

MINNETONKA PUBLIC SCHOOLS

POLICY #807: BUILDING AND SITE IMPROVEMENTS POLICY

I. PURPOSE

The purpose of this policy is to define responsibility for the planning, maintenance and improvement of District facilities. All building and site improvements shall complement the School Board's Vision and Strategic Plan.

II. GENERAL STATEMENT OF POLICY

The School Board will be responsible for providing and maintaining cost-effective District facilities that promote maximum educational opportunities for every student in the School District.

III. RESPONSIBILITIES

- A. The School Board will be responsible for approving all major maintenance projects and new construction projects in the School District. Major maintenance projects are defined as those that are normally completed during the summer and extended breaks in the school year calendar.
- B. The Superintendent will prepare long-range and immediate plans for site acquisition, building construction, remodeling, and/or proper utilization of existing facilities. The Superintendent will also provide student population projections, school attendance/capacity projections, and facility usage information as may be needed to understand the District's facility needs. Information reported shall include the age, grade, gender, race, location, and disability of each child in this school district.
- C. In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to laws and regulation.
- D. No renovation, alteration, or remodeling of facilities or grounds is to be undertaken by any individual, teacher or site administrator unless included in the budget approved by the School Board. In the event that a site modification is desired (i.e., the remodel or construction of a wall, the installation of a door or window in a wall, playground or other

proposed uses for internal and external space), the principal/site administrator shall coordinate action with the superintendent or designee.

- E. Funds provided by student body organizations, booster clubs, PTA's, and similar entities, as well as local site fund income sources, are available for improvements of sites and buildings at certain times. These or similar organizations shall not enter into contracts for the improvement of school sites and buildings without having such contracts reviewed by the Superintendent or designee prior to initiating the contract. The intent of this provision is to ensure that contractors working on District property have the proper insurance coverage as required by law, are licensed to perform the work being contracted, and are reputable contractors, able to carry out the work.
- F. The Superintendent or designee will be responsible for maintenance and operation of their buildings.
- G. The Superintendent, or designee, working with the principals and building custodians, will be responsible for developing plans for the daily maintenance of District facilities which will ensure safe and welcoming learning conditions.

IV. PROCEDURES

The Board directs the Superintendent to develop procedures for the implementation of this policy.

Approved: September 2, 2004