

SECTION 813 SITE IMPROVEMENT POLICY

I. Policy Statement

The Board of Education appreciates the willingness and desire of external and internal individuals/groups to partner with the Portage Community School District (PCSD) to improve school sites and/or school facilities. The Board is prepared to respond favorably when such proposals are shown to be in harmony with the fulfillment of PCSD legal responsibilities and obligations. This policy sets forth the conditions and procedures necessary for such response.

II. Purpose

The purpose of this policy is to ensure that improvements or changes proposed by external and internal individuals/groups meet PCSD established criteria relative to materials, equipment, alterations, and funding.

III. Definitions

Within the context of this policy, the following definitions apply:

- A. Existing Facilities – Currently constructed school buildings and facilities, including grounds, owned by the Board.
- B. Improvement Project – Any project that results in a permanent physical change in any school facility or on any site owned by the Board.
- C. Inspections – Examinations of completed work by the Director of Buildings and Grounds/Designee and applicable inspection by the City of Portage Department of Inspections, Licenses, and Permits.
- D. Permanent Physical Change – Improvements to existing facilities that include but are not limited to the following: trees, concession stands, dugouts, canopies, concrete or asphalt pathways, fences, school signs w/brick or concrete base, walls, playground areas, playground equipment, additional parking lot(s), driveway(s).
- E. Permit – The City of Portage Department of Inspections, Licenses, and Permits approval to begin construction of any building improvements or site changes to school property.
- F. Petitioners – Community individuals or groups proposing improvements to school facilities or sites.
- G. Sketch Plan – A document showing the dimensions, elevations, type of construction or site improvement, and location of the improvement on the site.

SECTION 813 SITE IMPROVEMENT POLICY**IV. Standards**

- A. Proposal Petitioners may submit proposals for a permanent physical improvement to a school facility or site owned by the Board*. The request should be directed initially to the Building Level Principal or Athletic Director and copied to the Director of Buildings and Grounds.
- B. The Director of Buildings and Grounds will carry out a preliminary evaluation of all proposals, including the finances and manpower to maintain the donation. If the Director's preliminary evaluation reveals no impracticality in the proposal, he/she will arrange to assist the petitioners in completing the appropriate form necessary to ensure compliance with the requirements described above.
- C. The proposal will be formally evaluated and approved by the Finance, Facilities and Transportation Committee and then the School Board.
- D. Policy 706 Donations specifies the guidelines to meet the petitioners' proposals.
- E. The following process will be followed to obtain approval:
1. A statement of the purpose and functionality of the improvement, including appropriate background data
 2. Sketch plans showing dimensions, elevations, type of construction or site improvement and site location.
 3. How the necessary health and safety precautions will be provided.
 4. For any structure, the intended usage and maximum personnel and equipment occupancy.
 5. Provisions for security from vandalism and unauthorized occupancy during construction or when not in use for intended purpose
 6. How the exterior will relate to other nearby existing structures and landscaping (i.e., aesthetics)
 7. An estimate of cost
 8. Sources of non-school funds to complete the project
 9. If the proposal results in additional annual operating, maintenance, and/or repair costs, these are to be submitted with a method of paying on going expenses.
 10. The source of labor required for the construction or improvement, i.e., private contractors, boosters club members, students, etc.

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11. Estimated time to complete the improvement after receiving approval to proceed.
 12. The Building and Grounds Director will determine if a Certificate of Insurance needs to be on file prior to the beginning of any project.
- F. All approvals will be written and work may not commence without authorization by the School Board.
- G. No conditions are to be attached to site improvement proposals which would restrict the use of the facilities to any person or group.
- H. Upon completion of work, final inspections will be conducted by the petitioner, the Director of Buildings and Grounds/Designee, Principal/Designee, and a city inspector if appropriate.
- I. Unless expressly stated otherwise, maintenance of site improvements will be the responsibility of the PCSD.
- J. The Board reserves the right to name or not name any donated improvement.

* District Employee's who would like to make permanent changes to facilities (including painting walls) must also submit a plan for approval.

V. Compliance

- A. The Director of Buildings and Grounds is responsible for the efficient implementation of this policy.
- B. The Director of Buildings and Grounds is responsible for conducting the initial approval.
- C. The Board approves the donations that are required to complete the proposed project.

VI. Delegation of Authority

The District Administrator is authorized to develop appropriate procedures for the implementation of this policy.

I. Responsibilities of the Administrator Overseeing the Improvement

- A. On behalf of the petitioner(s) proposing the improvement, the Administrator will contact the Director of Buildings and Grounds to obtain the necessary forms needed for proposed improvements to school sites or facilities.
- B. If approval is granted by the Portage Community School District (PCSD) to proceed with any improvement project, the Administrator, in collaboration with the Director of Buildings and Grounds, has the following responsibilities:
 1. Overseeing the project to completion in accordance with the approved plans and time schedule
 2. Overseeing correction of any damage done to existing facilities on the site using PCSD specified materials. (Examples include damage to concrete or blacktop paving, sod or lawn, drainage facilities, underground utility lines, etc.)
 3. Ensuring the availability of all funds donated by the petitioner that are needed for the project
 4. Regularly monitoring the project activities to identify potential exposures that could result in injury or property damage
 5. Ensuring that all work is performed during times when school is not in session. An exception may be made with the approval of the Director of Buildings and Grounds
 6. Ensuring compliance with all regulations imposed by building permits, federal and local laws, and the Office of Safety, Environment and Risk Management.

II. Responsibilities of the Director of Buildings and Grounds

- A. Determining that the proposal meets all the requirements of this policy and Policy 706 Donations.
- B. Determining the significance and appropriateness of the proposed improvement with review by the Director of Buildings and Grounds.
- C. When applicable, ensuring the petitioner obtains insurance, permits, licenses, etc., as required by the Board/PCSD and county agencies, prior to the start of work.
- D. Recommending approval or disapproval of the project to the Director of Business Operations.
- E. Supervising or delegating supervision to staff to ascertain that all work is carried out in accordance with approved plans, permits, regulations, and acceptable construction practices.

III. Responsibilities of the Director of Business Operations

- A. Upon receipt of the recommendation of the Director of Buildings and Grounds and after performing additional review of the proposal, the Director of Business Operations will present the proposal to the Finance, Facilities, and Transportation Committee then the School Board for Approval.
- B. Notifying petitioner(s) of the project of the approval to proceed.

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2nd Reading – January 11, 2010

Approved – January 11, 2010