

1 Facility construction will be undertaken in accordance with the long-range plan adopted by the  
2 Transylvania County Board of Education (the “board”) and the facility design approved by the  
3 board. Any repairs or renovations of school facilities should be undertaken in such a way as to  
4 minimize disruption of instructional time and the educational environment.  
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6 **A. QUALITY OF CONSTRUCTION**  
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8 Buildings should be constructed with durable materials that, when possible, permit space  
9 to be adapted to various purposes and to be adjusted to changes in technology or the  
10 educational program.  
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12 The board will not accept substandard construction. In the event of insufficient funding  
13 for a project, the board will defer implementing parts of the long-range plan.  
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15 ~~Any repairs or renovations of school facilities should be undertaken in such a way as to minimize~~  
16 ~~disruption of instructional time and the educational environment.~~  
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18 **B. CHANGE ORDERS**  
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20 After a contract for construction or repair work has been awarded, the need may arise to  
21 amend the terms, conditions, or specifications of the contract. The contract may be  
22 amended by a change order, but change orders may not be used to evade bidding  
23 requirements.  
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25 When amendments to a contract are necessary, the contractor shall submit a proposed  
26 change order in writing to the superintendent or designee. Any request for expedited  
27 review must also be in writing and accompany the proposed change order.  
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29 Unless otherwise prohibited by statute or regulation, the superintendent or designee is  
30 authorized to approve or deny change orders involving sums up to \$100,000 so long as  
31 funding for the change order is available within the established project budget. The  
32 superintendent shall report all such change order requests and whether they were  
33 approved or denied to the board at the next regular board meeting.  
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35 Change orders which involve amounts over \$100,000 or are in excess of the remaining  
36 funds in the project budget require board approval. The superintendent shall report to the  
37 board at the next regular board meeting all such proposed change orders, along with the  
38 superintendent’s recommendation whether to approve each change order. However, the  
39 superintendent shall report to the board chair within 48 hours any change orders that  
40 include a request by the contractor for expedited review or that, in the superintendent’s  
41 opinion, require expedited review. The board chair will then decide whether a special  
42 meeting must be called to address the proposed change order before the next regular  
43 board meeting.  
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45 Legal References: G.S. 115C-521, -524

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47 Cross References: **Contracts with the Board (policy 6420)**, Planning to Address Facility Needs  
48 (policy 9000), Facility Design (policy 9020)

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50 Adopted: June 20, 2016

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52 Revised: **[DATE]**

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