

Goals

The Board believes that a quality educational program is affected to a great extent by the environment within which it functions. The Board's goals for facilities are:

- to have an environment that supports learning and teaching;
- to have safe learning/work conditions
- to have facilities which are well maintained, comfortable, equitable and appropriately equipped; and
- to be efficient, effective, and accountable managers of the resources.

Adopted: 7/08/86 Reviewed: 5/21/02 -- 6/11/05 Revised: 7/01/00
2/9/11 -- 11/15/13

Legal Reference: IC 33-506(1)
 IDAPA 08.02.02.130

Facilities Master Plan

The physical climate of a school impacts the District’s ability to effectively deliver the curriculum. Providing adequate educational facilities is one of the major responsibilities of the Board. The Superintendent or designee shall use the principles of Policy #2130 to develop a five to ten-year Facilities Master Plan for review by the Board on an annual basis. This review should be completed prior to the adoption of the annual budget.

The following are priorities for the Facilities Master Plan:

- safety
- condition of facilities;
- adequate and appropriate space for educational programs and enrollment;
- effective and efficient maintenance and operations;
- consideration of community values and input; and
- cost and availability of funds.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: 12/8/14 (11/20/14)
2/9/11 -- 11/11/14

Cross Reference: Educational Programs – Development, Implementation and Evaluation # 2130

Legal Reference: IC 33-506(1)

Site Acquisition

The District shall attempt to acquire building sites substantially in advance of the actual construction of facilities in order to minimize delay in construction projects and to realize financial savings to the District.

The Board shall acquire school sites or facilities only when it clearly contemplates using the property for District purposes.

Prior to any purchase of real property, the Board shall meet the requirements of Idaho Code concerning the appraisal of the property.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: 12/8/14 (11/20/14)
2/9/11 -- 11/15/13
11/11/14

Legal Reference: IC 33-506(1)
 IC 33-601

Approval of Development Projects

The District opposes approval of any substantial development project in areas served by schools which have overcrowded conditions, until the District has acquired an acceptable building site which could provide for additional school construction in the impacted area.

Adopted: 7/09/90 Reviewed: 5/21/02 -- 6/11/05 Revised: _____
2/9/11 -- 11/15/13

Legal Reference: IC 33-506(1)

**Selection of the Architects, Engineers, Landscape Architects,
Construction Managers, and Professional Land Surveyors**

The Superintendent or designee shall develop procedures in accordance with Idaho Code 67-2320 for selection of architects, engineers, landscape architects, construction managers, and land surveyors for District facilities projects.

The Board shall make the final selection of an architect for the construction of a new school, and for other construction projects, as outlined in administrative procedure.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: 8/09/99
2/9/11 -- 11/15/13

Legal Reference: IC 33-506(1)
IC 54-1903(h)
IC 59-514
IC 67-2320

Educational Specifications

New buildings, major additions or renovations shall be designed to meet current educational specifications and standards in order to maximize student achievement and must be approved by the Board.

All school building projects, whether a remodel, a new building, or a portable or temporary building, will be designed and built in accordance with all applicable codes and regulations.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: 8/1/05 (6/13/05)
2/9/11 -- 11/15/13 7/1/11 (4/18/11)

Legal Reference: IC 33-506(1)

Project Supervision

The Superintendent or designee shall oversee the progress of all construction projects. Of primary importance is that the projects proceed as planned with regard to expenditures and timetables.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: _____
2/9/11 -- 11/15/13

Legal Reference: IC 33-506(1)

Contractor's Assurances

School construction projects are public works contracts. All public works contract bidders shall be licensed in the State of Idaho. Public works contract bidders include the general contractor, subcontractors, or specialty contractors regardless of the dollar value of the contract.

The successful contractor shall comply with the requirements provided by law; and further, the contractor shall furnish satisfactory evidence that he has paid or secured to the satisfaction of the respective taxing units all taxes pertaining to the company or business operations.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: 8/10/98
2/9/11 -- 11/15/13

Legal References: IC 54-1901 through IC 54-1904E
IC 63-1501 *et seq.*
IC 54-1925 *et seq.*
IC 63-3624(f)
IC 67-2309
IC 67-2310

Contractor Surety Bonds

Each contractor's bid must be accompanied by certified or cashier's check, or bid bond, with a licensed surety company, as surety, in an amount not less than five percent (5%) of the total bid, made payable to the Independent School District of Boise City. This surety shall be forfeited by the bidder in the event of failure to sign the contract or furnish the necessary 100% Performance and Payment Bond. Alternatively, the contractor may elect to deposit a government obligation of not less than one hundred per cent (100%) of the contract amount in lieu of a surety company performance bond.

DEFINITION

Government Obligation: a public debt obligation of the United States Government or the state of Idaho and an obligation whose principal and interest is unconditionally guaranteed by the United States Government or the state of Idaho.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: 8/10/98
2/9/11 -- 11/15/13

Legal Reference: IC 54-1901 through 54-1904E
 IC 54-1901(h)
 IC 54-1925 *et seq.*

Naming Facilities

The Board shall officially choose the school name, colors, and sports team name prior to the opening of a new school. Requests for naming other structures must be submitted to the Superintendent or designee.

In each instance, the Superintendent or designee may appoint an advisory committee to receive and review suggestions from the community. The committee will recommend their top choices to the Board.

The Board shall have final approval.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: 4/10/00
2/9/11 -- 11/15/13

Cross-Reference: Advisory Committees #1281

Legal Reference: IC 33-506(1)

Closure of Facilities

The decision to close a district facility shall be made only upon a showing that such action is economically advantageous to the District when judged against the historical or educational value of the facility and its convenience to the patrons in its neighborhood.

Before closing any District facility the Superintendent or designee shall prepare a report for the Board that presents the rationale and justification for the closure.

The Board shall seek comment from any interested person or organization regarding a potential closure or other disposition of a facility at a meeting scheduled for that purpose. However, such comment is for advisory purposes only. The final determination of whether a facility shall remain open and what alternatives the District shall take shall be made by the Board unless otherwise governed by state law.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: 8/1/05(6/11/05)
2/9/11 -- 11/15/13

Legal Reference: IC 33-506(1)
 IC 33-511

Closure of Facilities Procedure

I. Closure Decision Process

1. The Superintendent or designee will engage all interested parties to investigate the potential closure of any District facility considering the following:
 - projected and actual enrollment;
 - the effect that the disposition or retirement will have on other district facilities and on the District's educational program offering;
 - student and staff displacement, including transportation costs to new facilities and staff reassignment;
 - potential environmental impact;
 - potential for renovation;
 - financial considerations in terms of such factors as cost savings, the cost of operating and maintenance, the potential revenue from sale or lease of property, the cost of closure and transferring operations elsewhere;
 - safety, health and fire regulations; and
 - whether or not the facility may effectively be used for other purposes.
2. The Board shall seek comment from any interested person or organization regarding a potential closure or other disposition of a facility at a meeting scheduled for that purpose. However, such comment is for advisory purposes only.
3. The Superintendent or designee shall prepare a report for the Board that presents the rationale and justification for the closure.

II. If the Board votes to close a school, the following procedures shall be followed:

1. Upon determining that a school should be closed, the Superintendent or designee shall notify by letter the parents of students attending the school in question, informing them of the action, the reasons for it and the arrangements proposed for the education of their children.
2. The Superintendent or designee also shall inform the affected staff members and review with them their rights of transfer to other locations. They shall be assisted in obtaining mutually satisfactory assignments.
3. To ensure the smoothest possible transition, the Board shall direct that the school scheduled for non-operation the following year be closed as of the end of the regular school year unless emergency conditions dictate otherwise.
4. If emergency conditions dictate that a school be closed during the regular school year, the Board shall allow the Superintendent or designee a period to execute the Board's order. The Superintendent or designee shall use this period to work with parents, teachers and administrators in sending and receiving schools to prepare students for the change.

Legal Reference: IC 33-506(1)
IC 33-511

(6/11/05)

Operation and Maintenance of District Facilities

District facilities are to be maintained and operated in a safe, healthful condition and to preserve the District's investment. The Superintendent or designee shall maintain the District's 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.

Principals and staff are also encouraged to exercise cost-saving procedures, such as energy conservation measures, in order to conserve the resources of the District.

The Superintendent or designee shall report the condition of all facilities to the Board in accordance with Idaho Code on an annual basis.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: 8/1/05(6/11/05)
2/9/11 -- 11/15/13

Legal Reference: IC 33-506(1)
 IDAPA 08.02.02.130

Facility Safety Program

The Superintendent or designee shall ensure that each school principal supervises the operation of his/her school so as to assure compliance with state and federal safety and health requirements. When conditions of disrepair or hazard appear, they shall be reported immediately to the Superintendent or designee. If they constitute a significant threat to the safety of students or others, school operations shall be altered in such a way as to eliminate the threat with as little disruption of the school program as possible.

Adopted: 7/08/96 Reviewed: Review Annually Revised: _____

Legal Reference: IC 33-506(1)
IDAPA 08.02.02.130

Hazardous Materials

The Superintendent or designee shall establish procedures which address the purchase, storage, handling, transportation, removal and disposal of hazardous materials for school facilities, operations, and instructional programs. The procedures shall also include emergency response actions and evacuation plans.

The Superintendent or designee shall train those school employees who are involved with hazardous materials concerning these procedures in order to prevent accidents and to take appropriate action in the event of an accident.

DEFINITION

Hazardous Material: includes any substance or mixture of substances that poses a fire, explosive, reactive, or health hazard.

Adopted: 7/12/99 Reviewed: 5/21/02 -- 6/11/05 Revised: 7/01/02(5/21/02)
2/9/11 -- 11/15/13

Legal Reference: IC 33-506(1)
IDAPA 08.02.03.600

Security

Security means not only maintenance of buildings but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board encourages close cooperation with local police, fire, and sheriff's departments and with insurance company inspectors

The Superintendent or designee shall use locks and other protective devices as safeguards against illegal entry and vandalism when appropriate. Records and funds shall be kept in a safe place and under lock and key when-appropriate.

All incidents of vandalism and burglary shall be reported to the Superintendent or designee immediately.

Adopted: 7/08/96 Reviewed: 5/21/02 -- 6/11/05 Revised: 8/1/05(6/11/05)
4/28/08 -- 2/9/11
11/15/14

Legal Reference: IC 33-506(1)

Security Procedures

Each building will have a single point of entry for access when the building is secured. Authorized employees, upon request, will be provided with access as approved by the building administrator.

Authorized employees will be expected to:

- Use District property appropriately;
- Take reasonable measures to prevent loss, damages or destruction;
- Assume responsibility for securing the building after they enter and when they leave;
- Ensure that the key alarm code, access card or other credential is not loaned, shared, lost, duplicated or damaged and are surrendered upon request or when access is no longer needed.

Adopted: <u>7/08/96</u>	Reviewed: <u>5/21/02 -- 6/11/05</u> <u>4/28/08 -- 2/29/11</u> <u>11/15/13</u>	Revised: <u>7/01/02(5/21/02)</u> <u>7/1/08(4/28/08)</u>
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Legal Reference: IC 33-506(1)

Resource Conservation

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. Therefore, staff and students will make resource conservation a part of the District's physical and fiscal as well as educational program.

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. Program elements shall include, but not be limited to, electricity, natural gas, water, sewer, solid waste and recycling.

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

Adopted: 7/12/99 Reviewed: 5/21/02 -- 6/11/05 Revised: _____
2/9/11 -- 11/15/13

Disposal of Surplus Equipment and Material

The Superintendent or designee must obtain Board approval to dispose of District equipment and material.

1. *Property valued at \$1,000 or more:* Prior to any sale, the Superintendent or designee shall have the property appraised. The property may be sold at public auction or by sealed bids to the highest bidder after publishing twice the notice of the time and conditions of the sale.
2. *Property valued at \$500 but less than \$1,000:* The Superintendent or designee may sell personal property, with an estimated value of \$500 but less than \$1,000, without appraisal, by sealed bid or at public auction after publishing at least one notice of the time and conditions of the sale.
3. *Property valued at less than \$500:* If the Board, by a unanimous vote of those members present, finds that the property has an estimated value of less than \$500 and is of insufficient value to defray the costs of arranging a sale, the Superintendent or designee may dispose of the property in the most cost-effective and expedient manner.

Adopted 7/08/96 Reviewed: 8/12/02 -- 6/11/05 Revised: 8/10/98
2/9/11 -- 11/15/13 8/12/02

Legal Reference: IC 33-601(4)

Use of School Facilities During Disaster

The Board delegates to the Superintendent or designee the authority to allow for the use of school facilities by the community during a disaster.

Adopted: 7/12/99 Reviewed: 5/21/02 -- 6/11/05 Revised: _____
2/9/11 -- 11/15/13

Legal Reference: IC 33-601(7)