

## **Syringa Mountain School**

### **SCHOOL FACILITIES**

**9000**

#### Goals

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 Syringa Mountain School. Facilities represent a long-term investment of Syringa Mountain School. 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. Syringa Mountain School will review demographic factors as changes make such reviews necessary.

#### Policy History:

Adopted on: January 2, 2014

Revised on:

## Syringa Mountain School

### SCHOOL FACILITIES

9100

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

##### Acquisition of Property

###### Real Property

Within one (1) year prior to acquiring or disposing of real property, Syringa Mountain School will cause such property to be appraised by an appraiser certified in the State of Idaho, using the appraised value to establish the fair market value of the property. The appraisal shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, such building site must be located within the boundaries of a city, unless, by resolution of the Board, it is determined that it would be in the best interest of Syringa Mountain School to acquire a site outside city limits, but within the boundaries of Syringa Mountain School.

###### Personal Property

Syringa Mountain School may purchase personal property as deemed necessary for the effective operation of Syringa Mountain School by any means deemed appropriate when the expenditure of funds will be less than twenty-five thousand dollars (\$25,000). When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost twenty-five thousand dollars (\$25,000) or more, Syringa Mountain School shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

###### Conveyance of Property

Less than \$500 - For property that has an estimated value of less than five hundred dollars (\$500), Syringa Mountain School may dispose of the property in the most cost-effective and expedient manner by an employee empowered by Syringa Mountain School to do so. However, the employee shall notify the Board in writing of the item(s) to be disposed of and the manner in which they will be disposed prior to disposal of the property.

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

\$1,000 or greater - For property with a value of one thousand dollars (\$1,000) or greater, Syringa Mountain School will have the property appraised prior to disposal. Syringa Mountain School may dispose of such property by sealed bids or by public auction to the highest bidder. Notice of the time and method of sale shall be published

twice in accordance with I.C. § 33-402. Proof of posting as required in I.C. 33-402(h) must be acquired before the sale. Such property may be sold for cash or upon such terms and conditions as the Board determines, however, the term of the contract may not to exceed ten (10) years and must bear an annual interest rate of not less than seven percent (7%) interest. Title to property sold on contract shall remain in Syringa Mountain School until full payment is received.

#### Donated Property

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

#### Exchange of Property

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

1. Such property is appraised;
2. One-half (1/2) plus one (1) of the members of the FULL Board determine such conveyance/exchange is in the best interest of Syringa mountain School; and
3. The Board passes a resolution authorizing such exchange of real and/or personal property to any of the following:
  1. U.S. Government
  2. City;
  3. County;
  4. State of Idaho;
  5. Hospital District;
  6. School District;
  7. Public Syringa Mountain School;
  8. Idaho Housing and Finance Association;
  9. Library District;
  10. Community College District;
  11. Junior College District; or
  12. Recreation District

Legal Reference: I.C. § 33-402 Notice Requirements

I.C. § 33-601 Real and personal property – Acquisition, use or disposal

I.C. § 67-2801, et seq. Purchasing by Political Subdivisions – Legislative Intent

#### Policy History:

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Revised on:

## Syringa Mountain School

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9200

#### Contractor License, Surety Bonds and Insurance

Syringa Mountain School shall not let a contract to any contractor who is not licensed as required by the laws of this state. Before Syringa Mountain School awards any contract to any person, such person shall furnish to Syringa Mountain School 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 Syringa Mountain School; 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.

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:

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#### Operation and Maintenance of Syringa Mountain School Facilities

Syringa Mountain School seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager (the Principal or designee), in cooperation with administrators, the fire chief, and county sanitarian, shall periodically inspect plants and facilities. S/he shall provide for a program to maintain Syringa Mountain School's physical plant by way of a continuous program of repair, maintenance and reconditioning. S/he will make budget recommendations each year to meet these needs and any such needs arising from an emergency.

The facilities manager shall formulate and implement energy conservation measures as practicable. The Board encourages Principals and staff to exercise other cost-saving procedures in order to conserve the resources of their school building.

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

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: January 2, 2014

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#### Safety Program

The Board acknowledges the importance of safety for students, staff and others having business with Syringa Mountain School. Programs that advocate safety education, accident prevention, proper supervision and OSHA Regulations are important protective measures and are a means to promote a culture of safety awareness.

The Board directs the Principal to form a School Safety Committee to research and assess available programs and make recommendations to the Board for the implementation of these programs.

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

Syringa Mountain School will participate in the prosecution of any individual(s) who may disturb any school or school meetings, insult or abuse any school employee or student during the course of the school/work day, or otherwise violate the laws of the State of Idaho regarding school disturbance or individual protection for school employees or students.

It shall be the Principal's responsibility to execute this program. The Principal may delegate this responsibility to other staff members.

Cross Reference: 8520 Inspection of School Facilities  
9300 Operation and Maintenance of Sage International School  
Facilities

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

#### Policy History:

Adopted on: January 2, 2014

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## **Syringa Mountain School**

### **SCHOOL FACILITIES**

**9500**

#### Security

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 do safety programs and training to ensure employees are using safe practices.

Syringa Mountain School shall limit access to school buildings and grounds outside of regular school hours to staff whose work requires access. Syringa Mountain School shall establish an adequate key control system which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Syringa Mountain School shall maintain records and funds in a safe place and under lock and key when required.

Syringa Mountain School shall install locks and other protective devices designed to be used as safeguards against illegal entry and vandalism when appropriate to the individual situation. The Board may approve Syringa Mountain School's use of watchmen in situations where special risks are involved. Syringa Mountain School staff shall report all incidents of vandalism and burglary to the Principal immediately and to law enforcement agencies as appropriate.

Cross Reference: 9300 Operation and Maintenance of Sage International School Facilities

#### Policy History:

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Revised on:

## **Syringa Mountain School**

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#### Facilities Operations

The operation of Syringa Mountain School's facilities shall be the responsibility of the Principal or through the facilities manager if/as designated by the Principal. The Principal or facilities manager shall manage the operation of the facilities through the head custodians, if any, of Syringa Mountain School's facilities.

An adequate staff of custodial personnel will be employed by Syringa Mountain School to operate Syringa Mountain School'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 Syringa Mountain School'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;  
and
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:

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Revised on:



## Syringa Mountain School

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#### Waste Management and Recycling – Conservation

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 and of the school curriculum. Therefore, it shall be the policy of Syringa Mountain School that:

- A. Syringa Mountain School will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels.
- B. Syringa Mountain School will work to decrease the amount of waste of consumable materials by:
  1. Reduction of the consumption of consumable materials wherever possible;
  2. Full utilization of all materials prior to disposal; and
  3. Minimization of the use of non-biodegradable products wherever possible.
- C. Syringa Mountain School will 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, Syringa Mountain School will participate by appropriately separating and allowing recovery of recyclable waste products.
- D. Syringa Mountain School will 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.
- E. Representatives of Syringa Mountain School will actively advocate, where appropriate, for resource conservation practices to be adopted at local, regional and state levels.

#### Policy History:

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## **Syringa Mountain School**

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**9700**

#### Syringa Mountain School Asbestos Program

It is the intent of the Board that all Syringa Mountain School employees, vendors and contractors comply with the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments, alterations and changes.

#### Policy History:

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Revised on: