Dining Area            |   | sq.ft. / 4 = |
| Kitchen Area:          | <input type="radio"/> Small <input type="radio"/> OK <input type="radio"/> Good |              |
| # of Serving Lines:    |   |              |
| Minimum Core Capacity: |   |              |

| Auditorium           | Facilities  |  |  |
|----------------------|---|--|--|
| Auditorium:          | <input type="checkbox"/> Yes?   |  |  |
| # of Seats:          |   |  |  |
| Admin/Guidance Area: | <input type="radio"/> Small <input type="radio"/> OK <input type="radio"/> Good |  |  |

Press for Building Info Tab

Close the form to return to the main menu.

## 2.0 Capacity and Needs Plan Form

After completing the Capacity Calculation form, the next step is to prepare for your future needs. This form evaluates the needs for each school for the next 0 to 5 years and 6 to 10 years. From the Main Menu, click the **Capacity and Needs Plan** button.

Complete this form for every school even if there is no construction planned. From the **Capacity Calculator** form, the number of mobile units and current capacity will already be entered – all other data needs to be entered in this form.

Capacity and Needs Plan

2020-21 DPI Facility Needs Survey

Capacity and Needs Plan

Select a School: A G Cox Middle

School: **A G Cox Middle**

School No: **740-302**

Type: **Middle**

Grades: **06-08**

Current ADM: **823**

Teaching Stations in Mobile Units:

(mobiles/temp. bldgs. for educational use at this school)

Pre - K

K - 5

6 - 8

9 - 12

Total K-12

Current Capacity

Add New School

Delete School

Undo Changes

Save and Close Form

0 - 5 Year Project Needed

Project Needed:

Priority:

5 Years Planned Capacity

Pre - K

K - 5

6 - 8

9 - 12

Total K-12

(Capacity planned to accomodate projected enrollment 2025-26)

Justifications: (Why are these improvements needed?)

1.

2.

Notes/ Description:

6 - 10 Year Project Needed

Project Needed:

Priority:

10 Years Planned Capacity

Pre - K

K - 5

6 - 8

9 - 12

Total K-12

(Capacity planned to accomodate projected enrollment 2030-31)

Justifications: (Why are these improvements needed?)

1.

2.

Notes/ Description:

INSTRUCTIONS – 2020 Facility Needs Survey (rev. 10/15/2020)

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## 2.1 Capacity and Needs Plan - 0 to 5 Year Project Needed

In the *0-5 Year Project Needed* area, select a *Project Needed* from the pull-down list. Selecting "addition", "addition/ renovation", or "renovations" will make available the cost forms (to be filled in later) to estimate additions and renovations. Selecting "new school" or "new school (replace on site)" will make available the new schools cost form (to be filled in later). Choose a *Priority* from the drop-down list.

The screenshot shows the 'Capacity and Needs Plan' form for 'A G Cox Middle' (School No: 740-302). The form is divided into two main sections: '0 - 5 Year Project Needed' and '6 - 10 Year Project Needed'. The '0 - 5 Year Project Needed' section is circled in red. It includes fields for 'Project Needed' (a pull-down menu), 'Priority' (a pull-down menu), and '5 Years Planned Capacity' (a table with columns for Pre-K, K-5, 6-8, 9-12, and Total K-12). Below the capacity table is a 'Justifications' section with two numbered pull-down menus and a 'Notes/ Description' text area. The '6 - 10 Year Project Needed' section has similar fields for 'Project Needed', 'Priority', '10 Years Planned Capacity', 'Justifications', and 'Notes/ Description'. The form also includes buttons for 'Add New School', 'Delete School', 'Undo Changes', and 'Save and Close Form'.

**No School Construction Planned:** If you have no need for construction at this school for the next five years, select "None Needed" in the *Project Needed* box. The priority should be "blank".

**Closed Facility:** Use "Close Facility" for existing schools that will be replaced by new facilities. The planned capacity should be zero.

**Projects Under Construction or in Final Design Stage:** Projects that are under construction or in final design stages should not be added to these (project needed) categories. However, the capacity after the work is complete should be included in the 'Current Capacity' figures.

**Planned Capacity:** Fill in the **5 Year Planned Capacity** for the school - even if the capacity will be unchanged (note: additions such as core facilities or replacing existing classrooms may not increase capacity).

**Justifications:** Select your two main reasons the improvements are needed from the pull down lists for *Justifications*.

**Notes:** Fill in any notes, explanations, etc. you wish in the *Notes/Description* field.

## 2.2 Capacity and Needs Plan - 6 to 10 Year Project Needed

This program allows the planning of two projects at each school – one in the 0-5 year time frame, and one in the 6-10 year time frame. To plan for a second project, in the *6-10 Year Project Needed* area, select a *Project Needed* from the pull-down list, and proceed as described previously. If you have no need for construction at this school for the 6-10 year period, select “none needed” in the *Project Needed* box. The priority should be “blank”. The 10-year Planned Capacity can be copied from the 5-year Planned Capacity.

The screenshot shows the 'Capacity and Needs Plan' form for the '2020-21 DPI Facility Needs Survey'. The school selected is 'A G Cox Middle' with School No: 740-302. The form is divided into two main sections: '0 - 5 Year Project Needed' and '6 - 10 Year Project Needed'. The '6 - 10 Year Project Needed' section is circled in red. Both sections include fields for 'Project Needed', 'Priority', '5 Years Planned Capacity', and '10 Years Planned Capacity'. The '10 Years Planned Capacity' field in the '6 - 10 Year Project Needed' section is highlighted with a red circle. The form also includes buttons for 'Add New School', 'Delete School', 'Undo Changes', and 'Save and Close Form'. A red circle is drawn around the '6 - 10 Year Project Needed' section, highlighting the 'Project Needed' and 'Priority' fields, and the '10 Years Planned Capacity' field.

Please make sure that a planned capacity for 0-5 years, and for 6-10 years, is **shown for each and every school**, unless that school is going to be closed.

**Note:** Cost Worksheets will be available ONLY for those schools, and for those years, for which Needs are identified on this form.



## 2.4 Add New School Form

For schools that are **NOT** on the list, use the "Add New School" button to open the form.

The screenshot shows a web application window titled "Capacity and Needs Plan". Inside, there's a header for the "2020-21 DPI Facility Needs Survey". Below the header, there's a "Select a School" dropdown menu with "A G Cox Middle" selected. The form displays school details: School: **A G Cox Middle**, School No: **740-302**, Type: **Middle**, Grades: **06-08**, Current ADM: **823**. There are input fields for Teaching Stations and Mobile Units. Below that, there are checkboxes for Pre-K, K-5, 6-8, 9-12, and Total K-12. A note indicates to include capacity of new schools and additions under construction. At the bottom, there are two buttons: "0 - 5 Year Project Needed" and "6 - 10 Year Project Needed". On the right side, there are four buttons: "Add New School" (circled in red), "Delete School", "Undo Changes", and "Save and Close Form".

This form is similar to the capacity plan form but does not include "current capacity". The following window will open. You will need to fill in a school name, assign a temporary school number (or the permanent school number if known), and choose the **Type** of school, and the **Grades** level. Fill in the other boxes as previously described.

The screenshot shows a web application window titled "Capacity/Plan - Add a New School". Inside, there's a header for the "2020-21 DPI Facility Needs Survey". Below the header, there's a section titled "Add A New School". A red note says: "Use this form to add a new school that's not listed on the capacity plan. Do not use for additions or renovations." The form has input fields for School Name, School No (Unit: **480**, No: ) with a note "(Assign a unique number between 100 and 200)", Type: **0**, and Grades:  with a note "(Enter grades or select from list)". There's a "Needed:" section with a Priority dropdown and a Project Needed dropdown. Below that, there are checkboxes for Pre-K, K-5, 6-8, 9-12, and Total K-12. A "Planned Capacity" section has input fields. A "Justifications" section has two numbered text areas with a note "(Why is this new school needed?)". At the bottom right, there are two buttons: "Close and Save" and "Close Cancel". At the bottom left, there's a "Record:" section with "1 of 1" and a "Search" button.

When the form input has been completed, click on "**Save and Close.**"



## 2.5 Delete School Button

Use the "**Delete School**" button on the capacity form to eliminate any duplicate schools in the list or if you change your mind about adding a new school. Do not delete any schools that were in operation in May of 2020. Show the planned capacity as **zero** for schools that will be closed.

Capacity and Needs Plan

2020-21 DPI Facility Needs Survey

Capacity and Needs Plan

Select a School: A G Cox Middle

School: **A G Cox Middle** School No: **740-302**

Type: **Middle** Grades: **06-08** Current ADM: **823**

Teaching Stations in Mobile Units: (mobiles/temp. bldgs. for educational use at this school)

Pre - K K - 5 6 - 8 9 - 12 Total K-12

Current Capacity

(Include the capacity of new schools and additions that are under construction or funded in the "Current Capacity")

0 - 5 Year Project Needed 6 - 10 Year Project Needed

Project Needed: Project Needed:

Buttons: Add New School, **Delete School**, Undo Changes, Save and Close Form

When you delete a school, you will receive the following message...

NCDPI Facility Needs Survey

**You are about to delete 1 row(s) from the specified table.**

Once you click Yes, you can't use the Undo command to reverse the changes. Are you sure you want to delete the selected records?

Yes No

Please make sure you are **ABSOLUTELY SURE** want to delete this school, because the record, once deleted, cannot be restored.

## 2.6 Reopening a Closed School

If you have a school that has previously been closed (and therefore is not included in the list of your active schools), but you want to reopen it, proceed as follows:

From the “**Capacity and Needs Plan**” form, click the “**Add New School**” red button, which will open the “Add New School” form.

Capacity and Needs Plan

2020-21 DPI Facility Needs Survey

Capacity and Needs Plan

Select a School: A G Cox Middle

School: **A G Cox Middle** School No: **740-302**

Type: **Middle** Grades: **06-08** Current ADM: **823**

Teaching Stations in Mobile Units: (mobiles/temp. bldgs. for educational use at this school)

Current Capacity: Pre - K K - 5 6 - 8 9 - 12 Total K-12

(Include the capacity of new schools and additions that are under construction or funded in the "Current Capacity")

**0 - 5 Year Project Needed** **6 - 10 Year Project Needed**

Project Needed: Project Needed:

On the Add New School Form, select “**Renovations**” in the **Project Needed** block. **DO NOT** select “New School.” Fill in the other information such as school name and number, priority, etc. Close and Save the form.

Capacity/Plan - Add a New School

2020-21 DPI Facility Needs Survey

**Add A New School**

*Use this form to add a new school that's not listed on the capacity plan. Do not use for additions or renovations.*

School Name:

School No: Unit No. 480 (Assign a unique number between 100 and 200)

Type: 0 Grades: (Enter grades or select from list)

**Needed:**

Priority:

Project Needed:

Planned Capacity: Pre - K K - 5 6 - 8 9 - 12 Total K-12

**Justifications** (Why is this new school needed?)

1.

2.

Notes/ Description:

**Close and Save** **Close Cancel**

Record: 1 of 1 No Filter Search

Go to the “**Cost Worksheets**” tab and click on the “**Additions & Renovations**” button in the “0 to 5 Year Project” section. Select the Reopened School in the “Select School” drop-down list. Input information for the renovations desired. Close the form. (See detailed instructions, on using the Cost Worksheet Form below).

Check the “Cost Summary” report. The work for this school should be shown.

The “**Capacity Report**” can be printed any time to see the list of schools, ADM, and DPI membership projections from this form; it's also required to be printed in the "Reports" section of the survey.

### 3.0 Cost Worksheets Tab

The Cost Worksheets tab allows for running cost estimates for the 0 to 5 Year Projects and the 6 to 10 Year Projects. The Additions & Renovations button and the New School button will open respective cost estimate forms ONLY if additions and/or renovations have been indicated in the Capacity and Needs Plan form.

#### 3.1 Cost Worksheet Tab - Additions & Renovations Form

Click the “Additions & Renovations” button will open the form for the planned project time frame. The forms are similar for both the 0-5 Year Project and 6-10 Year Project.

The screenshot displays the '2020-21 DPI Facility Needs Survey' interface. At the top, a dark blue header contains the survey title. Below it, a navigation bar includes tabs for 'Capacity and Plan', 'Cost Worksheets' (which is selected), 'Schools Questionnaire', 'Reports', and 'ADM'. The main content area is divided into two columns for '0-5 Year Project' and '6-10 Year Project'. Each column contains three buttons: 'Additions & Renovations' (circled in red), 'New Schools', and 'Print Cost Summary Report'. A text box below these buttons states: 'Complete capacity forms before beginning cost worksheets. Do not include the cost of new schools or other projects that are under construction or in final design stages.' At the bottom, contact information for the School Planning Section is provided, including a phone number, email address, and website URL. A 'Quit' button is located at the very bottom center.

**2020-21 DPI Facility Needs Survey**

Capacity and Plan Cost Worksheets Schools Questionnaire Reports ADM

**0-5 Year Project**

Additions & Renovations

New Schools

Print Cost Summary Report

**6-10 Year Project**

Additions & Renovations

New Schools

Print Cost Summary Report

Complete capacity forms before beginning cost worksheets.  
Do not include the cost of new schools or other projects that are  
under construction or in final design stages.

**School Planning Section : School Operations Division : NCDPI**

phone: (984) 236-2920 email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov)

website: <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning>

**NCDPI School Planning**

Quit

## 3.2 Additions

Select the school from the pull-down list and enter today's date. Enter the numbers of classrooms and other spaces to be added (entry will generally be limited to spaces appropriate to the type of school). The square foot area and estimated cost will be calculated based on the numbers of classrooms indicated. (sample below)

Additions and Renovations: 0- 5 Year Project
×

### 2020-21 DPI Facility Needs Survey

Cost Worksheet - Additions/Renovations  
0 - 5 Years Project

**Mattamuskeet Early College High**  
 School Number: **480-318**  
 Priority: **2**

Planned Capacity: **150**  
 Pre-K Capacity: **0**

Select School: Mattamuskeet Early College High

Close
Print Form

| Additions                     | Date: <span style="border: 1px solid black; padding: 2px;">7 /31/2020</span> <span style="font-size: small;">Enter the number of additional classrooms, etc needed</span> |        |      |           | Estimated Cost                        |
|-------------------------------|---|--------|------|-----------|---------------------------------------|
| Academic Classrooms           | Elem  | Middle | High | Area (sf) |                                       |
| Pre-K Clrms:                  |   |        |      |           |                                       |
| Kindergartens:                |   |        |      |           |                                       |
| Grades 1 Clrms:               |   |        |      |           |                                       |
| Grades 2-3 Clrms:             |   |        |      |           |                                       |
| Grades 4-5* Clrms:            |   |        |      |           |                                       |
| LA/SS/Math Clrms:             |   |        | 1    | 750       | s.f. X \$225.00 per sq. ft. = 168,750 |
| Math/Sci Clrms:               |   |        |      |           |                                       |
| Science Labs:                 |   |        | 1    | 1,450     | s.f. X \$300.00 per sq. ft. = 435,000 |
| Science Classrooms:           |   |        | 1    | 1,000     | s.f. X \$262.50 per sq. ft. = 262,500 |
| Exceptional (self-contained): |   |        |      |           |                                       |
| Resource:                     |   |        |      |           |                                       |
| Computer Rooms:               |   |        |      |           |                                       |
| Arts Education                | Elem  | Middle | High |           |                                       |
| Visual Arts:                  |   |        | 1    | 1,500     | s.f. X \$250.00 per sq. ft. = 375,000 |
| General Music:                |   |        |      |           |                                       |
| Instrumental Music (band):    |   |        |      |           |                                       |
| Vocal Music (chorus):         |   |        |      |           |                                       |
| Dance/Drama:                  |   |        |      |           |                                       |
| Vocational                    | Elem  | Middle | High |           |                                       |
| Keyboarding Labs:             |   |        |      |           |                                       |
| Prevocational Labs:           |   |        |      |           |                                       |
| Business/Office Ed:           |   |        | 1    | 1,200     | s.f. X \$275.00 per sq. ft. = 330,000 |
| Service/Marketing:            |   |        | 1    | 1,400     | s.f. X \$275.00 per sq. ft. = 385,000 |
| Technology Labs:              |   |        |      |           |                                       |

Physical Education and other core areas check boxes add a typical sized facility based on the school capacity. Square footage area can be overridden if your situation is different.

Note: You will find that some boxes are “grayed-out” so that data cannot be entered. This is based on the grade level (“Type”) selected for each individual school on the **“Capacity Calculator”** or **“Capacity and Needs Plan”** sheet. If you want to enter data in a box that is “grayed-out,” return to those sheets and ensure that the grade level for that particular school is entered correctly.



Core Facilities – Checking this box will add a new dining room and kitchen automatically sized for your enrollment.

|                                 |                          |                                     |                          |               |                               |                     |
|---------------------------------|--------------------------|-------------------------------------|--------------------------|---------------|-------------------------------|---------------------|
| Service/Marketing:              |                          |                                     |                          |               |                               |                     |
| Technology Labs:                |                          |                                     |                          |               |                               |                     |
| Agri/Trade+Ind:                 |                          |                                     |                          |               |                               |                     |
| <b>Physical Education, etc</b>  | <b>Elem</b>              | <b>Middle</b>                       | <b>High</b>              |               |                               |                     |
| P.E./ Multi/ Main Gymnasium:    | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               | Check to add new facility     |                     |
| Auxiliary Gym:                  |                          | <input type="checkbox"/>            | <input type="checkbox"/> |               | Check to add new facility     |                     |
| Health/P.E. Clrms:              |                          |                                     | 1                        | 750           | s.f. X \$237.50 per sq. ft. = | 178,125             |
| Weight Room:                    |                          |                                     |                          |               |                               |                     |
| Wrestling:                      |                          |                                     |                          |               |                               |                     |
| <b>Core Facilities</b>          |                          |                                     |                          |               |                               |                     |
| Media RLV Area:                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |               |                               |                     |
| Media Support Area:             |                          |                                     |                          |               |                               |                     |
| Dining Area:                    |                          | <input checked="" type="checkbox"/> |                          | 1,000         | s.f. X \$375.00 per sq. ft. = | 375,000             |
| Kitchen Area:                   |                          |                                     |                          | 100           | s.f. X \$375.00 per sq. ft. = | 37,500              |
| # of Serving Lines:             |                          | 1                                   |                          | 320           | s.f. X \$300.00 per sq. ft. = | 96,000              |
| Auditorium:                     |                          |                                     | <input type="checkbox"/> | 1,000         | s.f. X \$375.00 per sq. ft. = | 375,000             |
| <b>Admin/Guidance Area:</b>     |                          |                                     |                          | 100           | s.f. X \$250.00 per sq. ft. = | 25,000              |
| <b>Other/misc. Area:</b>        |                          |                                     |                          |               |                               |                     |
| Subtotals:                      |                          |                                     |                          | 39,670        | s.f.                          | 9,825,375           |
| Bldg. Support/Circulation:      |                          |                                     |                          | 13,884        | s.f. X \$250.00 per sq. ft. = | 3,471,000           |
| <b>Total Area (s.f.) Added:</b> |                          |                                     |                          | <b>53,554</b> | Const. Cost (\$248.28/s.f.):  | <b>\$13,296,375</b> |

Entering a number of square feet in this field will let you “add to” your existing dining / kitchen facilities, so that you can control the area to be added.

If additional land is needed, enter the number of acres, cost per acre, and/or total cost of the additional acreage, in the appropriate boxes.



### 3.3 Renovations

The Renovations section of the form is located towards the end of the form. When renovations are needed, indicate the square footage or cost as requested for the needed renovations.

Additions and Renovations: 0- 5 Year Project
×

**2020-21 DPI Facility Needs Survey**

**Cost Worksheet - Additions/Renovations  
0 - 5 Years Project**

**Mattamuskeet Early College High**

School Number: **480-318**  
 Priority: **2**

Planned Capacity: **150**  
 Pre-K Capacity: **0**

Select School: Mattamuskeet Early College High

Close
Print Form

#### Renovations

| Site Improvements                    | Size/ Amount             | Notes/ Description                              | Cost    |
|--------------------------------------|--------------------------|---|---------|
| Parking/ Drives:                     | 10,000                   |   | 10,000  |
| Sewer System:                        | <input type="checkbox"/> | Check box to add sewer system.                  |         |
| Water System (well):                 | <input type="checkbox"/> | Check box to add a well.                        |         |
| Grading/ Drainage:                   | 10,000                   |   | 10,000  |
| Canopy (cov. walk)                   | 300                      | s.f. X \$30.00 per sq. ft. =                    | 9,000   |
| Other Sitework (describe):           |                          |   |         |
| <b>Building/ Exterior/ Structure</b> |                          | Use scroll bar to move up/down on form.         |         |
| Roof Replacement:                    | 30,000                   | s.f. X \$6.75 per sq. ft. =                     | 202,500 |
| Structural Repairs:                  |                          |   |         |
| Window Replacement:                  |                          | s.f.  |         |
| Masonry/ Ext. Wall Repairs:          |                          |   |         |
| Other Bldg/Exterior (describe):      | 5,000                    |   | 5,000   |
| <b>Interior/ Finishes</b>            |                          | Note: cost amounts shown in blue can be edited. |         |
| Partition/Wall Construction:         |                          |   |         |
| Ceilings:                            | 15,000                   | s.f. X \$2.50 per sq. ft. =                     | 37,500  |
| Flooring:                            |                          | s.f.  |         |
| Painting:                            |                          | s.f.  |         |
| Other Bldg/Interior (describe):      | 10,000                   |   | 10,000  |
| <b>Plumbing/ HVAC/ Electrical</b>    |                          |   |         |
| Air Conditioning:                    | 15,000                   | s.f. X \$19.50 per sq. ft. =                    | 292,500 |
| Electrical Service:                  |                          | s.f.  |         |
| Lighting:                            |                          | s.f.  |         |
| Computer/ Tech. Wiring:              |                          | s.f.  |         |

Note: In some fields, you are asked to enter your estimate of the cost of the work (\$); in some blanks, you are asked to enter the area (s.f.) of the work to be done. As you enter the correct data, cost calculations are automatic by default. Default costs that are calculated can be overridden if necessary.

**Furnishing/Equipment** costs are automatically calculated for additions and for kitchen equipment and media center furnishings if new facilities are added. You'll need to add "other furniture/equipment" if needed for renovations or partial replacement (check the kitchen equipment or media center furnishings to add *complete* kitchen or media equipment).

#### Furnishings/ Equipment

|                                |                                     |                                       |                    |
|--------------------------------|-------------------------------------|---------------------------------------|--------------------|
| Furn./ Eqpt. for Addition*:    |                                     | $\$13,296,375 \times 0.094 =$         | <b>1,249,859</b>   |
| Kitchen Equipment:             | <input checked="" type="checkbox"/> | Check to add kitchen equipment        | <b>150,000</b>     |
| Media Center Furnishings*:     | <input checked="" type="checkbox"/> | Check to add media center furnishings | <b>52,000</b>      |
| Other Furn./ Eqpt. (describe): | <b>5,000</b>                        |                                       | <b>5,000</b>       |
| <b>Total Furn./ Eqpt.</b>      |                                     |                                       | <b>\$1,456,859</b> |

**Justifications.** Complete the bottom of the form. Select the Justifications for the project from the choices listed in the drop down field.

#### Notes/Comments:

Notes...

#### Justifications Why are these improvements needed?

SCROLL FORM

1. Projected enrollment growth
2. Building Code / Life Safety

**Funding.** Complete the Funding section. Select the "Likelihood" of funding from the drop down box. Answer the two questions concerning funding with a narrative in the two respective boxes.

#### Funding

Likelihood that County will fund project: Very Unlikely

If "Very Unlikely," why will County funding not be available?

Current tax revenues are not sufficient to fund this project.

What other funding sources are available for the project?

No other known sources at this time.

### 3.4 Printing Form

You can print any addition/renovation form using the **"Print Form"** button on the upper right corner of the form. This will load a Print Preview. The Print button in the upper left corner will load the print dialog for printing.

Additions and Renovations: 0- 5 Year Project
×

## 2020-21 DPI Facility Needs Survey

Cost Worksheet - Additions/Renovations  
0 - 5 Years Project

**Mattamuskeet Early College High**

School Number: **480-318**  
 Priority: **2**

Planned Capacity: **150**  
 Pre-K Capacity: **0**

Select School: Mattamuskeet Early College High

Close
**Print Form**

**Additions**

Date: 7 /31/2020

Enter the number of additional classrooms, etc needed

| Academic Classrooms           | Elem | Middle | High | Area (sf) |                               | Estimated Cost |
|-------------------------------|------|--------|------|-----------|-------------------------------|----------------|
| Pre-K Clrms:                  |      |        |      |           |                               |                |
| Kindergartens:                |      |        |      |           |                               |                |
| Grades 1 Clrms:               |      |        |      |           |                               |                |
| Grades 2-3 Clrms:             |      |        |      |           |                               |                |
| Grades 4-5* Clrms:            |      |        |      |           |                               |                |
| LA/SS/Math Clrms:             |      |        | 1    | 750       | s.f. X \$225.00 per sq. ft. = | 168,750        |
| Math/Sci Clrms:               |      |        |      |           |                               |                |
| Science Labs:                 |      |        | 1    | 1,450     | s.f. X \$300.00 per sq. ft. = | 435,000        |
| Science Classrooms:           |      |        | 1    | 1,000     | s.f. X \$262.50 per sq. ft. = | 262,500        |
| Exceptional (self-contained): |      |        |      |           |                               |                |
| Resource:                     |      |        |      |           |                               |                |
| Computer Rooms:               |      |        |      |           |                               |                |
| Arts Education                | Elem | Middle | High |           |                               |                |
| Visual Arts:                  |      |        | 1    | 1,500     | s.f. X \$250.00 per sq. ft. = | 375,000        |
| General Music:                |      |        |      |           |                               |                |
| Instrumental Music (band):    |      |        |      |           |                               |                |
| Vocal Music (chorus):         |      |        |      |           |                               |                |
| Dance/Drama:                  |      |        |      |           |                               |                |
| Vocational                    | Elem | Middle | High |           |                               |                |
| Keyboarding Labs:             |      |        |      |           |                               |                |
| Prevocational Labs:           |      |        |      |           |                               |                |
| Business/Office Ed:           |      |        | 1    | 1,200     | s.f. X \$275.00 per sq. ft. = | 330,000        |
| Service/Marketing:            |      |        | 1    | 1,400     | s.f. X \$275.00 per sq. ft. = | 385,000        |
| Technology Labs:              |      |        |      |           |                               |                |


### 3.5 New Schools Form

To estimate the cost of a New School, click on the “New Schools” button on the “Costs Worksheet” tab.

The New School form will not load if there has not been a New School indicated on the Capacity Plan. If there is an error message at this point, it means that you have not planned for a new school on the “Capacity Plan” button. If there should be a New School, go back to that button and enter the data for the new school.

Select a school using the drop down list. If there is only one new school in your LEA, it will already be open for you, otherwise select the school from the drop down list. Enter the date in the “Date” field.

New Schools Form: 0 - 5 Year Project

2020-21 DPI Facility Needs Survey

New School Worksheet  
0 - 5 Year Project

New High School

School No: 480-111  
Priority: 2

Student Capacity: 500  
Pre-K Capacity: 0

Select School

New High School

Close

Print Form

Construction Cost - 0 - 5 Year Project

Bldg Area

Use "Bldg Area" button to enter typical sq. ft. area for this school.

Date:

Area (sq.ft.) per student: \$0.00

Cost Estimate

|   |                          |                                     |                          |  |
|---|--------------------------|-------------------------------------|--------------------------|--|
| Building Construction:  |                          |                                     | s.f.                     |  |
| Is land already owned by the LEA for this school? If not, enter land cost in the box for "Land Purchase" below. |                          |                                     |                          |  |
| Site Development:   |                          |                                     |                          |  |
| Bldg/Site Cost:   |                          |                                     |                          |  |
| Sewer System:   | <input type="checkbox"/> | Check box for on-site sewer system. |                          |  |
| Water System (well):  | <input type="checkbox"/> | Check box for well.                 |                          |  |
| Demolition of Exist. Buildings:   |                          | s.f.                                |                          |  |
| Other Const. Costs (describe):  | \$                       |                                     |                          |  |
| Contingency:  |                          |                                     |                          |  |
| Admin. and Design Fees:   |                          |                                     |                          |  |
| Note: cost amounts shown in blue can be edited.   |                          |                                     | Total Construction Cost: |  |
| Furnishings/ Equipment  |                          |                                     |                          |  |
| Furnishings and Equipment:  |                          |                                     |                          |  |
| Kitchen Equipment:  |                          |                                     |                          |  |
| Other Furn./ Eqpt. (describe):  | \$                       |                                     |                          |  |
| Total Furn./ Eqpt.  |                          |                                     |                          |  |

Justifications: (Why are these improvements needed?)

SCROLL FORM

1. Projected enrollment growth

2. Ease current crowding

Use the "**Bldg Area**" button to add the building construction area (SF) automatically. This will calculate a "typical" building area based on the student capacity which you previously entered, and the Facility Guidelines. You can change the building area if your school area will be different from the norm.

- Use the check boxes for a well or sewerage treatment system on-site.
- If the new school will replace existing buildings on site, indicate the square footage of buildings that will be demolished.
- You can fill in miscellaneous or special construction costs in "other construction costs."
- Furnishings and equipment will be calculated, but add any special equipment not included.
- Indicate the number of acres and cost of the school site (unless you already own the land).
- You can fill in any notes or explanations.

If any of your schools have priorities in the 6-10 year range, go back to the **Cost Worksheets** Tab (see page 8) and follow the above procedure for those schools.

For schools which will have two priority projects (for example, some work to be done in years 2-5 and some work to be done in years 6-8), you might want to compare the scope of these projects side-by-side. You may find that some work should be moved from one priority to the other.

All cost worksheets should be completed *before* printing the "**Cost Summary Report**" for submittal to DPI. (You can print cost reports for your own review at any time.)

"**Close**" this form to return to the main menu.



## 4.0 Schools Questionnaire

The Schools Questionnaire section of the FNS collects detailed information about each school facility. This data will generate a statistical summary to assist with identifying broad trends in school facilities statewide.

**2020-21 DPI Facility Needs Survey**

Capacity and Plan | Cost Worksheets | **Schools Questionnaire** | Reports | ADM

**Open Questionnaire**

Complete the Schools Questionnaire for each school in the Survey.

**School Planning Section : School Operations Division : NCDPI**

phone: (984) 236-2920      email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov)

website: <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning>

**Quit**

**NCDPI**  
School Planning



## 4.1 Schools Questionnaire


Open the Schools Questionnaire and select the school from the “Select a School” pull-down menu. Answer each question by selecting from the pull-down choices, or by entering information where appropriate. Scroll down within this window and answer **all questions**.

The screenshot shows a web application window titled "Schools Questionnaire". At the top, there is a blue header bar with the text "2020-21 DPI Facility Needs Survey" and "Schools Questionnaire". Below the header, there is a "Select a School:" dropdown menu with "Mattamuskeet Early College High" selected. To the right of the dropdown is a "Print Questionnaire" button. Below the dropdown, the school information is displayed: "School: Mattamuskeet Early College Hig", "School No: 480-318", "Type: Other", "Grades: 06-12", and "Current ADM 185". There are two buttons: "Undo Changes" and "Save and Close Form". The main section is titled "General Information Survey (this school)". It contains a list of 11 questions, each with a corresponding input field (either a dropdown menu or a text box). The questions are: 1. Operational calendar. 2. For high schools, provide current scheduling format. 3. Does this school have a special programmatic focus: Magnet / CTE / IB / Early College, etc.? 4. Are all science labs at this school in compliance with the NCDPI Science Safety Checklist? (with a link to the checklist). 5. Does the main entrance at this school include a Security Vestibule to control visitor entry? 6. Is the main office at this school equipped with the required Silent Panic Alarm to directly call emergency first responders? 7. Staff or private janitorial services? 8. LEED certification? (any buildings) 9. Number of mobile units on this campus - in use? 10. Number of mobile units on this campus - out of use? 11. Number of SDGs? A "Scroll Down" button is located at the bottom right of the question list.

Repeat the questionnaire for **each school**. When the entries are complete for the first school, select the next school from the pull-down list, and so on, until the questionnaire is completed for all schools in the district. The answers are saved automatically when entered, so the user can move freely between schools, and return repeatedly to make corrections or add new information.

## 4.2 Print Questionnaire

When the Questionnaire is complete for a school the form should be printed as a PDF file. Select the **"Print Questionnaire"** button on the upper right corner of the form. This will load a Print Preview of the Questionnaire Report for that school. This generates a three-page report for the selected school. Select the Print button in the upper left corner to load the print dialog for printing.



2020-21 DPI Facility Needs Survey Schools Questionnaire

School No: 480-306 School: Mattamuskeet Elementary

Type: Elementary Grades: 0K-05 Current ADM: 196

General Information Survey (this school)

1. Operational calendar.

2. For high schools, provide current scheduling format.

3. Does this school have a special programmatic focus: Magnet / CTE / IB / Early College, etc?

4. Are all science labs at this school in compliance with NCDPI's Science Safety Checklist?  
<https://files.nc.gov/ncd/documents/schoolplanning/science-safety-checklist.pdf>

5. Does the main entrance at this school include a Security Vestibule to control visitor entry?

6. Is the main office at this school equipped with the required Silent Panic Alarm to directly call emergency first responders?

7. Staff or private janitorial services?

8. LEED certification? (any buildings)

9. Number of mobile units on this campus - in use?

10. Number of mobile units on this campus - out of use?

11. Number of SROs?

12. Number of School Nurses?

13. Number of Assistant Principals?

14. Number of School Counselors?

15. Total expenditures for Capital Projects last 5 years? (this campus)

School Number 480-306

printed: 9/3/2020 Page 1 of 3

\* ADM is based on NCDPI data for 5th Month 2019-20

The Questionnaire Report for each school should be 'printed' as an individual PDF file and saved to a folder for return to DPI along with other FNS Reports and the completed Database.

## 5.0 Reports Tab

After the Capacity and Cost Worksheets are completed, print the Capacity Reports and Cost Summary Reports. There are Capacity Reports for 5 and 10 years, and Cost Summary Reports for 5 and 10 years. These four reports will be returned to School Planning, along with the School Questionnaires, and the Board Certification.

The screenshot displays the '2020-21 DPI Facility Needs Survey' interface. At the top, a navigation bar includes tabs for 'Capacity and Plan', 'Cost Worksheets', 'Schools Questionnaire', 'Reports' (which is circled in red), and 'ADM'. The main content area is divided into two columns for project durations: '0-5 Year Project' and '6-10 Year Project'. Each column contains two buttons: 'Print Capacity Report' and 'Print Cost Summary Report'. Below these columns is a central box with 'Print School Board Certification' and 'Save to Files' buttons. At the bottom, contact information for the School Planning Section is provided, including a phone number, email address, and website URL. A 'Quit' button is located at the very bottom center.

**2020-21 DPI Facility Needs Survey**

Capacity and Plan | Cost Worksheets | Schools Questionnaire | **Reports** | ADM

**0-5 Year Project**

- Print Capacity Report
- Print Cost Summary Report

**6-10 Year Project**

- Print Capacity Report
- Print Cost Summary Report

Print School Board Certification

Save to Files

**School Planning Section : School Operations Division : NCDPI**

phone: (984) 236-2920      email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov)

website: <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning>

Quit

**NCDPI School Planning**

## 5.1 Viewing and Printing a Report

If at any time in the process you wish to view a Report on your computer monitor, without actually printing a hard copy, click the “Print” button on the specific report. This will open a Print Preview screen. Where multiple pages occur, click the one-page, two-page, multi-page button at the top of the screen. If you wish to print, click the Print button at the top left of the screen.

**2020-21 DPI Facility Needs Survey**

Capacity and Plan Cost Worksheets Schools Questionnaire **Reports** ADM

**0-5 Year Project** **6-10 Year Project**

Print Capacity Report Print Capacity Report

Print Cost Summary Report Print Cost Summary Report

Print School Board Certification

Save to Files

**School Planning Section : School Operations Division : NCDPI**

phone: (984) 236-2920 email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov)

website: <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning>

Quit

NCDPI School Planning

## 5.2 School Board Certification

Click on "**School Board Certification**" and a print preview of the certification form will open. If you wish to print, click the Print button at the top left of the screen.

The screenshot shows a web browser window titled "rptSchoolBoardCert". The main content area displays the "2020-21 DPI Facility Needs Survey" for "Hyde County Schools Long Range Plan". The administrative unit is "Hyde County Schools (Unit 480)".

**I. Certification of Board of Education**

The Hyde County Schools Board of Education hereby submits its Facility Needs Survey dated 07/31/2020 listing all improvements and additional facilities needed to accommodate projected enrollments through the 2020-21 school year and improvements to existing facilities to provide safe, comfortable environments that support the educational programs.

We do hereby certify that the needs identified herein are a true representation of our situation. Alternatives were considered and this plan provides the best balance between cost and benefit to our students. We understand that costs have been standardized to statewide averages to provide uniform comparisons.

\_\_\_\_\_, Chairman \_\_\_\_\_ Date  
\_\_\_\_\_, Secretary, Ex-officio \_\_\_\_\_ Date

**2. Certification of Board of County Commissioners**

The Hyde County Board of Commissioners has received and reviewed a copy of this survey prior to submission to the State Board of Education. This does not necessarily constitute endorsement of or commitment to fund the Facility Needs Survey.

\_\_\_\_\_, Chairman \_\_\_\_\_ Date  
\_\_\_\_\_, County Manager or Clerk \_\_\_\_\_ Date

Hyde County Schools Facility Needs printed: 9/3/2020

Page: 1 | No Filter

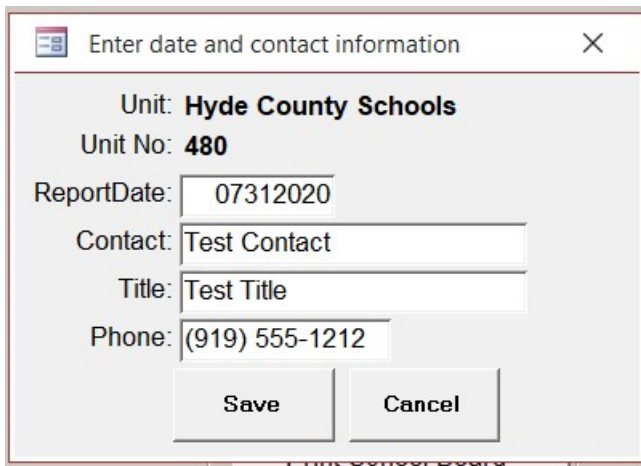
Obtain the signatures (with dates) of the appropriate persons representing both the School Board and the County Commissioners.

The signature by the chairperson of the County Commissioners does not indicate that they agree with or approve of the findings – only that they have received and reviewed a copy of the documents. The signature does not obligate the County Commissioners to take any action in any way. However, both Boards should be aware that it is an obligation of the School Board to make their needs known to the County Commissioners (G.S.115C-521).



### 5.3 Save to Files

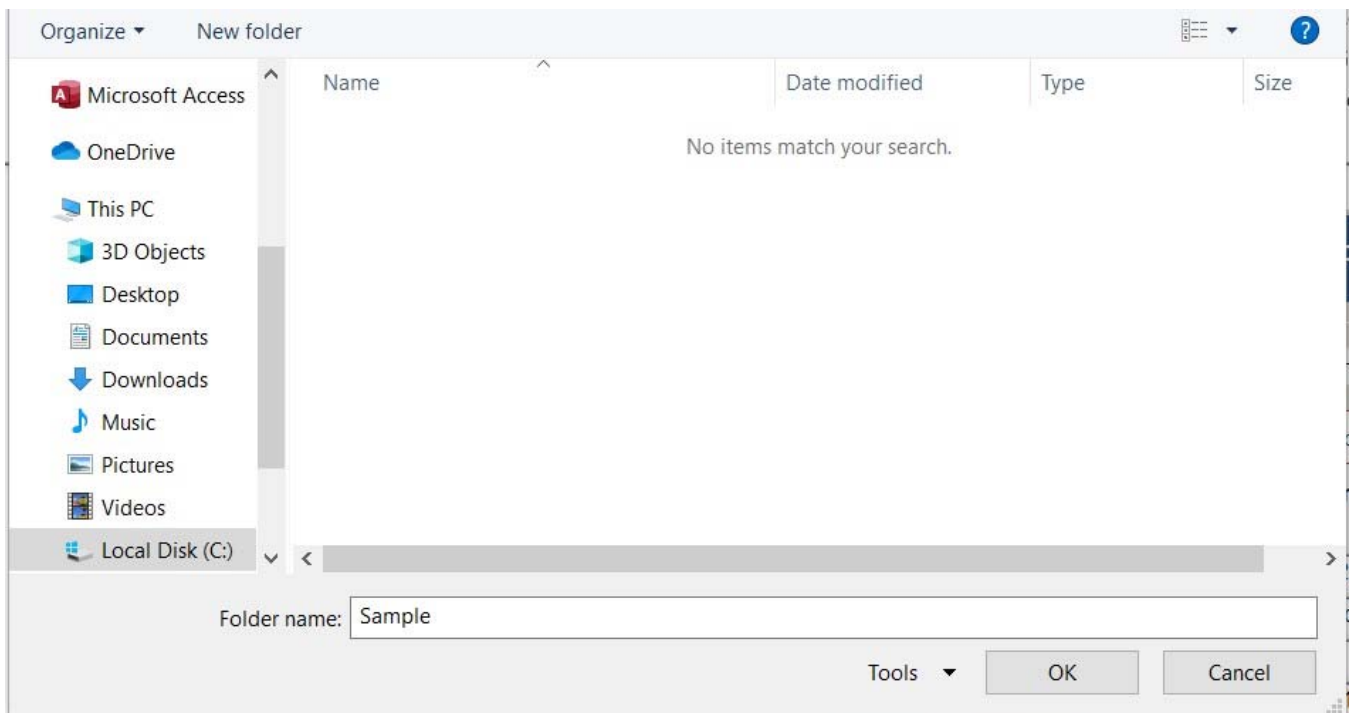
Click **"Save to Files"** button. Fill in the date and the name and phone number of the person that prepared the facility survey and can be contacted if we have any questions.



The dialog box is titled "Enter date and contact information" and contains the following fields and buttons:

- Unit: **Hyde County Schools**
- Unit No: **480**
- ReportDate:
- Contact:
- Title:
- Phone:
- Save** button
- Cancel** button

After entering the contact information, click on **"Save"**. The "Select Drive / Folder to Save File" window will open. Browse to the Folder where you want to save the files, press "OK", and the information will be saved to that location.





After saving you will see this message:



## 5.4 Submitting Files to DPI School Planning

When the Survey is fully completed, submit the following items to DPI School Planning:

- Electronically submit the saved data tables (.txt files from Step 5.3) to DPI.
- Electronically submit the PDF summary reports to DPI.
- Electronically submit the PDF school questionnaires to DPI.
- Electronically transfer a copy of the completed 2020 FNS Database to DPI.
- Mail the signed Certification to DPI.

An individual web link will be provided to each LEA for electronic file upload.

Mail the signed certification to:

**Nathan Maune, AIA**  
**School Planning**  
**Department of Public Instruction**  
**6319 Mail Service Center**  
**Raleigh, NC 27699-6319**

Questions regarding the 2020 Facility Needs Survey should be directed to Nathan Maune, School Planning Section Chief, by phone at (984) 236-2919 with any questions.

## 6.0 ADM Reports

To view the current projected ADM, click on the respective buttons. There is a report showing Projected ADM by Year and Grade from 2020-21 through 2029-30, and a report comparing Current ADM to Projected ADM for 2024-25 by School Type (ES/MS/HS).

**2020-21 DPI Facility Needs Survey**

Capacity and Plan Cost Worksheets Schools Questionnaire Reports **ADM**

Projected ADM Report  
by Year and Grade

Current ADM Report  
by School

**School Planning Section : School Operations Division : NCDPI**  
phone: (984) 236-2920 email: [nathan.maune@dpi.nc.gov](mailto:nathan.maune@dpi.nc.gov)  
website: <https://www.dpi.nc.gov/districts-schools/district-operations/school-planning>

Quit

Note: Current and projected ADM data are obtained from NCDPI records.

**THANK YOU FOR YOUR TIME AND EFFORT IN COMPLETING THE 2020 SURVEY!**