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## BUILDINGS AND SITES SECTION 900

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The primary purpose of the school building program shall be to provide the means of achieving the educational objectives of the Weiser School District.

The Board of Trustees 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 shall be taken only through official resolutions based upon formal recommendations of its staff officers at legal Board meetings.

The Superintendent shall be responsible for organizing and coordinating the efforts of the various individuals and groups to best achieve the established educational objectives in the building program and for making resultant recommendations to the Board of Trustees.

**ADOPTED:**  
6-13-1977

The Superintendent shall be responsible for maintaining a current master plan related to plant facilities. All available resources within the Weiser School District shall be utilized in order to establish the facts which are pertinent to the master plan. Consultants may be employed upon the recommendation of the Superintendent and approval of the Board of Trustees.

Content of the master plan shall be concerned with the following:

- A. Current educational procedures.
- B. Projected and proposed educational procedures and programs.
- C. Population projections.
- D. Enrollment projections.
- E. Site acquisition needs.
- F. Site placement needs.
- G. Financial needs for future site acquisition, new buildings and building renovations.

**ADOPTED:**

6-13-1977

The Superintendent shall submit to the Board of Trustees plans for site development. These plans shall incorporate the following considerations:

- A. Development of educational programs.
- B. Safety.
- C. Aesthetics.
- D. Economy.
- E. Regard for the health and well-being of the students and staff.

**ADOPTED:**

6-13-1977

The Superintendent shall be responsible for making recommendations to the Board of Trustees for site acquisition. Upon the approval of the Board of Trustees, the Superintendent shall negotiate for the acquisition of the site, as directed.

**ADOPTED:**

6-13-1977

Prior to the selection of an architect or engineer for a building or site project, the following general criteria shall be utilized in judging the competency of the individual under consideration:

- A. He/she shall be licensed and registered within the State of Idaho.
- B. He/she shall have a minimum of five (5) years of experience as a principal in an architectural or engineering firm.
- C. He/she shall have staff and facilities adequate to handle the proposed project.
- D. He/she shall be willing to accept and incorporate into the project the educational specifications developed by Weiser School District personnel.
- E. He/she shall show evidence of having knowledge and experience in school design and construction.
- F. He/she shall have available consultation and design services which meet the approval of the Board of Trustees.
- G. He/she shall be willing to cooperate with educational consultants of the Weiser School District's choice, should they be employed.

**ADOPTED:**

6-13-1977

Educational specifications shall be developed through the mutual efforts of the teaching staffs and Building Principals. The Superintendent shall present these educational specifications to the Board of Trustees for its approval.

Educational specifications shall include the following:

- A. Descriptions of the educational activities to be housed in the facility.
- B. The types and amounts of furniture and equipment to be used in the various areas.
- C. The relationships among the space areas of the facility.
- D. Suggested traffic patterns within the buildings and on the grounds, as well as the traffic patterns for community access to the facility.
- E. Special problems of the site such as topography, access to utilities, etc.
- F. Any and all other unique and pertinent information which will give guidance to the architect.

The Superintendent shall organize committees of staff members and recommend the employment of consultants in order to ensure the development of the best possible educational specifications.

**ADOPTED:**  
6-13-1977

Preliminary plans shall be drawn by an architect and accepted by the Board of Trustees. Two (2) copies of these preliminary plans shall be submitted to the State Department of Education for approval and/or suggested alteration. Preliminary plans and specifications shall be submitted and approved before working drawings are started.

**ADOPTED:**  
6-13-1977

Working drawings and specifications for new buildings, additions and major alterations shall be submitted for approval to the State Board of Education and the State Board of Health. These shall be prepared by the architect and submitted by the Board of Trustees to the State Board of Education. Specifications shall adhere to those delineated by the State Department of Education. Drawings and specifications shall include two (2) complete sets of general drawings, two (2) complete sets of mechanical drawings, two (2) complete sets of electrical drawings and all specifications relating thereto.

**ADOPTED:**  
6-13-1977

The Superintendent shall arrange for all necessary details of holding a bond election whenever such election is called by the Board of Trustees.

All bond elections shall meet the requirements set forth in the statutes of the State of Idaho.

**ADOPTED:**  
6-13-1977

- A. All contractors who provide goods or service to the District are required to provide the District with certificates of insurance for General Liability, Auto Liability, Workers Compensation, and Professional Liability if applicable.
- B. The General Liability and/or Professional Liability certificate must name the District as an additional insured under the contractor's policy.
- C. Certificates are to be provided to the District prior to any work commencing on District property. This would include the placement of any equipment or materials at the work site.
- D. Minimum Insurance Limits:
- |                        |  |
|------------------------|--|
| General Liability      | \$1,000,000.00 per occurrence<br>1,000,000.00 Products and Completed Operations<br>1,000,000.00 Annual Aggregate |
| Auto Liability         | \$1,000,000.00 per occurrence  |
| Workers Compensation   | Statutory  |
| Professional Liability | \$1,000,000.00 per occurrence<br>1,000,000.00 annual aggregate   |
- E. Hold Harmless Agreements: The District expects work to conform with professional standards. The contractor is expected to hold the District harmless for all damages or claims arising out of the work performed by the contractor. The District will not agree to hold the contractor harmless for damages or claims.

**ADOPTED:**  
2002

A painting schedule shall be maintained for each building so that all paintable surfaces are painted at least once every three (3) years.

All wooden surfaces including floors, desks and woodwork shall be cleaned twice yearly, during the summer and Christmas vacations. Floors shall be cleaned, waxed/sealed and repainted one or two times per year.

All classrooms, offices, shower rooms, gymnasiums, lunchrooms, bathrooms and other rooms that are used daily shall be swept or vacuumed daily and mopped, if they are not carpeted. All surfaces that can be reached shall be dusted daily. Sinks shall be cleaned each day. Windows shall be washed once every two (2) weeks.

General procedures and processes for maintaining adequate standards of cleanliness, sanitation and safety shall apply.

**ADOPTED:**

6-13-1977

**AMENDED:**

2006

All requests for improvements shall be submitted by the Building Principal to the Superintendent, stating the nature of the improvement requested and why the improvement is needed.

**ADOPTED:**

6-13-1977

**AMENDED:**

1996

Emergency repairs may be authorized by the Superintendent.

**ADOPTED:**

6-13-1977

No contract for the acquisition, purchase, construction or repair of any school building, other property or equipment necessary for the operation of the Weiser School District shall be executed which entails the expenditure of fifteen thousand dollars (\$15,000.00) or more without notice first being given by posting and publishing twice in the manner required by law. The Board of Trustees may let the contract to the lowest responsible bidder, reject any bid or reject all bids and post and publish notice for bids, as before. If, thereafter, no satisfactory bid is received, the Board shall proceed under its own direction, subject to the approval of the State Board of Education.

**ADOPTED:**

6-13-1977

**AMENDED:**

1996

## **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 with 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. (See Form for Disposition of Obsolete Equipment).

**Less than \$1000** – For property that has an estimated value of less than one thousand dollars (\$1000), the Board may dispose of such property by sealed bid or public auction. However, prior to disposal of the same at least one (1) published advertisement is required.

**\$1000 or greater** – For property with a value of one thousand dollars (\$1000) 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(g). 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 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
10. Recreation District

Legal Reference:	I.C. § 33-402	Notice Requirement
	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

**ADOPTED:**  
6-13-1977

**AMENDED:**  
1996

A yearly inventory shall be taken and maintained of maintenance and operation equipment. A copy of said inventory shall be kept by the Maintenance Supervisor and a copy shall be kept in the office of the Superintendent.

**ADOPTED:**  
6-13-1977

It is the intent of the Weiser School District to make every reasonable effort to minimize accidents to students, employees and the general public while on Weiser School District property. Reasonable efforts shall be made to provide and maintain safe conditions of operations, both in the physical plant and equipment. Safe practices shall be adhered to in all matters of instruction, the use of equipment and the maintenance of buildings and grounds by students and employees.

The Superintendent shall develop regulations and procedures necessary for the implementation of this policy.

**ADOPTED:**  
6-13-1977

**AMENDED:**  
2006

The Superintendent shall be responsible for conducting periodic surveys of every facet of the school environment in order to assure that present procedures and practices, as well as facilities and equipment, are safe and do not present hazards to teachers, students, or visitors.

**ADOPTED:**  
6-13-1977