

**9000 SERIES  
SCHOOL FACILITIES**

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## **Goals**

**9000**

The Board recognizes the importance the physical plant plays in enhancing the instructional program. The Board shall develop a program to maintain and/or upgrade the buildings and grounds of the District. Facilities represent a long-term investment of the District. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

The Board further recognizes the importance of planning in order to provide the anticipated facility needs of the future. The District will review demographic factors as changes make such reviews necessary.

### **Policy History:**

Adopted on: 5/23/07

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## **Acquisition, Use and Disposal of School Property**

**9100**

### **Acquisition of Property**

Real Property - Within one (1) year prior to acquiring or disposing of real property, the District will cause such property to be appraised by an appraiser certified in the State of Idaho. The appraised value will be used to establish the fair market value of the property. The appraisal shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, such building site must be located within the boundaries of the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of the District to acquire a site outside city limits, but within the boundaries of the District.

Personal Property – The District may purchase personal property as deemed necessary for the effective operation of the District by any means deemed appropriate when the expenditure of funds will be less than twenty-five thousand dollars (\$25,000). When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost twenty-five thousand dollars (\$25,000) or more, the District shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

### **Conveyance of Property**

Less than \$500 – For property that has an estimated value of less than five hundred dollars (\$500), the property may be disposed of in the most cost-effective and expedient manner by an employee empowered by the District to do so. However, the employee shall notify the Board in writing of the item(s) to be disposed of and the manner in which they will be disposed prior to disposal of the property.

Less than \$1,000 - For property that has an estimated value of less than one thousand dollars (\$1,000), the Board may dispose of such property by sealed bid or by public auction. However,

prior to disposal of the same at least one (1) published advertisement is required.

\$1,000 or greater – For property with a value of one thousand dollars (\$1,000) or greater, such property will be appraised. The Board may dispose of such property by sealed bids or by public auction to the highest bidder. Notice of the time and method of sale shall be published twice in accordance with I.C. § 33-402. Proof of posting as required in I.C. 33-402(h) must be acquired before the sale. Such property may be sold for cash or upon such terms and conditions as the Board determines, however, the term of the contract may not to exceed ten (10) years and must bear an annual interest rate of not less than seven percent (7%) interest. Title to property sold on contract shall remain in the District until full payment is received.

Donated Property - If property is donated to the District, the Board may sell the property without advertising or bidding within one (1) year of the time the initial appraisal was conducted.

Exchange of Property - The Board may exchange real or personal property for other property provided that: 1.) such property is appraised; 2.) one-half (1/2) plus one (1) of the members of the FULL Board determine such conveyance/exchange is in the best interest of the District; 3.) and a resolution is passed authorizing such exchange of real and/or personal property to any of the following:

1. U.S. Government;
2. City;
3. County;
4. State of Idaho;
5. Hospital District;
6. School District;
7. Library District;
8. Community College District;
9. Junior College District; or
10. Recreation District

Legal Reference: I.C. § 33-402 Notice Requirements  
I.C. § 33-601 Real and personal property – Acquisition, use or disposal of same.  
I.C. § 67-2801, et seq. Purchasing by Political Subdivisions – Legislative Intent

Policy History:

Adopted on: 5/23/07

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**Contractor License, Surety Bonds and Insurance**

**9200**

No contract shall be let to any contractor who is not licensed as required by the laws of this state. Before any contract is awarded to any person, such person shall furnish to the District performance and payment bonds that shall become binding upon award of the contract to a

contractor as follows:

1. Performance bonds in an amount not less than eighty five percent (85%) of the contract amount for the sole protection of the District; and
2. Payment bond in an amount less than eighty five percent (85%) of the contract amount for the protection of persons supplying labor or materials, or renting or otherwise supplying equipment to the contractor and/or his subcontractors in the prosecution of the work performed under the contract.

Legal Reference: I.C. § 54-1902 Unlawful to engage in public works contracting without license

I.C. § 54-1925 et seq. Public contracts Bond Act

Policy History:

Adopted on: 5/23/07

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**Operation and Maintenance of District Facilities**

**9300**

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with the principals, fire chief, and county sanitarian, shall periodically inspect plant and facilities. S/he shall provide for a program to maintain the District physical plant by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The facilities manager shall formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

Cross Reference: 8520 Inspection of School Facilities  
9400 Safety Program  
9500 Security

Legal Reference: I.C. § 33-701 Fiscal year – Payment and accounting of funds  
I.C. § 33-1613 Safe public school facilities required

Policy History:

Adopted on: 5/23/07

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**Resource Conservation**

**9310**

The District will make a concerted effort to conserve its resources. An act of good citizenship and stewardship is the conservation of natural resources and energy.

The Superintendent or designee shall develop procedures to implement and develop a resource conservation program. The program shall have as its goal the conservation of natural resources and energy throughout the District.

The District shall cooperate in the recycling efforts of the community and, when appropriate and financially viable, purchase products composed of recycled content.

Policy History:

Adopted on: 5/19/10

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**Safety Program**

**9400**

The Board acknowledges the importance of safety for students, staff and others having business with the District. In addition, programs that advocate safety education, accident prevention, proper supervision, and OSHA Regulations are important as protective measures and are also a means to promote a culture of safety awareness. The Board directs the Superintendent to form a District-wide Safety Committee to research and assess available programs and make recommendations to the Board for the implementation of these programs.

The Board also directs the District Safety Committee to develop an Exposure Control Plan for employees to eliminate or minimize work-related exposure to bloodborne pathogens, particularly Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

Legal Reference: I.C. § 33-512

29 CFR 1910.1030

Governance of schools

The Bloodborne Pathogens Standard

Policy History:

Adopted on: 5/23/07

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**Security**

**9500**

Security means not only maintenance of buildings, but also protection from fire hazards, faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to do safety programs and training to ensure employees are using safe practices.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

Cross Reference: 9300 Operation and Maintenance of District Facilities

Policy History:

Adopted on: 5/23/07

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**Facilities Operations**

**9600**

The operation of the District's facilities shall be the responsibility of the Superintendent through the facilities manager. The facilities manager shall manage the operation of the facilities through the head custodians of the District's school facilities.

An adequate staff of custodial personnel will be employed by the District to operate the District's facilities. This responsibility shall include, but not necessarily be limited to, the following:

1. Adequate and timely operation of each facility's heating system.
2. Proper care of the District's physical properties, including walls, floors, roofs, ceilings and equipment in those facilities.
3. Adequate care of and timely lamp replacement in each facility's lighting system.
4. Proper care of each facility's grounds and playgrounds.

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours.

Policy History:

Adopted on: 5/23/07

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**Waste Management and Recycling**

**9610**

The practice of discarding materials used in school facilities is wasteful of natural resources, energy and money. The Board, in an effort to set an example of stewardship of our natural resources and to develop responsible citizenship in our students declares that resource conservation is to be made an integral part of the physical operation of the school system and of the school curriculum. Therefore, it shall be the policy of the District that:

- A. The school system will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels.
- B. The amount of waste of consumable materials is to be decreased by:

1. Reduction of the consumption of consumable materials wherever possible;
  2. Full utilization of all materials prior to disposal; and
  3. Minimization of the use of non-biodegradable products wherever possible.
- C. The school system will cooperate with, and participate in, recycling efforts being made by the local and state governments. As systems for the recovering of waste and recycling are developed, the school system will participate by appropriately separating and allowing recovery of recyclable waste products.
- D. The school system will purchase, where financially viable, recycled products and will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase by public schools.
- E. Representatives of the school system will actively advocate, where appropriate, for resource conservation practices to be adopted at local, regional and state levels.

Policy History:

Adopted on: 12/15/08

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**District-Wide Asbestos Program**

**9700**

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments, alterations and changes be complied with by all District employees, vendors and contractors.

Policy History:

Adopted on: 5/23/07