

**9000 SERIES  
SCHOOL FACILITIES**

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## **Boundary County School District No. 101**

### **SCHOOL FACILITIES**

**9000**

#### Goals

- 1 The Board recognizes the importance the physical plant plays in enhancing the instructional
- 2 program. The Board shall develop a program to maintain and/or upgrade the buildings and
- 3 grounds of the District. Facilities represent a long-term investment of the District. The
- 4 functional utility of such facilities can be increased with a regular maintenance program
- 5 monitored by staff.
  
- 6 The Board further recognizes the importance of planning in order to provide the anticipated
- 7 facility needs of the future. The District will review demographic factors as changes make such
- 8 reviews necessary.

#### Policy History:

Adopted on:

Revised on:

## Boundary County School District No. 101

### SCHOOL FACILITIES

9100

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

##### 1 Acquisition of Property

2        Real Property - Prior to acquiring real property, such property will be appraised by an  
3 appraiser certified in the State of Idaho. The appraised value will be used to establish the fair  
4 market value of the property. If the Board is purchasing a site for educational purposes, such  
5 building site shall be located within the boundaries of the city limits, unless, by resolution of the  
6 Board, it is determined that it would be in the best interest of the District to acquire a site outside  
7 city limits, but within the boundaries of the District.

8        Personal Property – The District may purchase personal property as deemed necessary  
9 for the effective operation of the District by any means deemed appropriate when the expenditure  
10 of funds will be less than twenty-five thousand dollars (\$25,000). When the purchase of  
11 personal property (with the exception of curricular materials) is reasonably expected to cost  
12 twenty-five thousand dollars (\$25,000) or more, the District shall comply with the statutory  
13 bidding requirements (I.C. § 33-601).

##### 14 Conveyance of Property

15        Less than \$500 – For property that has an estimated value of less than five hundred  
16 dollars (\$500) and the value is determined to be insufficient in comparison to the costs of  
17 arranging a sale, the Board may, by unanimous vote of those present, may dispose of such  
18 property in a manner deemed appropriate by the Board or the Board’s designee.

19        Less than \$1,000 - For property that has an estimated value of less than one thousand  
20 dollars (\$1,000), the Board may dispose of such property by sealed bid or by public auction.  
21 However, prior to disposal of the same at least one (1) published advertisement is required.

22        \$1,000 or greater – For property with a value of one thousand dollars (\$1,000) or greater,  
23 such property will be appraised. The Board may dispose of such property by sealed bids or by  
24 public auction to the highest bidder. Notice of the time and method of sale shall be published  
25 twice in accordance with I.C. § 33-402. Such property may be sold for cash or upon such terms  
26 and conditions as the Board determines not to exceed ten (10) years with an annual interest rate  
27 of not less than seven percent (7%). Title to property sold on contract shall remain in the District  
28 until full payment is received.

##### 29 Donated Property

30        If property is donated to the District, the Board may sell the property without advertising  
31 or bidding within one (1) year of the time the initial appraisal was conducted.

##### 32 Exchange of Property

33        The Board may exchange real or personal property for other property provided that: (1)  
34 such property is appraised, (2) one-half (1/2) plus one (1) of the members of the **FULL** Board

35 determine such conveyance/exchange is in the best interest of the District; (3) and a resolution is  
36 passed authorizing such exchange of real and/or personal property to any of the following:

- 37 1. U.S. Government
- 38 2. City;
- 39 3. County;
- 40 4. State of Idaho;
- 41 5. Hospital District;
- 42 6. School District;
- 43 7. Library District;
- 44 8. Community College District;
- 45 9. Junior College District; or
- 46 10. Recreation District

#### 47 Surplus Property

48 Equipment and textbooks are not to be discarded except with the approval of the board of  
49 trustees. Property will only be discarded when the school district no longer has use for it and will  
50 not likely have use in the future. Property which no longer has value to the school district may be  
51 sold publicly for the highest bid or may be sold at the value set by the trustees. Obsolete or worn  
52 out texts which appear to have no value will be offered at no cost to the public and then will be  
53 discarded after a reasonable length of time of not less than thirty (30) days. The school district  
54 maintains a warehouse for equipment, supplies and books which may be called upon for use as  
55 required in various classrooms. The district recognizes that in many cases, it is not prudent to  
56 dispose of such property as it will likely be needed at some time in District No. 101 classrooms.  
57 To the extent authorized by law, School District No. 101 may rent or lease warehouse equipment  
58 or books as long as such items are not needed by the district. Such lease or rental would  
59 automatically and unilaterally be terminated at any time that the items leased or rented are  
60 needed by District No. 101. Items are to be leased or rented only to non-profit agencies within  
61 Boundary County. A security deposit may be required to protect the district for loss or other  
62 damages. The business manager is authorized to rent or lease surplus school property at a  
63 reasonable rate and within the guidelines of the policy.

#### Policy History:

Adopted on:

Revised on:

Prior District Policy ECI. No adoption date listed on District policy.

Legal Reference: I.C. § 33-601 Real and personal property – Acquisition, use or disposal  
of same.

#### Policy History:

Adopted on:  
Revised on:

**Boundary County School District No. 101**

**SCHOOL FACILITIES**

**9200**

Contractor License, Surety Bonds and Insurance

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

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

Legal Reference: I.C. § 54-1902 Unlawful to engage in public works contracting without  
license

I.C. § 54-1925 et seq. Public contracts Bond Act

Policy History:

Adopted on:

Revised on:

**Boundary County School District No. 101**

**SCHOOL FACILITIES**

**9300**

Operation and Maintenance of District Facilities

- 1 The District seeks to maintain and operate facilities in a safe and healthful condition. The
- 2 facilities manager, in cooperation with the principals, fire chief, and county sanitarian, shall
- 3 periodically inspect plant and facilities. S/he shall provide for a program to maintain the District
- 4 physical plant by way of a continuous program of repair, maintenance and reconditioning.
- 5 Budget recommendations shall be made each year to meet these needs and any such needs
- 6 arising from an emergency.
  
- 7 The facilities manager shall formulate and implement energy conservation measures. Principals
- 8 and staff are encouraged to exercise other cost-saving procedures in order to conserve the
- 9 resources of the District in their buildings.

Cross Reference: 8520                      Inspection of School Facilities

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

Policy History:  
Adopted on:  
Revised on:

**Boundary County School District No. 101**

**SCHOOL FACILITIES**

**9400**

Safety Program

- 1 The Board acknowledges the importance of safety for students, staff and others having business  
2 with the District. Safety education, accident prevention and proper supervision are important as  
3 protective measures and also OSHA means to promote a culture of safety awareness.
- 4 The Board directs the formation of a District Safety Committee.
- 5 The Board directs the development of an Exposure Control Plan for employees to eliminate or  
6 minimize work-related exposure to bloodborne pathogens, particularly Human  
7 Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).
- 8 The District will participate in the prosecution of any individual(s) who may disturb any school  
9 or school meetings, insult or abuse any school employee or student during the course of the  
10 school/work day, or otherwise violate the laws of the State of Idaho regarding school disturbance  
11 or individual protection for school employees or students.
- 12 It shall be the Superintendent's responsibility to execute this program. The Superintendent may  
13 delegate this responsibility to other staff members.

Legal Reference: I.C. § 33-512 Governance of schools  
29 CFR 1910.1030 The Bloodborne Pathogens Standard

Policy History:

Adopted on:

Revised on:

**Boundary County School District No. 101**

**SCHOOL FACILITIES**

**9500**

Security

- 1 Security means not only maintenance of buildings, but also protection from fire hazards and  
2 faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment.  
3 The Board requires close cooperation with local police, fire, and sheriff departments and with  
4 insurance company inspectors.
- 5 Access to school buildings and grounds outside of regular school hours shall be limited to staff  
6 whose work requires access. An adequate key control system shall be established which shall  
7 limit access to buildings to authorized staff and shall safeguard against the potential entry of  
8 unauthorized persons.
- 9 Records and funds shall be kept in a safe place and under lock and key when required.
- 10 Locks and other protective devices designed to be used as safeguards against illegal entry and  
11 vandalism shall be installed when appropriate to the individual situation. Employment of  
12 watchmen may be approved in situations where special risks are involved. All incidents of  
13 vandalism and burglary shall be reported to the Superintendent immediately and to law  
14 enforcement agencies as appropriate.

Policy History:

Adopted on:

Revised on:

**Boundary County School District No. 101**

**SCHOOL FACILITIES**

**9600**

Facilities Operations

1 The operation of the District’s facilities shall be the responsibility of the Superintendent through  
2 the facilities manager. The facilities manager shall manage the operation of the facilities through  
3 the head custodians of the District’s school facilities.

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

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

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

Policy History:

Adopted on:

Revised on:

**Boundary County School District No. 101**

**SCHOOL FACILITIES**

**9700**

District-Wide Asbestos Program

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

Policy History:

Adopted on:

Revised on: