

Xavier Charter 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 the Charter School. Facilities represent a long-term investment of the Charter 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. The Charter School will review demographic factors as changes make such reviews necessary.

Policy History:

Adopted on:

Revised on: First reading January 13, 2011

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Acquisition, Use and Disposal of Charter School Property

Acquisition of Property

Real Property - Within one (1) year prior to acquiring or disposing of real property, the Charter School will cause such property to be appraised by an appraiser certified in the State of Idaho. The appraised value will be used 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 the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of the Charter School to acquire a site outside city limits, but within the boundaries of the Charter School.

Personal Property – The Charter School may purchase personal property as deemed necessary for the effective operation of the Charter 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, the Charter 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), the property may be disposed of in the most cost-effective and expedient manner by an employee empowered by the Charter 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), the Board 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, such property will be appraised. The Board 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 the Charter School until full payment is received.

Donated Property

If property is donated to the Charter 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 the Charter School; 3.) and a resolution is passed 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 Charter 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 of same.
 I.C. § 67-2801, et seq. Purchasing by Political Subdivisions – Legislative Intent

Policy History:

Adopted on:

Revised on: First reading January 13, 2012

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Contractor License, Surety Bonds and Insurance

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 Charter 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 the Charter 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:

Adopted on:

Revised on: First reading January 12, 2012

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Operation and Maintenance of Charter School Facilities

The Charter School 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 Charter School’s 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 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:

Revised on: First reading January 12, 2012

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Safety Program

The Board acknowledges the importance of safety for students, staff and others having business with the Charter School. In addition, 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 research and assess available programs and make recommendations to the Board for the implementation of these programs.

The Board also directs the Principal 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).

The Charter 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 Charter School Facilities

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

Policy History:

Adopted on:

Revised on: First reading January 12, 2012

Xavier Charter School

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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.

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 Principal immediately and to law enforcement agencies as appropriate.

Cross Reference: 9300 Operation and Maintenance of Charter School Facilities

Policy History:

Adopted on:

Revised on: First reading January 12, 2012

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Facilities Operations

The operation of the Charter School's facilities shall be the responsibility of the Principal through the facilities manager as may be designated by the Principal. The facilities manager shall manage the operation of the facilities through the head custodians of the Charter School's facilities.

An adequate staff of custodial personnel will be employed by the Charter School to operate the Charter 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 the Charter 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.
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:

Revised on: First reading January 12, 2012

SCHOOL FACILITIES

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Waste Management and Recycling

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 the Charter School that:

- A. The Charter School will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels.
- B. The amount of waste of consumable materials is to be decreased 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. The Charter 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, the Charter School will participate by appropriately separating and allowing recovery of recyclable waste products.
- D. The Charter 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 the Charter School will actively advocate, where appropriate, for resource conservation practices to be adopted at local, regional and state levels.

Policy History:

Adopted on:

Revised on: Library

Xavier Charter School

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Charter School Asbestos Program

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

Policy History:

Adopted on:

Revised on: First reading January 12, 2012

Building Rental

PURPOSE

To provide guidelines on appropriate use of the school building for school purposes and appropriate fees for groups interested in utilizing the building during available hours.

POLICY

Xavier Charter School (the “School”) building is owned by a private entity and leased to the School for a defined period of time. The Board of Directors (the “Board”) may, but is not required to, sub-lease the building to entities who wish to use the facilities during hours the school is not being utilized for educational purposes, provided such use does not violate any agreement, law or regulation by which the School is bound.

Use of School facilities for civic or other purposes shall not interfere with any School function or purpose.

In addition, the School’s principal (the “Principal”) or Board may, in their sole discretion, for any reason or no reason, deny use of the School Facilities. As such, this policy is not legally binding on the School to any extent.

TYPE OF USE

School-Sponsored Programs and Parent Faculty Association Activities

The School’s Parent Faculty Association and individual classes shall be granted free use of facilities for qualifying school-related activities so long as the activity does not disrupt the functions of the school. Qualifying activities may include: activities related to the educational curriculum, class performances, or school-wide fund raisers. These activities shall be approved by the Principal prior to notice of the event going out.

Events that require use of the kitchen or require use of personnel after hours to lock the building, including janitorial personnel or school personnel, may be charged a fee depending on the number of school personnel and the amount of time they are required.

Requirements for *Physical Activities*

The instructor must:

- Have Board’s approval for the activity before the activity is formally announced.
- Have a permission slip signed by parent/guardian for all participants.
- Be responsible for all participants during the time of the activity. This includes immediately before the activity begins and after the activity ends. The instructor must remain at the School until all children have been picked up.
- Provide all necessary equipment.
- Structure all activities to ensure that safety requirements are met.
- Give all students an equal opportunity to participate in the activity.
- Advertise the event at the School and through the School’s website with prior approval of

the principal.

Depending on the activity, the instructor and any assistants that will be working with students unsupervised may:

- Be required to show proof of insurance.
- Be required to have a background check at the instructor/assistant's expense.

Requirements for *Non- Physical Activities*

The instructor will:

- Have Board's approval for the activity before the activity is formally announced.
- Be responsible for all participants during the time of the activity. This includes immediately before the activity begins and after the activity ends. The instructor must remain at the School until all children have been picked up.
- Provide all necessary equipment.
- Structure all activities to ensure that safety requirements are met.
- Give all students an equal opportunity to participate in the activity.
- Advertise the event at the School and through the School's website with prior approval of the principal.

Depending on the activity, the instructor and any assistants that will be working with students unsupervised may:

- Be required to show proof of insurance.
- Be required to have a background check at the instructor/assistant's expense.

The School will not charge a rental fee for the use of the School's building for School-Sponsored Activities, but the School may, consistent with the School's Fee Waiver Policy, charge a fee to cover the cost of using the School's supplies and materials.

Charitable and Non-Profit Use

Charitable and Nonprofit rates apply to community organizations such as service clubs, Boy Scouts, Girl Scouts, United Way, church organizations, cities and counties.

Generally a nonprofit organization will have a tax exempt IRS number.

The Principal may grant limited free use to public service organizations who perform strictly public services, such as civic groups, Boy Scouts and Girl Scouts, when custodial and other services are not required beyond the regularly scheduled duty and when:

- a. No additional school funds are used to subsidize these meetings, and
- b. Requests are for occasional use only

However, events that require use of the kitchen or require use of personnel after hours to lock the building, including janitorial personnel or school personnel, may be charged a fee depending on the number of school personnel and the amount of time they are required.

Other Uses

For other uses, the Principal may charge a building rental fee and a fee for janitorial or other personnel required in connection with the use.

Procedures

The Principal is directed to establish procedures to be used in connection with the implementation of this policy, including the establishment of a building rental schedule.

PROCEDURES

As applicable, the Principal will charge for the use of facilities as outlined in the Building Rental Fee Schedules.

Principal or designee shall complete a copy of the Building Use Agreement and obtain the signature of the lessee prior to the date of the rental.

Principal or designee, in consultation with persons requesting the rental, will determine personnel and the amount of time required for each rental.

Collection for rental is the responsibility of the Principal or designee and shall be made in advance.

All rental time shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the lessee, and closing time shall be the time when all persons associated with the rental have left the building. The fee will be adjusted for any additional time the building is actually used and any additional personnel time required, such as for clean-up by custodial personnel.

Equipment, keys, and property shall not be loaned or removed from the building.

Facilities such as computer lab, media center, or kitchen (unless approved by the Principal and school personnel are present during the entire time of the function) shall not be rented.

Lessees may only have photocopies made using the School's copy machine if made by school personnel and the copy fee of \$.10 per page is paid.

The assigned supervisor is responsible for oversight of the building and facilities during the rental period. The building may not be left without such supervision while occupied.

In addition to the building supervision provided by the school, all rental groups must provide supervision to maintain order during the activity and prevent damage or loss of school property.

Principal or designee shall require the individual or entity renting a facility to provide a Certificate of Insurance for liability and property damage before the event and:

The Certificate shall be for one million dollars (\$1,000,000) per occurrence, and the school shall be named as an additional insured.

Nonprofit entities may request an exception for the Certificate from the Principal.

The lessee is subject to adherence to the standards of behavior of the school and Idaho State Law.

Violation of any of these standards is grounds for termination of the rental agreement and the immediate removal of those individuals associated with the rental. Violation may result in the forfeiting of all deposits, and additional charges may be assessed.

The principal or designee shall establish additional charges for school equipment (spot lights, VCR/DVD and televisions, microphones, etc.) and supplies used by the lessee.

Gymnasiums shall be rented only where adequate protection of the gym floor and participants is assured by the lessee.

Renters shall pay for any damage caused to the building or to any school equipment.

FEE SCHEDULE

See approved fee schedule.

Security Deposit

At the discretion of the Principal or designee, the lessee may be charged a refundable security deposit of up to \$500. The Principal or building supervisor shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved. Security deposits shall be paid by the lessee in a separate check and deposited by the Principal or designee.

Following the rental period, the Principal or designee shall inspect the rental facility for damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit and the remaining security deposit shall be refunded to the lessee in the form of a check to the lessee. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded to the lessee in the form of a check.

Facilities

Users will be charged according to the Rental Fee Schedules applicable to the lessee's rental status.

Personnel

The Principal or designee is responsible for determining the number and type of personnel required for a particular activity in compliance with this policy.

At least one custodian or school employee is required to be present during any use of the building. Custodial services required for rentals cannot require the on duty custodian to be removed from regularly assigned responsibilities. If custodial services are required beyond those scheduled to be performed by the custodial staff at the facility, costs will be charged to the lessee.

General supervision/security, beyond the custodian on duty, is required if the Principal or designee determines the rental activity requires such. General supervision of the facility may be assigned to a custodian, teacher, administrator or other qualified staff member.

At least one member of the school lunch staff is required for rental of the kitchen.

Payment of wages for personnel providing supervision or other services in support of building rental shall be paid in compliance with the applicable negotiated agreement.

Commercial and Charitable Nonprofit Building Rental Fee Schedule
FACILITY Commercial Charitable/Nonprofit

Commercial and Charitable Nonprofit Building Rental Fee Schedule		
FACILITY	Commercial	Charitable/Nonprofit
Parking lot	\$ 40/day	\$ 10/day
Cafeteria	\$125/hr	\$ 50/hr
Multipurpose room	\$125/hr	\$ 50/hr
Kitchen (When renting the kitchen facility, it is mandatory to have at least one kitchen staff member present for which there is an additional personnel charge.)	\$125/hr	\$50/hr
Classroom (each)	\$ 40/hr	\$ 20/hr
PERSONNEL	Commercial	Charitable/Nonprofit
Building Supervisor	\$ 35/hr	\$ 35/hr
Additional Staff	\$ 20/hr	\$ 20/hr
Custodial Staff	\$ 15/hr	\$ 15/hr
Kitchen Staff	\$ 20/hr	\$ 20/hr
EQUIPMENT	Commercial	Charitable/Nonprofit
This fee is done on a case by case basis. Fees are set by Principal or designee. Fee shall be documented in Building Rental Agreement	TBD	TBD

EQUIPMENT Commercial Charitable/Nonprofit

This fee is done on a case by case basis. Fees are set by the Principal or designee. Fee shall be documented in Building Rental Agreement

Legal Reference:

Adopted Date:

Amended/Revised: First reading January 12, 2012