

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

Policy Type: Executive Limitation

Code: EL-7

FACILITIES

The superintendent shall not fail to assure that physical facilities support the accomplishment of Board policies.

Accordingly, the Superintendent shall not:

1. Fail to take reasonable steps to ensure that facilities are clean, safe and not subject to improper wear and tear or insufficient maintenance.
2. Fail to operate facilities efficiently to realize energy and cost savings.
3. Fail to refresh the 20 year long-range facilities plan every 5 years or more often to address student capacity, site-specific instructional needs, operational and maintenance needs. The planning shall not fail to include the following:
 - a. Formation of a Sites & Facilities Committee to carry out the board-developed charge. This committee shall be well-rounded and diverse with representation from attendance areas throughout the district. There should be a balanced number of staff and non-staff members on the committee.
 - b. Compliance with local, state and federal requirements.
 - c. Consideration of optimal timing of proposed voter construction bond measures.
4. Build new facilities without board approval. For new facilities programming, the superintendent shall not fail to ensure the programming and construction team:
 - a. Invites board member participation for any project which requires architectural services;
 - b. Frames its work using board and district goals;
 - c. Research and visit (in person or virtually) facilities which utilize best practices and innovation in education facility design;
 - d. Establish an architect and builder RFP process that is approved by the board;
 - e. Notify the board when pre-construction drawings and value engineering recommendations are available, and provide a reasonable timeline for board members to review;
 - f. Get board approval for change orders which alter the scope and purpose of the planned project (e.g. add or subtract from planned square footage or are in excess of \$300,000). Superintendent shall inform board leadership of any change orders which exceed \$100,000 but are less than \$300,000);
 - g. Regularly update the board on construction progress;
 - h. Evaluate the quality, value and functionality of projects after completion.
5. Recommend (to the board for approval) land acquisition or sale of surplus real property without considering growth patterns, comparative costs, market timing, current budget demands, construction and transportation factors, and community impact.
6. Fail to develop a plan for public use of district buildings and grounds that includes:
 - a. Clear, consistent, and fair levels of access for potential users;
 - b. A fair and reasonable fee structure which at a minimum covers any costs of use (e.g. additional maintenance, custodial or repairs) incurred by the district;
 - c. Clear user expectations;
 - d. Consequences for public users who misuse or damage district facilities and property;
 - e. Protection of student safety, student function and academic program needs.

7. Fail to develop a formal school naming process which includes bringing all name recommendations to the school board for final approval. This includes naming of new schools or support services facilities, naming of part of a school campus or building (e.g., a library, athletic field, gymnasium, or auditorium), or for changing the name of an existing facility. The Superintendent shall not fail to:
 - a. Establish criteria for naming with the following specifications:
 - i. Names must reflect the values, vision and goals of the district;
 - ii. If an individual's name is considered, that individual must embody exemplary qualities that serve as a model of excellence. He or she must also have made a significant contribution to Bend-La Pine Schools, the local community, state or nation or otherwise have a strong connection to the district.
 - b. Include district staff and community members on an ad hoc naming committee;
 - c. Differentiate between the naming of facilities and naming sponsorships. In such cases, the district and a sponsor may enter into an agreement to identify the sponsor with the name of a facility (e.g. "ABC Company Stadium") in return for financial consideration and for a negotiated period of time; naming sponsorships require board approval;
 - d. Invite the school board to issue the charge to committees which will recommend names for new school buildings. In such cases, the committee will provide a monthly progress report of its work to school board leadership for feedback.
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Replaces: BD GOV A.6.1

Originally Adopted: 11/10/2015

Updated: 6/13/2017

Monitoring Method: report to the board

Monitoring Frequency: annually