

COMMUNITY RELATIONSIMPROVEMENTS TO SCHOOL SITES OR SCHOOL FACILITIES

The Board of Education appreciates the willingness and desire of various groups and individuals to improve school sites and/or school facilities by the erection of auxiliary buildings, plantings, landscaping, equipment or other changes in existing facilities, etc. The Board is prepared to respond favorably whenever such proposals can be shown to be in harmony with the fulfillment of its mission, legal responsibilities and general obligations.

The Superintendent or designee shall develop procedures to insure that such improvements are made in a way which insures quality construction, safety and protects the legal and financial interests of the Board of Education. The concept for the facility project must be:

1. Discussed with building / district staff
2. Recommended by the Building Principal, Director of Operations and the Assistant Superintendent for Administrative Services and, when appropriate, approved by the Board of Education.

In the absence of a legal agreement with the party and/or parties constructing the facility or facility improvements, the following requirements must be met to ensure that such improvements are made in a way that ensures quality construction, safety and protects the legal and financial interests of the Board of Education:

- A. Proposal – A request for physical improvement in any school facility / site owned by the Board of Education must be clearly described in writing and address all items listed below. The request should be directed initially to the Director of Operations. If the Director's preliminary evaluation reveals no impracticality in the proposal, he/she will arrange for assisting the proponent in the completion of the forms necessary to ensure compliance with the requirements described hereafter. The proposal will be formally evaluated with approval dependent upon the recommendation of the Building Principal, Director of Operations and Assistant Superintendent for Administrative Services or, if appropriate, the Board of Education.
 1. An explanation of the purpose of the desired improvement, including appropriate background data.
 2. Sketch plans showing dimensions, elevations, type of construction or site improvements and site location.
 3. Documentation of how necessary health and safety precautions will be provided.
 4. Intended usage and maximum personnel and equipment occupancy for the building and/or structure.
 5. Provisions for security from vandalism and unauthorized occupancy when not in use for intended purpose.
 6. Description of the relationship between the existing structures, landscaping, aesthetics, etc.
 7. Estimation of the installation cost and the source of non-school funds to completely fund the project.
 8. Estimation of additional annual operating costs.

9. Source of labor required for the construction or improvement, i.e. boosters club members, private contractors, students, etc.
 10. Estimation of time to complete the improvement after receiving approval to proceed.
- B. All approvals shall be written and no work shall commence without such authorization.
 - C. No conditions unless approved by the Superintendent or designee are to be attached to site improvement proposals which would restrict the use of the facilities to any person or group to the exclusion of the public.
 - D. The process of soliciting, reviewing, and analyzing bids (where required by law or by the preference of the school district), will be managed by the School District with the involvement of the group financing the project. Opportunities for donations of materials or in-kind labor may be included in the bid documents.
 - E. The contract for the project will be reviewed by appropriate school district staff and signed by the Superintendent.
 - F. No contract will be signed until the funds for the project have been deposited in a special account for the project maintained by the Board of Education.
 - G. Any changes in the project must be approved by the Assistant Superintendent for Administrative Services and, if necessary, by the Superintendent of Schools.
 - H. The Board of Education will act as the fiscal agent for the project with a full accounting of funds available to the group financing the project at any time.
 - I. Upon completion of the work a final inspection shall be conducted by the sponsoring organization or group's President, designated officers, or legal representatives, the Director of Operations and the Assistant Superintendent for Administrative Services.
 - J. Unless expressly stated otherwise, maintenance of site improvements will be by the School District.
 - K. Community groups shall be permitted to maintain school sites at a level beyond that required by the Board of Education, and such permission will be granted upon evidence of intent in this regard, if the manner in which this is to be accomplished is approved by the Director of Operations and the Assistant Superintendent for Administrative Services.