

## **FACILITIES**

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

Accordingly, the Superintendent shall not fail to:

1. Take reasonable steps to ensure that facilities are clean, safe and not subject to improper wear and tear or insufficient maintenance.
2. Ensure a Sustainability Plan is developed, reviewed, and revised every 5 years or more. This sustainability plan shall not fail to:
  - a. Address facility development, improvement, operation, and maintenance
  - b. Identify objective short- and long-term measures for measuring efficacy and achievement of sustainability goals
  - c. Ensure data-collection to enable annual reporting on progress toward goals
3. Refresh the 20-year long-range Facilities Plan every 5 years to address student capacity, site-specific instructional needs, operational and maintenance needs, changing technology, and the Sustainability Plan. 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 reflective of the diversity of the student body and from attendance areas throughout the district. There should be a balanced number of staff and non-staff members on the committee. 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.
  - d. Expertise on green building and capital funding and projects.
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 and green building;
  - 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 that includes consideration of growth patterns, comparative costs, market timing, current budget

demands, construction and transportation factors, and community impact.

6. Develop a plan for public use of district buildings and grounds that includes:
  - a. Clear, consistent, and equitable levels of access for potential users;
  - b. An equitable 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. Develop and adhere to a formal Naming of School Facilities 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. It also includes naming sponsorships, which require board approval.

Replaces: BD GOV A.6.1

Originally Adopted: 11/10/2015

Updated: 6/13/2017, 9/15/2020

Monitoring Method: report to the board

Monitoring Frequency: annually