

Building and Sites

Series 900

Policy Title: Statement of Guiding Principles

Code No. 900

The primary purpose of the school building program is to provide means of achieving the educational objectives of the school district.

The Board of Directors shall have full and final responsibility for 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. This shall be done as per the code of Iowa for projects of \$139,000.00 or greater. Actions should be taken only by official resolutions based upon formal recommendations of its 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 program and for making resultant recommendations to the Board of Directors.

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Policy Title: School Facilities Surveys

Policy No. 901.1

It shall be the policy of the Board of Directors upon the recommendation of the Superintendent of Schools to contract for the services of consultants and other resource personnel for the study of particular problems of the school district. The needs for such special studies shall be anticipated well in advance so that budgetary provisions can be made.

Reviewed & Revised  
Fall of 2013; 2-8-2021

Buildings and Sites

Series 900

Policy Title: Site Specifications

Policy No. 901.2

The Board of Directors shall accept as its minimum standards such site specifications as issued by the Iowa Department of Education. The Board of Directors may adopt additional standards over and above the site specifications issued by the State Department of Public Instruction as it deems necessary and beneficial to the school districts.

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Fall of 2013; 2-8-2021

## Buildings and Sites

### Series 900

Policy Title: Site Acquisition

Policy No. 901.3

When needed, the Superintendent of Schools shall present to the Board of Directors a master site acquisition plan to meet the needs and purposes of the school district for future years.

The master site acquisition plan shall be subject to periodic review and updating. The administration may request the assistance of the school district architect, a real estate committee, the zoning commission, and any other urban planning organization in making the master site acquisition of the various sites.

It shall be the responsibility of the Board of Directors to establish a priority calendar for the acquisition of the various sites.

Elementary schools shall be centered, insofar as possible, within natural residential areas and located so that children do not have to cross main traffic arteries and railroads.

All provisions as specified by the Code of Iowa shall be followed in site negotiations and acquisitions.

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Series 900

Policy Title: Selection of an Architect

Policy No. 901.4

Architects shall be interviewed by the Superintendent and all other personnel designated by him. The Superintendent's recommendation shall be presented to the Board of Directors for their consideration and final approval for the specific project under construction.

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## Buildings and Sites

Series 900

Policy Title: Educational Specifications for Building

Code No. 901.5

When needed, the Superintendent and his staff, with the help of consultants, citizen advisory groups, and the Board of Directors, shall prepare educational specifications which may be used by the architect in planning building elements in such a way that they will assist teaching and learning activities.

The educational specifications should provide the architect with an inventory of program requirements, a statement of functional program relationships, a definition of the number and character of classrooms, a description of needed specialized instructional facilities, the educational requirements for such areas as library, outside site activities, gymnasium, cafeteria, auditorium, administrative suite, teacher and student service facilities, public service or community service facilities, and any other pertinent information which will be of significance in visualizing what is expected of the proposed new building, building additions, or renovation.

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Policy Title: Preliminary Building Specifications

Code No. 901.6

When a building or an addition is constructed, or when major renovations are considered, the architect shall proceed with preparation of the preliminary plans and specifications after receiving authorization from the Board of Directors.

The Superintendent shall provide the architect with educational specifications, financial data, and other pertinent information necessary to his planning.

The architect shall make revisions to the plans until a consensus of opinion is reached and approval is given by the Board of Directors.

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Policy Title: Final Building Specifications

Policy No. 901.7

The Board shall have the architect and/or engineers present the final construction specifications for their approval prior to advertisement for bids. These specifications shall have the endorsement of the state fire marshal, city and/or county engineer, city and/or county planning and zoning commission, and the Division of Planning of the Iowa Department of Education.

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Policy Title: Financing Sites and Construction

Code No. 901.8

The Board of Directors shall utilize as needed all means of financing construction and site purchases as provided by the Code of Iowa. The Board may also utilize money received from gifts and money derived from the state of schoolhouses and/or sites.

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Buildings and Sites

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Policy Title: Maintenance Schedule

Policy No. 902.1

The Superintendent of Schools, in cooperation with the administrative, faculty, and maintenance personnel, shall cause to be developed and administered a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds of the school district. This schedule shall include provisions establishing the proper lines of authority in administration of such schedule

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Reviewed & Revised  
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Buildings and Sites

Series 900

Policy Title: Requests for Improvements

Policy No. 902.2

Provisions for procedures in making requests for improvement and/or repairs for all school district property shall at all times except in cases of emergency follow the proper lines of authority.

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Buildings and Sites

Series 900

Policy Title: Use of Contract Service

Policy No. 902.3

The Superintendent of Schools shall use his/her judgment as conditions dictate as to the use of school district maintenance personnel or contracting for a special service in the maintenance of the school district's grounds, buildings, and equipment.

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## Buildings and Sites

### Series 900

Policy Title: Disposal of Obsolete Equipment

Policy No. 902.4

It is recommended that whenever any furnishings, equipment, or supplies (hereafter equipment) have been declared obsolete and of no further use to the school district by the administration, the Superintendent of Schools shall sell any item under the Code of Iowa, Chapter 297.15 through 297.25. It shall be the objective of the MFL MarMac Community School District in disposing of the equipment to achieve the best possible price or most economical disposal.

Obsolete equipment or unused or unneeded equipment having a value of less than \$1000.00 shall be disposed of in a manner determined by the administration. This may include a “garage sale” type event, taking objects to public auction, disposal at a recycling company, selling items on social media or other outlets, or other normal and regularly practiced methods of selling items.

Obsolete equipment having a value of more than \$1000.00 and less than \$5,000 shall be disposed of in a manner, as conducted by administration, with prior knowledge of the Board. The sale of any school property disposed of in this manner, with the exception of property sold or donated to other public entities, shall be published in a newspaper of regular circulation, or on the social media as allowed by current rules and regulations on the sale of public property.

A public hearing shall be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board’s final decision. The board shall adopt a resolution announcing the proposed sale and shall publish notice of the time and place of the public hearing and the description of the property shall be in the resolution. Notice of the public hearing shall be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district. The funds derived therefrom shall be forwarded to the Secretary of the Board. Any revenue from the disposal of obsolete equipment shall be recorded by the Board Secretary.

Reviewed & Revised

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Policy Title: Inventory

Code No. 902.5

An annual inventory of all furniture and other equipment shall be maintained under the supervision of the Superintendent of Schools. All items of equipment that are one-thousand dollars (\$1000) or greater shall be included in the annual inventory.

Reviewed & Revised

Fall of 2013; 2-8-2021

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Policy Title: Drug Free Work-Place

Policy No. 903

The Board of Directors does affirm the following Drug free Work Place requirements and policies are required under Federal Grant receipt status.

All grantees receiving grants from any Federal agency must certify that they will provide a drug-free work place.

- a. The District shall publish a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work-place and subject to legal action by outside authorities and additional school district disciplinary response.
- b. The District Shall establish an ongoing drug-free awareness program to inform employees.
- c. The District shall provide each employee engaged in the performance of a Federal grant with a copy of this policy.
- d. The District shall notify employees that a condition of employment shall be freedom from conviction of any felony level drug statute in state of federal court.
- e. The District shall notify the Federal grant agency of any grant administering employee who is convicted during the administering of any grant funds.
- f. The District shall take appropriate action concerning any employee convicted during grant administration.

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## Buildings and Sites

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Policy Title: Tobacco Use on School Grounds

Code No. 904.0

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to student, employees, and visitors. This policy always applies, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of tobacco, nicotine or other product, or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

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