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BUILDINGS AND SITES

Policy Title STATEMENT OF GUIDING PRINCIPLES Code 900

The primary purpose of the school building program is to provide means of achieving the educational objectives of the school district. It shall be the goal of the Board to provide sufficient school district buildings and sites for the education program. The Board shall strive to provide an environment which will encourage and support learning.

In providing this environment, the school district buildings and sites will accommodate the organizational and instructional patterns that support the education program. The Board shall have final authority to determine what is necessary to meet the needs of the education program.

The Board of Directors shall have full and final responsibility for the selection of sites, employment of personnel, contracting for services, approval of plans, authorization and acceptance of bids, payment for work performed on contractual agreements, and final acceptance or rejection of work done. All of the related actions should be taken only by official resolutions based upon formal recommendations of the superintendent at legal Board meetings.

*It shall be the responsibility of the superintendent and designee to oversee the day-to-day operations of the school buildings and sites and to notify the Board of areas in need of improvement.*

Adopted 6/15/70 Reviewed 1/91; 3/05; 6/09 Revised 2/00; 3/05; 6/15/09  
Related Policy: (Code Number) \_\_\_\_\_  
Legal Reference: (Code of Iowa) \_\_\_\_\_

BUILDINGS AND SITES

Policy Title SITE SPECIFICATIONS

Code 901.2

The Board of Directors shall accept as its minimum standards such site specifications as issued by the Iowa Department of Education. The Board of Directors may adopt additional standards over and above the site specifications issued by the Iowa Department of Education as it deems necessary and beneficial to the school district.

The Board may meet in closed session to discuss potential purchases of sites.

Adopted 6/15/70 Reviewed 3/05; 6/09 Revised 3/90; 2/00; 11/10

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) §§ 297 (2007)

BUILDINGS AND SITES

Policy Title BUILDINGS & SITES LONG-RANGE PLANNING

Code 901.3

As part of the Board's long-range plan for the school district's education program, the Board shall include the buildings and sites needed for the education program. The long-term needs for buildings and sites shall be discussed and determined by the Board.

It shall be the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and education program requirements to the Board.

Adopted 6/15/70 Reviewed 3//05; 6/09; 11/10 Revised 2/7/00

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) §§ 280.3, .12, .14; 297 (2007)

BUILDINGS AND SITES

Policy Title FACILITIES PLANNING ADVISORS

Code 901.4

It shall be the policy of the Board of Directors upon the recommendation of the superintendent to contract for the services of consultants and other resource personnel for the study of facility issues of the school district. To the extent possible, the needs for such special studies shall be determined well in advance so that budgetary provisions can be made.

In determining consulting needs such as architect or architectural firm, construction management, engineering, appropriate facilities professional, etc., an interview process may be used which may include members of the Board of Directors, the Superintendent of Schools, and other personnel designated by them. The Board of Directors may participate in interviews for the selection of an appropriate facilities professional for the specific project under consideration.

Adopted 6/15/70 Reviewed 1/91; 3/05; 6/09 Revised 5/84; 2/00; 3/05; 6/09; 11/10

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) \_\_\_\_\_

BUILDINGS AND SITES

Policy Title EDUCATIONAL SPECIFICATIONS FOR BUILDING Code 901.5

Buildings and sites considered for purchase or construction by the Board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the Board.

Prior to remodeling or other construction of buildings and sites, the superintendent may appoint a committee of consultants, employees, citizens, or others to assist the Board in developing the specifications for the new or improved buildings and sites. These specifications will be consistent with the education program, and they will provide the architect with the information necessary to determine what is expected from the facility.

The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of classrooms, the functional use to be made of the rooms, description of specialized needs, and other pertinent information as the Board deems necessary.

Adopted 6/15/70 Reviewed 3/05; 6/09 Revised 3/91; 2/00; 3/05; 6/09; 11/10

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) Cedar Rapids Community School District, Linn County v. City of Cedar Rapids, 252 Iowa 205, 106 N.W.2d 655 (1960); Iowa Code §§ Ch 26; 280.3, .14; 297; 544A (2007); 1974 Op. Atty Gen. 529

BUILDINGS AND SITES

Policy Title FACILITY SPECIFICATIONS

Code 901.6

In developing and finalizing plans and specifications for building and facility projects, the architect shall proceed with the design of the facility after review by the superintendent and the Board of Directors.

The superintendent or designee shall provide the architect educational specifications, financial data, and other pertinent information necessary to planning.

It shall be the responsibility of the architect to obtain approval of the final plans from the Department of Education, State Fire Marshall, local building authorities, the superintendent or designee, and the Board of Education before releasing the plans for bid purposes.

Adopted 6/15/70 Reviewed 1/91; 3/05; 6/09 Revised 5/84; 2/00; 3/05; 6/09; 11/10

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) 280.3, .12, .14; 297 (2007)

BUILDINGS AND SITES

Policy Title FACILITIES FUNDING Code 901.7

The Board of Directors shall utilize, as needed, all means of financing construction and site purchases as provided by the Code of Iowa.

As needed, the Board of Directors shall, under legal petition, conduct an election for authorization to issue bonds in accordance with the statutes of the State of Iowa.

The issuance, the sale, the receipts from sale, and the payment of the bonds for the financing of construction shall be made in accordance with the statutes of the State of Iowa.

Adopted 6/15/70 Reviewed 3/05; 6/09; 11/10 Revised 3/91; 2/00; 6/15/09

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) §§ 75.1-75.9; 76.1-76.9; 278.1; 279.41; 291.13; 296; 297.5  
(2007); 298.9; 298.14; 298.18-298.24; 300; 565.6

BUILDINGS AND SITES

Policy Title STRUCTURES

Code 901.8

The Board of Directors shall approve all structures to be erected on school district buildings and/or grounds that require a building permit from a bona fide or regulatory agency. This approval must be obtained by the superintendent, or designee, prior to the structure being erected.

Adopted 8/18/86 Reviewed 1/91; 2/00; 3/05; 6/09 Revised 11/10

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) § 297.7 (2008)

BUILDINGS AND SITES

Policy Title BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS Code 901.9

The Board supports economic development in Iowa, particularly in the school district community. Construction contracts will be made in the school district community or in Iowa from Iowa-based companies if the bids submitted are comparable in quality and can be received without additional cost in comparison to those submitted by other bidders. The Board will have the authority to approve or reject construction contracts.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding \$25,000. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The superintendent or designee will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent or designee will determine the process for obtaining quotes for projects below the competitive quote limit.

The award of construction contracts will, generally, be made to the lowest responsible bidder. The Board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the Board, may choose a bid other than the lowest bid. The Board will have the right to reject any or all bids, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It is the responsibility of the superintendent to make a recommendation to the Board for construction contract bids.

Adopted 6/15/09 Reviewed \_\_\_\_\_ Revised 11/10  
Related Policy: (Code Number) \_\_\_\_\_  
Legal Reference: (Code of Iowa) Iowa Code §§ Ch 26; 72; 73; 297.7-.8 (2007)

MAINTENANCE AND OPERATIONS

Policy Title MAINTENANCE, OPERATION AND MANAGEMENT

Code 902.1

The superintendent or designee, in cooperation with the Manager of Operations and Maintenance, administration, faculty, and maintenance personnel, shall direct the development of a comprehensive maintenance schedule for the general care and maintenance of all buildings, equipment, and grounds of the school district.

Requests for improvements and/or repairs for all school district property shall at all times, except in cases of emergency, be presented to the superintendent or designee.

Principals, using input from their staff, will make requests for improvements following a process outlined by the superintendent or designee. The superintendent, or designee, and the Business Administrator in cooperation with the Manager of Operations and Maintenance will establish the priority for improvements.

Adopted 6/15/70 Reviewed 3/05; 6/09 Revised 9/92; 2/00; 3/05; 6/09; 11/10  
Related Policy: (Code Number) 901.9  
Legal Reference: (Code of Iowa) § 297.8 (2007)

MAINTENANCE AND OPERATIONS

Policy Title ENERGY CONSERVATION Code 902.3

The District believes that every effort should be made to conserve energy and our natural resources. The Board believes this commitment to be beneficial to our students and taxpayers in prudent financial management and the saving of energy. The fulfillment of this policy is the joint responsibility of the Board of Directors, administrators, teachers, students and the support personnel. Cooperation shall be demonstrated on all levels for the success of this policy.

The District will establish an energy conservation program and will maintain accurate records of energy consumption and cost of energy on a monthly basis. An energy analysis will be conducted and reported annually for each facility as defined by the program. Recommendations will be made for updating the energy program. Energy conservation guidelines and procedures will be reviewed by the Board of Directors. Information will be furnished to the Board and the community on the goals and progress of the energy conservation efforts.

As a part of any new construction project, renovation, or upon the purchase or upgrade of energy consuming equipment, the projected energy consumption of the project or equipment and potential costs and benefits derived from additional energy efficiency will be considered and implemented if financially feasible.

It is the responsibility of the superintendent or designee to develop energy conservation guidelines for employees and students. Employees and students will abide by these guidelines.

Adopted 7/18/05 Reviewed 6/09; 11/10 Revised 6/15/09  
Related Policy: (Code Number) \_\_\_\_\_  
Legal Reference: (Code of Iowa) §§ 279.44; 473.19-20 (2007)

MAINTENANCE AND OPERATIONS

Policy Title USE OF CONTRACTED SERVICES

Code 902.4

The superintendent or designee, Business Administrator, and Manager of Operations and Maintenance shall determine when to contract for a special service in the maintenance of the school district's grounds, buildings, and equipment.

Adopted 6/15/70 Reviewed 3/05; 6/09 Revised 9/92; 2/00; 3//05; 6/09; 11/10

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) \_\_\_\_\_

MAINTENANCE AND OPERATIONS

Policy Title DISPOSITION OF OBSOLETE EQUIPMENT Code 902.6

School property, such as equipment, furnishings, or supplies, will be disposed of when it is determined to be of no further use to the District. It is the objective of the District in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5,000 for an individual item will be disposed of in a manner determined by the Board. However, the sale of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale will be published with at least one insertion each week for two consecutive weeks.

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the Board's final decision. The Board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the Board may authorize dispositions of the equipment.

It is the responsibility of the superintendent in collaboration with the Business Administrator to make a recommendation to the Board regarding the method for disposing of equipment of no further use to the school district.

Adopted 6/15/70 Reviewed 2/00; 3/05; 6/09; 11/10 Revised 3/90; 6/15/09  
Related Policy: (Code Number) \_\_\_\_\_  
Legal Reference: (Code of Iowa) Iowa Code §§ 297.22-.25 (2007)

MAINTENANCE AND OPERATIONS

Policy Title EMERGENCY REPAIRS

Code 902.7

In the event of an emergency requiring repairs, in excess of the state limit, to a school district facility are necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding will not apply.

It is the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of the state limit were necessary to prevent the closing of school.

It is the responsibility of the superintendent and Business Manager to notify the Board as soon as possible considering the circumstances of the emergency.

When an emergency arises in the maintenance and operation of any school district property directly affecting the learning environment and/or safety and welfare of personnel and students, the following action shall supersede the official maintenance schedule:

1. The superintendent or designee shall be notified.
2. Taking necessary safety precautions, any staff member shall do all in his or her power to correct the emergency as need dictates, and
3. If unable to correct and/or control the emergency, the staff member shall report the emergency situation to local emergency agencies and/or maintenance staff immediately.

When emergency repairs are necessary to prevent the closing of any school, the provisions of the law with reference to advertising for bids shall not apply.

Adopted 6/15/09 Reviewed \_\_\_\_\_ Revised 11/10

Related Policy: (Code Number) 901.9

Legal Reference: (Code of Iowa) §§ 26.3, 280.3, .14; 297.8 (2007)

MAINTENANCE AND OPERATIONS

BUILDINGS & SITES ADAPTATION

Policy Title FOR PERSONS WITH DISABILITIES

Code 902.8

The Board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be modified to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new buildings and sites will be accessible to persons with disabilities.

It is the responsibility of the superintendent, or designee, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

Adopted 6/15/09 Reviewed 6/09 Revised 11/10

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) 29 U.S.C. §§ 621-634 (2004); 42 U.S.C. §§ 12101 *et seq.* (2004); Iowa Code chs. 104A; 216 (2007)

MAINTENANCE AND OPERATIONS

LEASE, SALE OR DISPOSAL OF SCHOOL

Policy Title DISTRICT BUILDINGS AND SITES

Code 902.9

Decisions regarding the lease, sale, or disposal of school district real property are made by the Board. In making its decision the Board will consider the needs of the education program and the efficient use of public funds.

Prior to the Board's final decision regarding real property with a value of \$5,000 or more, a public hearing will be held. The Board shall adopt a resolution announcing the proposed sale which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the Board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa Code §§ 297.15-.25.

In the case of the razing of a school district facility, in an amount in excess of the statutory minimum required by law, the Board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent and designee are responsible for coordinating the action necessary for the Board to accomplish the lease, sale or disposal of school district real property, including student-constructed buildings. It will also be the responsibility of the superintendent, or designee, to make a recommendation to the Board regarding the use of school district real property not being utilized for the education program.

Adopted 6/15/09 Reviewed 6/09; 11/10 Revised \_\_\_\_\_

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) Iowa Code §§ 297.15-.25 (2007)

MAINTENANCE AND OPERATIONS

Policy Title FACILITIES INSPECTIONS

Code 902.10

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds will be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection will be reported to the Board annually.

Adopted 6/15/09 Reviewed 6/09; 11/10 Revised \_\_\_\_\_

Related Policy: (Code Number) 902.1

Legal Reference: (Code of Iowa) Iowa Code §§ 279.8 (2007)

MAINTENANCE AND OPERATIONS

Policy Title ASBESTOS CONTAINING MATERIAL

Code 902.11

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. The District will maintain a copy of the asbestos management plan.

The District will annually notify, appoint and train appropriate employees as necessary for asbestos management and containment.

Adopted 6/15/09 Reviewed 6/09 Revised 11/10

Related Policy: (Code Number) 902.1

Legal Reference: (Code of Iowa) 20 U.S.C. §§ 3601 et seq. (2004); 40 C.F. R. Pt. 763.84 (2004); Iowa Code §§ 279.52-.54 (2007)