

# **GLENDIVE SCHOOL DISTRICT**

## **9000 SERIES SCHOOL FACILITIES**

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## **Glendive School District**

### **SCHOOL FACILITIES**

9000

#### Goals

The Boards recognize the importance the physical plant plays in enhancing the instructional program. The Boards shall develop a program to maintain and/or upgrade the buildings and grounds of the Districts. Facilities represent a long-term investment of the Districts. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

The Boards further recognize the importance of planning in order to provide the anticipated facility needs of the future. The Districts will review demographic factors as changes make such reviews necessary.

#### Policy History:

Adopted on:

Revised on:

## Glendive School District

### SCHOOL FACILITIES

9210

#### Site Acquisition

The Districts will attempt to acquire building sites in advance of the actual construction of facilities in order to minimize delay in construction projects and to realize financial savings to the Districts. The Boards will periodically review its inventory of land in light of growth trends in the Districts and make such transactions as it determines shall best meet the future needs of the Districts.

In acquiring a new site, the Boards must first secure the approval of the qualified electors before any contract for the purchase of such site is entered into, except that Trustees may take an option on a site prior to the site approval election. The Boards may acquire property contiguous to a school site in use without such vote. Site approval also is not necessary if it was specifically mentioned in a fund-raising issue, which was subsequently approved by the electorate.

#### Bonds

The Boards may issue or redeem bonds in any manner as provided by law.

Legal Reference:	§ 20-9-400, et seq., MCA	School bonds
	§ 20-6-621, MCA	Selection of school sites, approval election
	§ 20-6-603, MCA	Trustees authority to acquire or dispose of sites and buildings - when election required

#### Policy History:

Adopted on:

Revised on:

**Glendive School District**

**SCHOOL FACILITIES**

9231

Architect and Engineering Services

The Superintendent or designee shall invite architects and/or engineers to express interest in performing such necessary planning services for the Districts. Advertising shall be designed to reach a wide geographical area to help insure gender and minority applicant consideration.

Interested firms will be requested to submit a state of qualifications and performance data to enable the Boards to determine which architectural or engineering firm will best serve the needs of the Districts. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates, and budget control.

The Superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The Superintendent shall recommend one or more firms to the Boards for their consideration. The Boards and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event the Boards and the selected firm are unable to negotiate a fair and reasonable fee, the Trustees may select another firm provided reasonable public notice of the selection is given.

Legal Reference:	§ 20-6-631, MCA	When contracts for architectural services required
	§ 20-6-633, MCA	Negotiation of fees
	§ 18-2-113, MCA	Architects on public buildings to be certified
	§ 18-2-114, MCA	Seal and signature of architect on plans

Policy History:

Adopted on:

Revised on:

## **Glendive School District**

### **SCHOOL FACILITIES**

9232

#### Educational Specifications

Facilities shall be designed to accommodate the educational and instructional needs of the Districts. The professional experience and judgment of staff shall be solicited in developing such educational specifications. The law requires that special attention be given to accessibility to the education program by students of both genders and those with disabilities. The Superintendent shall see that all construction projects comply with the requirements for accessibility for individuals with disabilities and comparability between the genders. The architect shall be responsible for ensuring compliance with state and federal laws including access for individuals with disabilities and requirements for gender comparability.

When the Boards consider major remodeling or building a facility, it shall endeavor to seek facility expertise in all affected program areas as well as comments from faculty, students, and community.

Legal Reference: 10.55.2001, ARM School facilities

#### Policy History:

Adopted on:

Revised on:

**Glendive School District**

**SCHOOL FACILITIES**

9242

Contractor Assurance

No contract shall be let to any contractor who is not licensed or registered as required by the laws of this State. Nor shall a contractor be granted a contract unless a statement is submitted and sworn to which states that the contractor is in compliance with the State laws relating to prevailing wage and residence requirements for public works and with State and federal laws relating to non-discrimination in hiring. A statement to this effect must be a part of every appropriate contract.

No contract shall be let to any contractor if the provision conflicts with the provisions of § 20-9-204.

Legal Reference:	§ 2-2-303, MCA	Agreements to appoint relative to office
	§ 18-2-402, MCA	Standard prevailing rate of wages
	§ 18-2-430, MCA	Preference of Montana labor in public works - wages
	§ 18-2-404, MCA	Approval of contract - bond
	§ 20-9-204, MCA	Conflicts of interest, letting contracts and calling for bids

Policy History:

Adopted on:

Revised on:

**Glendive School District**

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9243

Contractor Surety Bonds and Insurance

Each contractor's bid must be accompanied by a bid bond or other security authorized by State law in the amount of at least ten percent of the total bid amount, excluding taxes. Any bid which is not successful shall entitle the bidder to a refund of its security or bond. The successful bidder shall have his/her bond or security retained until such a time as it is determined that the bidder shall complete the contract. All bids received shall specify whether the Districts or the contractor shall carry fire, liability, or other insurance during construction.

The successful bidder is required to make, execute and deliver to the Boards a good and sufficient performance bond with two or more sureties or a surety company which shall state that the contractor shall execute and faithfully perform the provisions of the contract and shall pay all subcontractors and materialmen as required by law.

Legal Reference:	§ 18-1-201, MCA	Requirements for bidder's security
	§ 18-1-202, MCA	Advertisement for bid to specify required security
	§ 18-1-203, MCA	Form of security

Policy History:

Adopted on:

Revised on:

**Glendive School District**

**SCHOOL FACILITIES**

9261

Sale of Real Property

Unless the property can be disposed of without a vote, only the Boards have the authority to dispose of District property. This power shall be exercised only when the qualified electors of the Districts approve of such action at an election called for such approval or when the Trustees adopt a resolution stating their intention to dispose of the property. When the Trustees adopt such a resolution, they shall schedule a meeting to consider a resolution to authorize the sale of the real property. The conduct of the meeting and any such subsequent appeals shall be in accord with § 20-6-604, MCA.

Receipts from the sale of real property shall be placed into the building fund or general fund or a combination of these funds at the discretion of the Trustees.

Legal Reference:	§ 20-6-603, MCA	Trustees authority to acquire or dispose of sites and buildings
	§ 20-6-604, MCA	Sale or property when resolution passed after hearing - appeal procedure

Policy History:

Adopted on:

Revised on:

## **Glendive School District**

### **SCHOOL FACILITIES**

9300

#### Operation and Maintenance of District Facilities

The Districts seek 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. The manager shall provide for a program to maintain the district 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 the Districts in their buildings.

Legal Reference: 10.55.2001, ARM School facilities

#### Policy History:

Adopted on:

Revised on:

**Glendive School District**

**SCHOOL FACILITIES**

9311

Safety Program

The Boards acknowledge the importance of safety for students, staff, and others having business with the Districts. Safety education, accident prevention, and proper supervision are important as protective measures and also OSHA means to promote a culture of safety awareness.

The Boards direct the formation of a District Safety Committee comprised of employer and employee representatives as outlined in the Montana Safety Culture Act.

The Boards directs the development of 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 Districts 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 Montana regarding school disturbance or individual protection for school employees or students.

It shall be the Superintendent's responsibility to execute this program. The Superintendent may delegate the Principal as employer representative to participate in the District's Safety Committee.

Legal Reference:       § 39-71-1501, et seq., MCA   Montana Safety Culture Act  
                              § 20-1-206, et seq., MCA   Disturbance of Schools  
                              29 CFR 1910.1030           The Bloodborne Pathogens Standard

Policy History:

Adopted on:

Revised on:

**Glendive School District**

**SCHOOL FACILITIES**

Safety Program

1. Montana Safety Culture Act Committee

The Boards direct the formation of a District Safety Committee comprised of employer and employee representatives as outlined in the Montana Safety Culture Act. This committee serves in an advisory capacity within the Districts and is responsible for activities which may include:

- Assessing and communicating hazards.
- Communicating with employees regarding Safety Committee activities.
- Educating employees on safety-related topics.
- Motivating employees to create a safety culture in the workplace.
- Assisting in the development of safety rules, policies and procedures.
- Control of hazards.
- Periodic evaluation of the safety program.
- Inspection of the workplace.
- Development of safety training and awareness topics.
- Recommending ways to keep job-specific training current.

II. Exposure Control Plan

The Exposure Control Plan will be reviewed by the Safety Committee on an annual basis.

- Definitions

- "Occupational exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- "Exposure incident" means a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
- Some job classifications are at greater risk for exposure to bloodborne pathogens. Job classifications in which employees may be expected to incur high risk exposure are:
  - 1) Coaches/Athletic Trainers
  - 2) Custodians
  - 3) Health Enhancement Teachers
  - 4) School Secretaries

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- 5) School Nurses
  - 6) Special Education Aides
  - 7) Special Education Teachers
- Awareness training will be provided by Personnel Office staff upon employment and reviewed annually at work sites by employee's supervisor.
  - The practice of universal substance precautions is required of all personnel.
    - 1) Personnel are required to practice proper hand-washing techniques.
    - 2) Contaminated needles and other sharp objects, specimens of blood or other potentially infectious material shall be properly stored, labeled and disposed of in accordance with OSHA Bloodborne Pathogen Requirements (29 CFR 1910.1030) posted in each head custodial office.
    - 3) All reusable equipment will be cleaned and decontaminated in accordance with OSHA Bloodborne Pathogen requirements posted in the head custodial office.
  - The Districts will provide Personal Protection Equipment (PPE) when there is occupational exposure.

- Hepatitis B Virus Vaccination will be made available to all high risk personnel identified in Section II.A.2. above. After training, high risk employees declining vaccination may choose vaccination at a later date. Hepatitis B Virus vaccination will be made available to all employees following an exposure incident.
- Following an exposure incident, the affected employee will be provided a confidential medical evaluation and follow-up, which includes:
  - 1) Documentation of the route and circumstances of the exposure incident.
  - 2) The source individual will be identified if feasible, and documented on the Workman Comp. Form in accordance with OSHA Bloodborne Pathogen requirements posted in the head custodial office.
- The employee's blood will be tested, upon consent, following documented exposure in accordance with OSHA Bloodborne Pathogens 29 CFR Part 1910.1030 posted in each head custodial office.

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- The Districts shall ensure that the health care professional responsible for the employee's Hepatitis B Vaccination is provided all documentation required by OSHA Bloodborne Pathogen requirements posted in the head custodial office.
- The health care provider must provide the Districts with a written statement verifying that the employee was informed of past-exposure evaluation results and any medical conditions resulting from exposure that would require medical follow-up.
- Employee occupational exposure records will be maintained for the period of employment plus 30 years by the District.

Procedure History:

Promulgated on:

Revised on:

## **Glendive School District**

### **SCHOOL FACILITIES**

9320

#### 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 Boards require and encourage close cooperation with local police, fire, and sheriff departments and with insurance company inspectors.

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 Superintendent immediately and to law enforcement agencies as appropriate.

Legal Reference:       § 50-61-114, MCA   Fire chief and county sheriff to make inspections

#### Policy History:

Adopted on:

Revised on:

## **Glendive School District**

### **SCHOOL FACILITIES**

9330

#### Facilities Operations

The operation of the District's facilities shall be the responsibility of the Superintendent through the facilities manager. The facilities manager shall manage the operation of the facilities through the custodians of the District's school facilities.

An adequate staff of custodial personnel will be employed by the District to operate the District'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 District'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. At no time shall a facility be occupied by a group of individuals without at least one authorized person being in the building during the time of occupancy by the using group.

#### Policy History:

Adopted on:

Revised on:

## **Glendive School District**

### **Interactive Television Lab**

9331

The ITV Lab's primary function is to enhance the educational program for Glendive students and staff. When the lab is not utilized for District activities, the community is invited to use it for educational purposes.

Non-profit community activities will not be charged a user fee if the presentation or training is open to the public. Dawson County residents who wish to take college classes will not be charged a fee unless a facilitator is required to operate the equipment.

Commercial businesses will be charged \$50 an hour for training that is closed to the general public. The charge will be \$30 an hour if the training is open to the general public. The purpose of the fees is to off-set the line charges as well as to replace any equipment that may become obsolete or damaged.

**Condition of Granting Use** - The granting of the ITV Lab use and its acceptance by User is conditioned upon the following covenants:

1. The User must make arrangements for use of the ITV Lab with the high school principal or designee.
2. No alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by User, its employees, patrons, agents, or members.
3. The User will only occupy the ITV Lab and no other area of the school.
4. No functional alteration of the premises or functional changes in the use of such premises shall be made by User, without specific written consent of the Principal.
5. Adequate supervision is provided by User to ensure proper care and use of school facilities. (No other individuals will accompany User to the class.)
6. The User agrees to not change settings on the equipment or damage equipment.
7. The User will turn off lights and shut door after the class.
8. Rental Fees will be paid in advance.

#### Procedure History:

Promulgated on: January 8, 2007

Revised on:

## Glendive School District

### SCHOOL FACILITIES

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#### District-Wide Asbestos Program

It is the intent of the Districts that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments, alterations and changes be complied with by all District employees, vendors and contractors. Although AHERA is detailed in its regulations regarding the duties of the Districts, it does not define its responsibilities to any lower level. The purpose of this policy is to define those individuals responsible for various requirements of AHERA, set time tables for compliance the provisions of the act, and to set general guidelines involving the Districts' compliance in those areas that are non-mandatory in the act.

#### Designated Person

The Boards shall appoint a designated person as required in 40 CFR Part 763.80. This person shall be fully cognizant of AHERA and specifically shall:

1. be in a position to understand the financial requirements available to the Districts and procurement procedures of the Districts;
2. seek adequate training to perform all duties assigned under this policy; such training shall provide as necessary basic knowledge of:
  - a. the health effects of asbestos;
  - b. detection, identification and assessment of asbestos-containing materials (ACM);
  - c. options for controlling asbestos- containing building materials (ACBM);
  - d. asbestos management programs; and
  - e. follow all federal and state regulations concerning asbestos, including those of the Occupational Safety & Health Administration, the U.S. Department of Labor, the U.S. Department of Transportation and the U.S. Environmental Protection Agency.
3. supervise the preparation and implementation of an asbestos management plan;
4. make decisions regarding which response actions comply with the act;
5. know and direct what to do in the event of a ACM fiber release;
6. ensure proper training of District custodial personnel as required by the act;
7. ensure that all employees, building occupants, or their legal guardians are informed at least once each school year about inspections, response actions and post-response activities including periodic reinspection and surveillance activities that are planned or in progress;

8. aid in the design and implementation of the operation and maintenance portion of the asbestos program;
9. ensure that surfaces whose assessment after inspection are found to be in the most hazardous category are immediately cleaned as required by the act;
10. ensure that warning labels are in place as required by the act;
11. ensure that the three year reinspections occur on time and in accordance with the act;
12. assist Principals in notifying the parents, teachers and staff of inspections, response actions and reinspection;
13. personnel inspect after any response action they are involved in the response action activity;
14. ensure that the management plan is updated as required by the act;
15. maintain records of the following:
  - a. all employee training;
  - b. all inspections and periodic surveillances;
  - c. all cleaning of friable areas;
  - d. all disturbances of friable ACM by short term workers and others;
  - e. all minor and major fiber releases;
  - f. all minor and major abatements;
  - g. the transportation and burial of all asbestos.

Policy History:

Adopted on:

Revised on: