

Corbett School District 39

Code: FA
Adopted: 1/15/98
Orig. Code: FA

Facilities Development Goals

(OSBA has removed this policy from its samples)

To provide and maintain facilities that offer the best possible physical environment for learning and working, the Board, in consultation with the superintendent and in consideration of the input from staff, parents and the patrons, aims specifically toward:

1. Providing buildings and renovations that will accommodate and facilitate those organizational and instructional patterns that support the district's educational philosophy and instructional goals;
2. Meeting all safety requirements through the remodeling of older structures;
3. Providing building renovations as needed to meet state and federal requirements on the accessibility and usability of facilities to persons with disabilities;
4. Building design, construction and renovation that will lend themselves to low maintenance costs and the conservation of energy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.155](#)

[OAR 437-001-0760](#)
[OAR 437-002-0020 to -0075](#)
[OAR 581-022-1530](#)

Toxic Substances Control Act, 15 U.S.C. Sections 2601-2629, as amended by the Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. Sections 2641-2656.
Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

Corbett School District 39

Code: FB
Adopted: 1/15/98
Orig. Code: FB

Facilities Planning

The Board will gather and analyze appropriate data to evaluate the district's facilities needs on a long-range basis. Such data will include, but not be limited to, enrollment projections, anticipated changes in the instructional program, analysis of community building plans, analysis of sites and evaluation of present facilities.

END OF POLICY

Legal Reference(s):

[ORS 195.110](#)
[ORS 197.295 to -197.314](#)

[ORS 332.155](#)

[OAR 581-022-2345](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

Corbett School District 39

Code: FBB
Adopted: 1/15/98
Orig. Code: FBB

Enrollment Projections

Enrollment projections will be prepared at the direction of the superintendent and will be reviewed and updated annually.

Projections will take into consideration the following:

1. Figures from the latest school census;
2. School registration figures;
3. Review of forthcoming changes in planning and zoning;
4. Review of current and planned community land development and housing projects.

~~Whenever construction of new school facilities is being contemplated, t~~The Board may authorize outside studies of population trends and school enrollment.

END OF POLICY

Legal Reference(s):

[ORS 195.110](#)

[ORS 332.107](#)

[OAR 581-022-2335](#)

Corbett School District 39

Code: FC
Adopted: 12/17/98
Orig. Code: FC

Capital Construction Program

The Board may submit to voters at any regular school election or at a special election called for that purpose the question of contracting a bonded indebtedness for the purpose of building or renovating school buildings or for purchasing school sites or to purchase equipment. Before such a bond election, the specific needs for facilities will be communicated to the public and careful estimates will be made as to amounts required for site purchase, construction and equipment.

All new construction or alterations to existing buildings will ensure to the maximum extent feasible that facilities are readily accessible and usable by individuals with disabilities.

Following approval by the voters, the bonds to be issued will be advertised appropriately. The date of issue will be coordinated with tax collection dates, payments on bonds already outstanding and favorable market conditions. Disposition of the bonds may be accomplished by public sale on a competitive bid or negotiated basis, as determined by the Board. The Board reserves the right to reject any and all bids.

The Board will annually appropriate district funds in the bonded debt service fund for the purpose of paying interest and principal on outstanding bonds. If sufficient funds are not available in the debt service fund, the Board will authorize by resolution an interfund loan for the purpose of meeting debt service requirements.

The capital projects fund is the fund authorized by the approval of the bond issue. Initial receipts from the sale of bonds are deposited in this fund and actual expenditures ~~for sites, buildings and equipment~~ are made from it. The Board will adopt an annual budget resolution authorizing ~~withdrawal~~ payments from the fund of the amounts needed to meet ~~payments~~ contractual obligations due architects, contractors and other individuals or firms. The Board will receive periodic reports on expenditures made from this fund as compared with original appropriations for the various projects ~~included~~.

END OF POLICY

Legal Reference(s):

[ORS 195.110](#)
[ORS 197.295 to -197.314](#)
[ORS Chapter 255](#)

[ORS Chapter 294](#)
[ORS 328.205](#)
[ORS 328.542 to -328.565](#)

[ORS 332.155](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Americans with Disabilities Act Amendments Act of 2008.

Corbett School District 39

Code: FEA
Adopted: 1/15/98
Orig. Code: FEA

Capital Improvement - Educational Program

To ensure that all new and remodeled facilities are designed to best implement the educational program, the superintendent will provide for detailed educational specifications prior to design and construction of new buildings or renovation of existing buildings. These specifications will include descriptions of:

1. All activities that will take place in the building;
2. The curriculum to be housed in the building;
3. Specific architectural characteristics desired;
4. The facilities needed, their equipment requirements and their space relationships to other facility elements and ready accessibility and usability by persons with disabilities;
5. Pertinent budget and other governing factors.

The preparation of educational specifications serves a two-fold purpose:

1. To clarify and consolidate the thinking of administration, staff, Board and patrons on the needs, desires and objectives of the educational program to be conducted within the proposed new building; and
2. To organize this information in a manner that can be easily and clearly interpreted by an architect.

The Board, superintendent, staff, student and citizen representatives and the architect should be involved in developing educational specifications. Consultants may be used when deemed necessary by the superintendent and the Board.

END OF POLICY

Legal Reference(s):

[ORS 195.110](#)
[ORS 197.295 to -197.314](#)

[ORS 332.107](#)
[ORS 332.155](#)

[OAR 581-022-2345](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Americans with Disabilities Act Amendments Act of 2008.

Corbett School District 39

Code: FEB
Adopted: 1/15/98
Orig. Code: FEB

Selection of Architect

(See policy DJCA – Personal Services Contracts)

The Board will employ a licensed architect/professional to design the plans of each proposed building, building addition or extensive renovation.

In selecting architects/consultants, the following criteria shall include be considered but not be limited to:

1. Experience in school construction;
2. In special situations, such facilities for persons with disabilities, evidence of relevant experience;
3. Creative design ability;
4. Technical knowledge to control the design so that the best results are obtained for the least amount of money;
5. Executive and business ability to oversee the proper performance of contracts;
6. Proven ability in all major phases of planning and construction: pre-design planning, schematic design, design development, bidding, construction;
7. Ability and temperament to work cooperatively with others, willingness to consult with staff on educational specifications;
8. Extent and experience of architectural staff in relation to the scope of the planned project.

The architect/consultant will be selected by the Board on the basis of the above criteria and will be employed under contract.

END OF POLICY

Legal Reference(s):

[ORS Chapter 279](#)
[ORS 332.107](#)
[ORS 455.642](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

Corbett School District 39

Code: FECBA
Adopted: 1/15/98
Orig. Code: FECBA

Energy-Conserving Construction

On hold

~~Because of increasing costs and decreasing supplies of conventional energy sources, t~~The Board recognizes the importance and need for energy conservation in the construction of new school-district facilities.

Proposed construction and renovation projects that contain the most efficient energy-saving plans within an acceptable budget will have high priority. Energy-saving designs will be documented in the architectural evaluation and will comply with educational specifications and cost control checklists as determined by the Board.

A continuous study of energy problems and energy sources will be maintained for future planning.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.155](#)

Corbett School District 39

Code: FEF/FEFB
Adopted: 1/15/98
Orig. Code: FEF/FEFB

D

Construction Contracts - Bidding and Awards

(See DJC – Bidding Requirements)

The Board will serve as its own contract review board.

The Board will advertise and award contracts for construction and/or renovation of facilities according to the provisions of state law. Pre-qualification of bidders may be required by the district.

Contractors shall be registered as required by Oregon law.

For every contract for which a bond is required, a bond with good and sufficient sureties will be required of the contractor. The purpose of the bond is to assure that:

1. The obligations of the contract are faithfully performed;
2. Payment is promptly made to all persons supplying labor or materials to the contractor or subcontractor for the work provided in the contract;
3. All contributions for workers' compensation and unemployment insurance are made promptly;
4. All sums required to be deducted and retained from wages of employees of the contractor and subcontractor are paid.

END OF POLICY

E

Legal Reference(s):

ORS Chapter 279

T

F

Corbett School District 39

Code: FF
Adopted: 1/15/98
Orig. Code: FF

Naming Facilities

~~Schools~~ A district facility will be named by location whenever possible. ~~Schools~~ A district facility may be named after an individual persons or person who have been outstanding in educational endeavors or who have furthered the cause for better schools and educational programs in the community and/or in the state. Such a persons or persons must be retired from active participation in educational activities **no longer be employed by the district or a current member of the Board.**

Names may be presented by petition, by chosen committees or by other representative groups in the area. The Board has the final decision in naming of ~~schools~~ district facilities.

~~The Board will officially name a school on or before the bid is let for construction of the school.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corbett School District 39

Code: FFA
Adopted: 1/15/98
Orig. Code: FFA

Memorials

The Board will consider the acceptance of memorial scholarships in honor of a person or persons who have special significance to the students, the district or the patrons. A room or item may be named for the person in whose honor the scholarship fund is created. A memorial plaque may be appropriately dedicated whenever a room or item is designated as a memorial in conjunction with a scholarship fund.

Offers of a memorial scholarships will be submitted to the superintendent together with information concerning the purpose of the memorial and administration of the scholarship fund.

Building principals may receive items for his/her school as a memorial to a student or person having a special significance to the students of that school. An Items received as a memorials becomes the property of the district. Principals must have the superintendent's approval to accept any item that may require additional maintenance cost to the district. The superintendent may establish guidelines for the acceptance of such a memorials.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.385](#)

Corbett School District 39

Code: FG
Adopted: 1/15/98
Orig. Code: FG

Board Inspection and Acceptance of New Facilities

(OSBA has removed this policy from its samples)

The Board shall appoint a clerk of the works.

The clerk of the works shall personally inspect each project. When the performance meets the district's expectation, the clerk of the works will recommend acceptance of performance to the superintendent. The superintendent shall sign off the project and make payment.

The superintendent may make a final inspection with or without the Board before signing off.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corbett School District 39

Code: FH
Adopted: 1/15/98
Orig. Code: FH

D

Staff Orientation to New Facilities

(OSBA has removed this policy from its samples)

The Board shall provide a tour and commentary for staff when a new facility is completed.

Staff shall receive training in all systems such as safety, security, intra-communications, telephone, heating and lighting, as well as unique features.

END OF POLICY

E

Legal Reference(s):

[ORS 332.107](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0075](#)

[OAR 437-002-0140](#)

[OAR 437-002-0144](#)

[OAR 437-002-0145](#)

[OAR 437-002-0161](#)

[OAR 437-002-0180 to -0182](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

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Corbett School District 39

Code: FI
Adopted: 1/15/98
Orig. Code: FI

D

Public Dedication of New Facilities

(OSBA has removed this policy from its samples)

The Board shall, upon completion of a new facility, conduct a public dedication.

A public tour and commentary shall be included in the dedication.

A ceremony may be planned.

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END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

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Corbett School District 39

Code: FJ
Adopted: 3/15/17
Orig. Code: FJ

Temporary District Facilities

The Board's ~~aim~~ goal is to have sufficient permanent facilities to meet the needs of ~~school~~ district enrollment and the ~~school~~ district program. Rented facilities, movable units and other emergency school housing may be inadequate for long-term public school purposes.

If circumstances require immediate space not available in public school buildings, facilities ~~will~~ may be leased or moveable structures ~~will~~ may be used as a temporary measure.

~~The Board encourages the involvement of staff, parents and the community in the decision-making process, whenever possible. The superintendent will give due consideration to all such input in his/her recommendations to the Board. All final decisions regarding the use of temporary district facilities will be made by the Board.~~

~~Any such facility must conform to all appropriate federal, state and local building and land use codes, health and fire laws, environmental standards and provisions for accessibility and usability as required by the Americans with Disabilities Act.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.155](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0081](#)

[OAR 437-002-0161](#)

[OAR 437-002-0180 to -0182](#)

[OAR 437-002-0368](#)

[OAR 437-002-0377](#)

[OAR 437-002-0390](#)

[OAR 437-002-0391](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Americans with Disabilities Act Amendments Act of 2008.

Corbett School District 39

Code: FK
Adopted: 1/15/98
Orig. Code: FK

Facilities Renovation

The Board's priorities for funding renovation of facilities are as follows:

First priority - protection of life and health; compliance with mandated requirements governing construction codes and fire safety requirements;

Second priority - direct support of the educational program;

Third priority - urgently required projects to comply with the priorities set forth in the district's comprehensive planning program for facilities and sites;

Fourth priority - all others **Board policies.**

~~The participation of staff, parents and the patrons in the development of plans for new and renovated facilities will be actively solicited.~~

The superintendent will establish procedures for requesting, approving and scheduling facilities renovation.

~~Plans for new and remodeled buildings will be designed and offer accommodations to make them accessible to persons with disabilities. The Board will review construction plans to assure that new and remodeled buildings are made fully accessible.~~

END OF POLICY

Legal Reference(s):

[ORS 195.110](#)
[ORS 197.295 to -197.314](#)
[ORS 332.107](#)
[ORS 332.155](#)

[OAR 437-001-0760](#)
[OAR 437-002-0020 to -0081](#)
[OAR 437-002-0180 to -0182](#)
[OAR 437-002-0368](#)

[OAR 437-002-0377](#)
[OAR 437-002-0390](#)
[OAR 437-002-0391](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Americans with Disabilities Act Amendments Act of 2008.

Corbett School District 39

Code: FL
Adopted: 1/15/98
Orig. Code: FL

Retirement of Facilities

Certain school buildings may no longer be adequate for instructional purposes and should be used to benefit the district or public in other ways. In determining which facility is to be retired for regular school purposes, **or should be used to benefit the district in other ways**, the Board's decision will be guided by this a combination of these factors:

1. Educational flexibility: Which school building is least adaptable for housing a modern and flexible educational program?
2. Site: Which school site is least adequate for continued use as an educational center?
3. Cost: Which school building represents the highest cost in terms of upkeep, maintenance and renovation?
4. Safety: Which school building/site poses safety concerns through continued use?

The Board may invite the viewpoints of patrons and staff in making its decision.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.155](#)

[OAR 437-001-0760](#)
[OAR 437-002-0020 to -0075](#)

[OAR 581-022-2345](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).