

**TROY SCHOOL DISTRICT #287**

**9000 – SCHOOL FACILITIES**

**POLICY - 9000 SERIES  
SCHOOL FACILITIES**

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**TROY SCHOOL DISTRICT #287**

**9000 – SCHOOL FACILITIES**

**Goals**

**9000**

The Board recognizes the importance the physical plant plays in enhancing the instructional program. The Board shall develop a program to maintain and/or upgrade the buildings and grounds of the District. Facilities represent a long-term investment of the District. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

The Board further recognizes the importance of planning in order to provide the anticipated facility needs of the future. The District will review demographic factors as changes make such reviews necessary.

The Board has full and final responsibility for 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 actions to carry out the Board's responsibility shall be taken only by official resolution based upon formal recommendation of its staff at legal Board meetings.

The Superintendent is 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.

Legal Reference:

I.C. 33-506

Policy History:

Adopted on: 1/8/07

Revised on: 3/9/09

**Acquisition, Use, and Disposal of School Property**

**Acquisition of Property**

**Real Property:** Within one year prior to purchasing or disposing of real property, the District shall cause such property to be appraised by an appraiser certified in the State of Idaho, which appraisal shall be entered in the records of the Board of Trustees and shall be used to establish the fair market value of the property. The appraisal, however, is exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, the Board must determine the size of the site necessary for school purposes. The site shall 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 when the expenditure of funds will be less than \$50,000. When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost \$50,000 or more, the District shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

**Conveyance of Property**

Within one year prior to conveyance, all real and personal property with an estimated value of \$1,000 or greater shall be appraised, which appraisal shall be entered in the records of the Board.

**\$1,000 or Greater:** For property with a value of \$1,000 or greater, the property may be sold at public auction or by sealed bids, as the Board shall determine, to the highest bidder. Such property may be sold for cash or for such terms and conditions as the Board shall determine for a period not exceeding ten years, with the annual rate of interest on all deferred payments not less than 7% per annum. The title to all property sold on contract shall be retained in the name of the District until full payment has been made by the purchaser, and title to all property sold under a note and mortgage or deed of trust shall be transferred to the purchaser at the point of sale under the terms and conditions of the mortgage or deed of trust as the Board shall determine. Notice of the time and the conditions of such sale shall be published twice, and proof thereof made, in accordance with subsections (2) and (3) of section 33-402, Idaho Code. The Board may accept the highest bid, may reject any bid, or reject all bids. During the sealed bid or public auction process, no real property of the District can be sold for less than its appraised value. If, thereafter, no satisfactory bid is made and received, the Board may proceed under its own direction to sell and convey the property for the highest price the market will bear.

**Less than \$1,000:** The Board may sell personal property, with an estimated value of less than \$1,000, without appraisal, by sealed bid or at public auction, provided that there has been not less than one published advertisement prior to the sale of said property. When the appraised value of the property is less than \$1,000, one single notice by publication shall be sufficient, and the property shall be sold by sealed bids or at public auction. The Board may accept the highest bid, may reject any bid, or reject all bids.

**Less than \$500:** For property that has an estimated value of less than \$500, the property may be disposed of in the most cost-effective and expedient manner by an employee of the District empowered for that purpose by the Board, provided however, such employee shall notify the Board prior to disposal of said property.

### **Donated Property**

If real property was donated to the District the Board may, within a period of one year from the time of the appraisal, sell the property without additional advertising or bidding. Otherwise, the Board must have new appraisals made and again publish notice for bids, as with other property.

### **Exchange of Property**

The Board may exchange real or personal property for other property provided that:

1. One-half (1/2) plus one of the members of the full Board determines such conveyance or exchange is in the best interest of the District; and
2. A resolution is passed authorizing such exchange of real and/or personal property to any of the following:
  - A. U.S. government;
  - B. City;
  - C. County;
  - D. State of Idaho;
  - E. Hospital district;
  - F. School district;
  - G. Public charter school;
  - H. Idaho Housing and Finance Association;
  - I. Library district;
  - J. Community college district;
  - K. Junior college district; or
  - L. Recreation district.

Prior to any transfer or conveyance of any real or personal property as set forth above, the Board shall have the property appraised by an appraiser certified in the state of Idaho, which appraisal shall be entered in the records of the Board and shall be used to establish the value of the real or personal property. Provided however, if the Board finds it is in the District's best interests to trade personal property to a person or entity for like kind personal property, the Board may vote

to elect to do so. The Board may elect to abstain from an appraisal of the personal property if the estimated value of such property is less than \$5,000.

**Equipment Acquired Under a Federal Award:** When it is determined that original or replacement equipment, as defined in Policy 7270, acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or Business Manager will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If acquiring replacement equipment, the District may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

The District will use whatever means available to ensure the highest possible return on any items sold.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity. Therefore, the District should request prior approval from the State Department of Education for the purchase or the disposition of equipment purchased with federal funds that have a value of \$5,000 or more.

Cross Reference: 2510P

Selection of Library Materials

Legal Reference: 2 C.F.R § 200.313(e)

Equipment. Disposal

2 CFR § 200.439(b)(2)

Equipment and Other Capital Expenditures

I.C. § 33-402

Notice Requirements

I.C. § 33-601

Real and Personal Property – Acquisition, Use or Disposal of Same

I.C. § 67-2801, *et seq.*

Purchasing by Political Subdivisions –

I.C. § 74-107(3)

Records Exempt from Disclosure – Appraisals

Policy History:

Adopted on: 1/8/07

Revised on: 3/9/09, 5/11/09, 8/13/18, 12/10/18, 3/11/19

**TROY SCHOOL DISTRICT #287**

**9000 – SCHOOL FACILITIES**

**Contractor License, Surety Bonds and Insurance**

**9200**

No contract shall be let to any contractor who is not licensed as required by the laws of this state. Before any contract is awarded to any person, such person shall furnish to the District performance and payment bonds that shall become binding upon award of the contract to a contractor as follows:

1. Performance bonds in an amount not less than eighty five percent (85%) of the contract amount for the sole protection of the District; and
2. Payment bond in an amount less than eighty five percent (85%) of the contract amount for the protection of persons supplying labor or materials, or renting or otherwise supplying equipment to the contractor and/or his subcontractors in the prosecution of the work performed under the contract.

When considered advantageous, and upon recommendation of the Superintendent and the Building and Grounds supervisor, the District may enter into maintenance or service contracts covering such areas as heat control systems, computer systems, office machines, etc.

Legal Reference:

- I.C. 33-506
- I.C. 54-1902 Unlawful to engage in public works contracting without license
- I.C. 54-1903
- I.C. 54-1925 et seq. Public contracts Bond Act
- I.C. 54-1926

Policy History:

Adopted on: 1/8/07

Revised on:

**TROY SCHOOL DISTRICT #287**

**9000 – SCHOOL FACILITIES**

**Operation and Maintenance of District Facilities**

**9300**

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with the Principals, fire chief, and county sanitarian, shall periodically inspect plant and facilities. S/he shall provide for a program to maintain the District physical plant by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The facilities manager shall formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

Cross Reference:           8520 Inspection of School Facilities  
                                  9400 Safety Program  
                                  9500 Security

Legal Reference:  
                  I.C. 33-506  
                  I.C. 33-701 Fiscal year – Payment and accounting of funds  
                  I.C. 33-1613 Safe public school facilities required

Policy History:  
Adopted on:    1/8/07  
Revised on:    3/9/09

## **TROY SCHOOL DISTRICT #287**

### **9000 – SCHOOL FACILITIES**

#### **Safety Program**

**9400**

The Board acknowledges the importance of safety for students, staff and others having business with the District. In addition, programs that advocate safety education, accident prevention, proper supervision and OSHA Regulations are important protective measures and are also a means to promote a culture of safety awareness. The Board directs the Superintendent to form a District-wide Safety Committee to research and assess available programs and make recommendations to the Board for the implementation of these programs.

The Board also directs the District Safety Committee to develop an Exposure Control Plan to eliminate or minimize work-related exposure to bloodborne pathogens, particularly Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

To prepare students and personnel to promptly and safely respond to fires or other disasters, the superintendent or designee will be responsible for formulating an emergency plan for the evacuation of all occupants from each of the District's school buildings.

#### **Legal Reference:**

29 CFR 1910.1030 The Bloodborne Pathogens Standard  
I.C. 33-512 Governance of schools  
33-1017  
33-1612  
33-1613  
39-1430  
Chapter 39, Title 80 Idaho Code  
Chapter 52, Title 67 Idaho Code  
IDAPA 08.02.03.600  
IDAPA 08.02.03.160  
IDAPA 17.10.01  
IDAPA 17.10.08  
<http://www.pandemicflu.gov/plan/schoolchecklist.html>  
Idaho Pandemic Influenza Response (Idaho Dept. of Health & Welfare, March 2006)  
Life Safety Code Handbook, 2000  
Uniform Fire Code, 1997

#### **Policy History:**

Adopted on: 1/8/07  
Revised on: 10/17/07, 3/9/09

**TROY SCHOOL DISTRICT #287**

**9000 – SCHOOL FACILITIES**

**Security**

**9500**

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to present safety programs and training to ensure employees are using safe practices.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

Cross Reference: 9300 Operation and Maintenance of District Facilities

**Policy History:**

Adopted on: 3/9/09

Revised on:

**9000 – SCHOOL FACILITIES**

**Facilities Operations**

**9600**

The operation of the District's facilities shall be the responsibility of the Superintendent through the facilities manager. The facilities manager shall manage the operation of the facilities through the head custodians of the District's school facilities.

An adequate staff of custodial personnel shall be employed by the District to operate the District's facilities. This responsibility shall include, but not necessarily be limited to, the following:

1. Adequate and timely operation of each facility's heating system.
2. Proper care of the District's physical properties, including walls, floors, roofs, ceilings and equipment in those facilities.
3. Adequate care of and timely lamp replacement in each facility's lighting system.
4. Proper care of each facility's grounds and playgrounds.

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours.

**Policy History:**

Adopted on: 3/9/09

Revised on:

**9000 – SCHOOL FACILITIES**

**Waste Management and Recycling**

**9610**

The practice of discarding materials used in school facilities is wasteful of natural resources, energy and money. The Board, in an effort to set an example of stewardship of our natural resources and to develop responsible citizenship in our students declares that resource conservation is to be made an integral part of the physical operation of the school system and of the school curriculum. Therefore, it shall be the policy of the District that:

1. The school system shall integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels.
2. The amount of waste of consumable materials is to be decreased by:
  - A. Reduction of the consumption of consumable materials wherever possible;
  - B. Full utilization of all materials prior to disposal; and
  - C. Minimization of the use of non-biodegradable products wherever possible.
3. The school system shall cooperate with, and participate in, recycling efforts being made by the local and state governments. As systems for the recovering of waste and recycling are developed, the school system shall participate by appropriately separating and allowing recovery of recyclable waste products.
4. The school system shall purchase, where financially viable, recycled products and will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase by public schools.
5. Representatives of the school system shall actively advocate, where appropriate, for resource conservation practices to be adopted at local, regional and state levels.

Policy History:

Adopted on: 3/9/09

Revised on:

**TROY SCHOOL DISTRICT #287**

**9000 – SCHOOL FACILITIES**

**District-Wide Asbestos Program**

**9700**

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments, alterations and changes be complied with by all District employees, vendors and contractors.

Policy History:

Adopted on: 3/9/09

Revised on:

**Hazard Mitigation – Chemistry Lab Disposal**

**9705**

The District Board of Trustees has a priority to keep the students and staff of the District safe. All students and staff shall practice proper and safe disposal of toxic hazards. Toxic hazards exist in chemicals and other substances used in schools such as in laboratories, science classrooms, kitchens, in the cleaning of school buildings, buses and equipment, and the maintaining of school grounds.

This policy primarily focuses on chemistry lab waste disposal. Teachers should instruct students and ensure that no experiment will be dangerous if safe procedures are followed throughout and to ensure that proper precautions are taken to avoid contaminating the environment.

Chemical Waste

All laboratory work with chemicals eventually produces chemical waste. Staff and students associated with the science laboratory share the responsibility to minimize the amount of waste produced and to dispose of chemical waste in a way that has the least impact on the environment. Depending upon what is contained in the waste, some waste must be professionally incinerated or deposited in designated landfills, while other waste can be neutralized or discharged.

Waste Storage Prior to Disposal

All waste should be stored in properly labeled containers. The label should contain the date, type of waste and any other pertinent information required by the disposal company. Waste should be segregated to avoid unwanted reactions and to allow for cost-effective disposal.

Waste should be stored in closed containers except when additional waste is being added. Each school science department should maintain a central, secure waste storage area.

Disposing of Waste

Teachers should be aware of the appropriate method of disposal for any chemical used in the school laboratory. Teachers should make disposal options a part of all laboratory instructions for students. For chemical waste produced, teachers should instruct students as to the appropriate disposal.

Policy History:

Adopted on: 3/9/09

Revised on:

**9000 – SCHOOL FACILITIES**

**Naming of School Facilities**

**9800**

The Troy School District Board of Trustees is responsible for the naming and renaming of all schools and school facilities within the District. It is the desire of the Board that each new building or facility within the District is given a name that lends dignity and status to the school or facility. In fulfilling this responsibility, the Board will make every effort to respect community preferences.

The naming or renaming of a school or facility may occur under the following circumstances:

- When a new school is built;
- When two or more schools have the same name (for example, an elementary school and a middle school), one school may request a new name while the other retains the original name;
- When a new facility is built to replace an existing facility which will be closed.

The following guidelines should be considered when naming a school or facility:

- A proposed school name may be a person, place or thing.
- Proposed names should not be a person whose primary identification is of a religious nature.
- Distinguished persons proposed for the school name must have been deceased for at least six months and should have made significant contributions to the community, county, state or nation.
- A person's moral character should also be considered.
- Persons proposed for the school name shall not be a relative of any employee or school board trustee.
- Geographic names may also be considered. These names should be clearly identifying, widely known and recognized.

**Committee for Naming of Schools and/or Facilities**

The Superintendent or designee shall convene a committee for the naming of schools and/or facilities. The committee will consist of:

- Two students
- Two teachers
- Two parents
- Principal of the school or the Superintendent

The committee shall work together and form a list of suggested school names. The committee shall then present the list to the Board of Trustees for final decision.

**Policy History:**

Adopted on: 3/9/09

Revised on:

**9000 – SCHOOL FACILITIES**

**Memorials On School Grounds**

**9805**

From time to time there may be a desire to honor a deceased student or employee of the District.

Any individual or group considering honoring a deceased member of the school community shall place their request in writing and submit their request to the Board. The Board or its designee will contact the family of the deceased to discuss such memorial arrangements. The Board may allow memorials to take place on a case-by-case basis and may not grant authorization to every request.

In considering requests for permanent memorials, the Board will take into account the recommendations of the Superintendent regarding the cost to the District for future maintenance and upkeep of the memorial that might accrue to the District.

In the event the Board approves a memorial to be placed on school grounds, it is strongly recommended that such memorials be in the form of a living memorial, such as a tree. This living memorial may be marked with a modest in size, permanent stone and plaque indicating the name and relevant information of the person to be memorialized. Other types of memorials may be considered for approval by the Board, using the same process indicated above. Any type of memorial, including wording on a plaque, as well as any memorial service on school property, must be approved by the Board or its designee.

Placement of any memorial, permanent or temporary, such as a tree or plaque may be removed, transplanted, taken down, or discarded by the District in the event the school is experiencing demolition, modifications, if the tree has died, or for any other reason that the Board determines that the memorial should be removed or moved. Individuals wishing to place a memorial of any kind must realize that the memorial may not be a permanent fixture on school property and the District has no responsibility to move the same.

In lieu of a physical memorial, the Board suggests that a permanent memorial for the deceased student or staff be limited in form to perpetual awards or scholarships. Contributions to a general scholarship fund established by the District may be made. Memorial scholarships may be accepted and awarded under criteria approved by the District in honor of persons who have special significance to the students, district or community. Items received become the property of the District and will be used for the purpose for which they were donated.

The Board recognizes that memorials of flowers, personal messages and mementoes are often created at lockers, parking spaces and other areas on district property upon such losses or events.

The display of all remembrances will be temporary in nature, removed in a timely manner and offered to the family.

Requests may be made to the Board to memorialize an individual or event in school yearbooks, at graduation ceremonies and other District activities. Activities will not detract from scheduled classroom or school activities, but the celebration of student accomplishments may, with prior Board or designee approval, be authorized.

**TROY SCHOOL DISTRICT #287**

**9000 – SCHOOL FACILITIES**

**Memorials On School Grounds (continued)**

**9805**

Policy History:

Adopted on: 3/9/09

Revised on: