

OBJECTIVES OF BUILDINGS AND SITES

This series of the board policy manual sets forth the board objectives and goals for the school district's facilities and sites. It shall be the goal of the board to provide sufficient school facilities for the educational program. The board shall strive to provide an environment which will encourage and support learning.

In providing this environment the facilities will accommodate the organizational and instructional patterns that support the educational program. The board shall have final authority to determine what is necessary to meet the educational program.

It shall be the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to bring to the school board's attention to areas in need of improvement.

Approved _____ Reviewed 10-13-08 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FACILITIES LONG RANGE PLANNING

As part of the board's long range plan for the school district's educational program, the board shall include the needs for the educational program in the area of buildings and sites. The long term needs for building 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 educational program requirements to the board.

Legal Reference: Iowa Code §§280.3, .14, 297 (1993).

Cross Reference: 105 Educational and Operational Planning and Needs Assessment
211.4 Work Sessions

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FACILITIES SURVEYS

The board may engage the services of consultants or other personnel to study the needs of the school district's facilities in providing the educational program. The results of these services will be considered in planning the educational program and in making decisions about the improvement and acquisition of additional facilities.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Legal Reference: Iowa Code §§280.3, .14, 297 (1993).

Cross Reference: 105 Educational and Operational Planning and Needs Assessment
211.4 Work Sessions

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

EDUCATIONAL SPECIFICATIONS FOR BUILDINGS AND SITES

Facilities considered for purchase or construction by the board or currently owned by the board and used for the educational program must meet or, upon improvement, be able to meet the specifications set by the board. The board shall make this determination.

Prior to remodeling or other construction of facilities, the board may appoint a committee of consultants, school district personnel, citizens, or others the board determines to assist the board in developing the specifications for the new or improved facilities. These specifications shall assist the learning to take place in the facility, and they shall provide the architect with the information necessary to determine whether a committee of this nature shall be convened.

The educational specifications shall 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.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the specifications of facilities.

Legal Reference: Cedar Rapids Community School District, Linn County v. City of Cedar Rapids, 252 Iowa 205, 106 N.W.2d 655 (Iowa 1961).
Iowa Code §§23.2, .18, 118, 280.3, .14, 297 (1993).
1974 Op. Att'y. Gen. 529.

Cross Reference: 801.2 Facilities Surveys

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SELECTION OF AN ARCHITECT OR ENGINEER

The board shall have the authority to select the architect and/or engineer for any project requiring these services. The financial position of the school district, the ability of the architect or engineer to meet the specifications of the board and the State Department of Education if necessary, and the experience of the architect or engineer will be considered by the board. The board may also consider any other factors it deems relevant.

It shall be the responsibility of the superintendent to assemble information on the qualifications and costs of the architect or engineer as requested by the board.

Legal References: Iowa Code §§23, 118, 297 (1993).

Cross References: 801 Site Acquisitions and Building Construction

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SITE ACQUISITION

Sites acquired by the board shall meet or, upon improvement, be able to meet the specifications set out by the board prior to using the site for the educational program. The board may meet in closed session to discuss potential purchases of sites.

It shall be the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Legal Reference: Iowa Code §§21.5(j), 297 (1993).

Cross Reference: 213 Closed Meetings of the School Board
801.3 Educational Specifications for Buildings and Sites

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

The board supports economic development in Iowa, particularly in the district community. Construction contracts shall be made in the school district community or in Iowa from Iowa-based companies if the bids submitted are comparable in quality and in total cost considerations to those submitted by other bidders. The board shall have the authority to approve or retain construction contracts.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. 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 will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent will determine the process for obtaining quotes for projects below the competitive quote limit. The superintendent shall approve the quote for the project.

The award of construction contracts will, generally, be made to the lowest responsible bidder. The board, in its discretion, after considering the total costs of 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 shall have the right to reject any or all bids, or any part thereof, to waive informalities, and to enter into such contract or contracts as shall be deemed in the best interest of the school district.

It shall be the responsibility of the superintendent for construction contract bids to make a recommendation and the reason for it to the board. The board secretary or another board officer shall recommend, to the board, which bid to accept. A contract which has been awarded may be cancelled by the board upon the recommendation of the superintendent.

NOTE: This policy is consistent with Iowa law regarding construction. Public, competitive sealed bids are only required on construction projects, including renovation and repair, if the cost exceeds \$100,000. In the case of emergency repairs, the requirement for public, competitive sealed bids is waived if the AEA administrator issues a certificate that the emergency repairs are necessary to prevent the closing of a school.

Legal Reference: Iowa Code §§18.6(9), 23.2, .18, 72, 73, 297.7-.8 (1993).

Cross Reference: 705.1 Purchasing and Bidding
705.3 Requisitions and Purchase Orders
705.4 Receiving Goods and Services
801.2 Facilities Surveys
801.6 Life Cycle Analysis
802.2 Requests for Improvements

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FINANCING SITES AND CONSTRUCTION

Prior to the approval of a construction contract, except emergency construction, the board shall review methods for financing the project. The board may use the means it deems necessary to pay for the purchase of sites and construction. In determining the means of financing for these purposes, the board shall consider the financial position of the school district and the uses allowed for the monies of the school district.

It shall be the responsibility of the board secretary-treasurer to analyze the various methods of financing for the purchase of sites and construction and make a recommendation to the board.

Legal Reference: Harney v. Clear Creek Community School District, 261 Iowa 315, 154 N.W. 2d 88 (1967).
Ligget v. Abbott, 192 Iowa 742, 185 N.W. 569 (1921).
Iowa Code §§23, 74, 74A 75, 278.1, 296, 297, 298, (1993).
1936 Op. Att'y Gen. 423.
1972 Op. Att'y Gen. 295.
1974 Op. Att'y Gen. 598.
1938 Op. Att'y Gen. 167.

Cross Reference: 801 Site Acquisition and Building Construction
705 Expenditures

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SUPERVISION OF CONSTRUCTION

Construction authorized by the board must be supervised for proper execution. The board will tour the completed construction area before allowing final payment on the project.

It shall be the responsibility of the architect to supervise construction projects of the school district as they are completed. The superintendent shall be responsible for providing the board with progress reports at each meeting until the construction is complicated and shall work closely with the architect.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 801 Site Acquisition and Building Construction

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

MAINTENANCE SCHEDULE

The school district facilities, including the grounds, buildings and equipment, will be kept clean and in good repair.

It shall be the responsibility of the superintendent to maintain the school district facilities. As part of this responsibility, a maintenance schedule shall be created and adhered to in compliance with this policy.

Legal Reference: Iowa Code §§279.8. 280.3, .14 (1993).

Cross Reference: 502.2 Care of School Property/Vandalism
502.7 Student Lockers
802 Maintenance, Operation and Management

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs shall be made to the superintendent by building principals and/or head custodian. Requirements for requests outlined in the maintenance schedule shall be followed.

Minor improvements, not exceeding a cost of \$2000, may be approved by the superintendent. Improvements exceeding \$2000 must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule shall be followed.

Legal Reference: Iowa Code §280.3, .14, (1993).

Cross Reference: 802.1 Maintenance Schedule
802.3 Emergency Repairs

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

EMERGENCY REPAIRS

In the event an emergency requiring repairs in excess of \$25,000 to a school district facility are necessary to correct or control the situation and to prevent the closing of the school, the provisions relating to bidding shall not apply. The board shall have the discretion to determine what constitutes an emergency.

It shall be the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of \$25,000 were necessary to correct the emergency.

It shall be the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

Legal Reference: Iowa Code §§280.3, .14, 297.8 (1993).

Cross Reference: 705.1 Purchasing and Bidding
802 Maintenance, Operation and Management

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

MATERIALS RESOURCE MANAGEMENT

Real property of the school district shall be inventoried annually under the supervision of the superintendent. This report shall be filed with the board secretary. It shall be the responsibility of the superintendent to ensure accurate records for the school district's real property.

Legal Reference: Iowa Code §§279.31, 291.15 (1993).

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FACILITIES ADAPTATION FOR THE DISABLED

The board recognizes the need for access to its facilities by the disabled. School district facilities currently in use and future facilities shall be accessible to the disabled.

It shall be the responsibility of the superintendent to take the necessary action and obtain the necessary board approval as stated in board policy to ensure school district facilities are accessible to the disabled.

Legal Reference: 29 U.S.C. §§621-634.
Iowa Code §104A (1993).
281 Iowa Admin. Code 41.27.

Cross Reference: 103 Equal Educational Opportunity
603.3 Special Education

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

PARKING

Driving to and parking at the school district employee's designated attendance center is a privilege. School district personnel shall park only in the areas designated as employee parking and abide by school district parking regulations.

Visitors to the school district shall park in the parking area designated for visitor parking. Students shall abide by board policies dealing with the use of bicycles and motor vehicles. Parking areas designated for handicapped individuals may be used by handicapped persons only.

Failure to comply with this policy or the school district regulations will be reason for revocation of school district driving and parking privileges.

Legal Reference: Iowa Code §§11.18, 279.8, 321 (1993).
661 Iowa Admin. Code 18.1 - .8.

Cross Reference: 502 Student Rights and Responsibilities
701 Financial Accounting System
707 Fiscal Reports

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

VANDALISM

The board believes everyone should treat school district facilities and property with the respect they would treat their own property for the benefit of the educational program. Users of school district property shall treat it with care.

Persons found or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, as well as be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found or proven to have destroyed or otherwise harmed school district property shall be reported to the local law enforcement authorities.

Legal Reference: Iowa Code §§279.8, 282.4, .5 (1993).

Cross Reference: 502 Students Rights and Responsibilities

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ENERGY CONSERVATION

In concert with the board's goal to utilize public funds in an effective and efficient manner, school district personnel and students shall practice energy conservation methods when utilizing the school district's facilities. These methods include, but are not limited to, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending on the weather.

The board will also encourage faculty, staff and students to practice other means of environmental conservation whenever practicable. Such measures may include, but not be limited to, use of biodegradable items instead of plastics and Styrofoam and recycling of paper and yard wastes.

It shall be the responsibility of the superintendent to develop guidelines for school personnel and students for energy conservation. It shall be the responsibility of school district personnel and students to abide by these guidelines.

Legal Reference: Iowa Code §§93.19-.20, 279.44 (1993).

Cross Reference: 700 Purpose of Non-instructional and Business Services

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CONTRACT FOR MAINTENANCE SERVICES

The board may contract for custodial and other maintenance services for the school district facilities. The superintendent is authorized to contract for such services. Except in the case of emergency, the board shall approve the contracts for these services if the cost exceeds \$2,000.

It shall be the responsibility of the superintendent to consider the financial position of the school district and other factors deemed relevant by the superintendent in making such contracts.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 703 Budget
705 Expenditures
802.3 Emergency Repairs

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

TRESPASS

In an effort to reduce the incidence of vandalism and burglary of school property the board, at the recommendation of the Chief of Police, has elected to restrict access to school property by not permitting trespassing on any school property unless authorized by the school administration. Persons on the school property, without authorization, are subject to arrest and criminal prosecution.

Persons attending or participating in a school activity are authorized to be on the property during the activity and will not be in violation of the trespassing restriction – but must vacate the property at the conclusion of the activity.

In no instance shall glass containers be permitted on school property.

Legal Reference: Iowa Code §§279.8, 282.4, .5, 716.7, 716.8 (1993).

Cross References: 502 Students Rights and Responsibilities
802.7 Vandalism
906.1 Community Use of School District Facilities and Equipment

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

DISPOSITION OF OBSOLETE EQUIPMENT

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

Obsolete equipment having a value of less than \$5000 shall be disposed of at the discretion of the superintendent. However, the sale of equipment, furnishings or supplies disposed of shall be published in a newspaper of general circulation. The publication of the sale shall be published with at least one insertion each week for two consecutive weeks.

A public hearing shall 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 shall adopt a resolution announcing the proposed sale and shall publish notice of the time and place of the public hearing and the description of the property shall be in the resolution. Notice of the public hearing shall 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 equipment.

If the bids received by the board are deemed inadequate, the board may decline to sell the property or re-advertise.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the method of disposing of equipment of no further use to the school district.

Legal Reference: Iowa Code §§297.22 (1997 Session Laws).
Iowa Code §§297.22 - .25 (1997).

Cross Reference: 704 Revenue
705.1 Purchasing - Bidding
803 Selling and Leasing

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES

Decisions regarding the lease, sale, or disposal of school district real property shall be made by the board. In making its decision the board will consider the needs of the educational 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 shall be held. The board shall adopt a resolution announcing the proposed sale which shall 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 shall 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 the 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 a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids shall be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district building, at a cost of \$2000 or more, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent shall be 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 shall also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Legal Reference: Iowa Code §§ 297.22 (1997 Session Laws).
Iowa Code §297.15-.25 (1997).

Cross reference: 704 Revenue
705.1 Purchasing and Bidding
803 Selling and Leasing

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

VACANT BUILDINGS

School district buildings which have been vacated by the school district and are available for lease or purchase shall be reported to the city, county, and State Department of General Services.

It shall be the responsibility of the board secretary-business manager to complete and send this notice.

Legal Reference: Iowa Code §297.4 (1993).

Cross Reference: 803 Selling and Leasing

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, buildings, and grounds shall be conducted as part of the maintenance schedule for school district facilities. The results of this inspection shall be reported to the board at its annual meeting. Further, the board shall carry out its own inspection of the school district facilities annually, by October.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 710 Insurance
802 Maintenance, Operation and Management

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

WARNING SYSTEM AND EMERGENCY PLANS

The school district shall maintain a warning system designed to inform students, school district employees, and visitors in the building of an emergency. This system shall be maintained on a regular basis under the crisis plan for school district facilities.

Students shall be informed of this system according to board policy. Each classroom and office shall have a plan for helping those in need of assistance to safety during an emergency. This shall include, but not be limited to, disabled students and personnel.

Certified personnel shall be responsible for instructing the proper techniques to be followed during an emergency. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §100.31 (1993).

Cross Reference: 507 Student Health and Well-Being
804 Safety Program

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FIRST AID

The board encourages school district personnel to be trained in emergency first aid care. The school district may provide a program annually for those employees who wish to learn or update emergency first aid care.

Legal Reference: Iowa Code §§279.8, 613.17 (1993).

Cross Reference: 403.2 General Personnel Injury on the Job
507.4 Student Illness/Injury at School

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FACILITIES SECURITY

To protect the school district facilities and equipment, the buildings shall be locked when school is not in session. When school activities or public activities are held in the buildings, only the main entrance doors, as determined by the superintendent and the building principals, shall be unlocked for access to the building.

It shall be the responsibility of school district personnel and users of the buildings to abide by this policy.

Legal Reference: Iowa Code §§279.8, 280.3, .14 (1993).

Cross Reference: 401.9 Use of School District Facilities & Equipment by General
Personnel
710 Insurance

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

EMPLOYEE SAFETY INSERVICE

The administration and custodians may conduct inservices for all personnel to review safety practices and accident prevention.

Legal Reference: Iowa Code §§279.8, 280.3, .14 (1993).

Cross Reference: 401.9 Use of School District Facilities by General Personnel
710 Insurance
804 Safety Program

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOMB THREATS

As soon as a bomb threat is reported to the administration, the building should be cleared immediately. A thorough search will be made by the appropriate school district, city, and/or county officials. School district personnel and students shall remain outside the building until it is determined that the danger no longer exists.

It shall be the responsibility of the superintendent to file a report for the school district records.

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ASBESTOS CONTAINING MATERIAL

Friable and non-friable asbestos containing materials will be maintained in good condition, and appropriate precautions will be followed when the material is disturbed for any reason. If there is a need to replace asbestos wrapped pipes or boiler covering, these will be replaced with non-asbestos containing materials.

The school district will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required in the rules.

Legal Reference: Iowa Code §§442.14, .20, 278.1(7), 279.43, 297.5. (1993).
40 CFR 763; 47 FR 23360, May 27, 1982; 47 FR 38535, September 1, 1982.

Cross Reference: 802.1 Maintenance Schedule
802.2 Requests for Improvements
802.9 Contract for Maintenance Services

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

PURCHASE OF PROPERTY FOR STUDENT PROJECTS

The superintendent shall establish procedures for the purchase of sites upon which student-constructed buildings may be built. Such procedures shall be subject to review and adoption by the board. When developing such procedures, the superintendent shall consider the budget of the district, the needs of the student-construction program, the advantages/disadvantages of available sites, and any other criteria deemed important by the board and/or superintendent.

Legal Reference: Iowa Code §297.15-.15 (1993).

Cross Reference: 705.1 Purchasing and Bidding
805.2 Sale of Student-Constructed Projects
803 Selling and Leasing

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SALE OF STUDENT-CONSTRUCTED PROJECTS

The superintendent shall establish procedures for the sale, lease or disposal of student-constructed buildings and the property on which the student constructed building is located. Such procedures shall be subject to review and adoption by the board. When developing such procedures, the superintendent shall consider the budget of the district, the needs of the student-construction program, the advantages/disadvantages of available sites, and any other criteria deemed important by the board and/or superintendent.

Legal Reference: Iowa Code §297.15-.25 (1993).

Cross Reference: 705.1 Purchasing and Bidding
805.1 Purchase of Property for Student Projects
803 Selling and Leasing

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

FIXED ASSET CAPITALIZATION

It shall be the responsibility of the Superintendent or designee to maintain an ongoing accurate record of all capitalized district assets.

Items to be included as fixed assets are land, buildings and certain equipment. All fixed assets shall be recorded at historic cost and shall remain in the General Fixed Asset Account Group (FGAAG) until such time as the disposal of said asset. Once an asset is disposed, the original value shall be deducted from the GFAAG.

All costs associated with new construction shall be included in the GFAAG with the exception of interest costs on debt incurred in a governmental fund. Costs associated with infrastructure improvements (i.e. new roof, new sidewalk) shall not be included in the GFAAG but shall be expensed in the period in which the costs were incurred. Depreciation will not be a factor in the GFAAG but will be applied to any fixed asset recorded in a proprietary fund.

All purchases of equipment that meet or exceed \$1,500 per unit cost shall be recorded in the GFAAG and will remain until their disposal. Said assets shall be valued as a group in the GFAAG and at disposal the value of one shall be deducted according to the original calculation.

Legal Reference: Iowa Code Chapter 279.8, 297.22 & 297.25

Cross Reference: 703 Budget
705.1 Purchasing and Bidding
802 Maintenance, Operation and Management
803 Selling and Leasing

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS