

PETITIONS FOR FACILITY IMPROVEMENT

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I. Policy Statement

The Board of Education appreciates the willingness and desire of external and internal individuals/groups to partner with the Waunakee Community School District (WCSD) to improve school sites and/or school facilities. The Board is prepared to respond favorably when such proposals are shown to be in harmony with district goals and objectives. This policy sets forth the conditions and procedures necessary for such response.

II. Purpose

The purpose of this policy is to ensure that facility improvements or changes proposed by external and internal individuals/groups meet WCSD established criteria relative to materials, equipment, alterations, and funding.

III. Definitions

Within the context of this policy, the following definitions apply:

- A. Existing Facilities – Currently constructed school buildings and facilities, including grounds, owned by the District.
- B. Improvement Project – Any project that results in a permanent physical change in any school facility or on any site owned by the District.
- C. Inspections – Examinations of completed work by the Director of Facilities/Designee and applicable inspection by the Village of Waunakee.
- D. Permanent Physical Change – Improvements to existing facilities that include but are not limited to the following: trees, concession stands, dugouts, canopies, concrete or asphalt pathways, fences, school signs w/brick or concrete base, walls, playground areas, playground equipment, additional parking lot(s), driveway(s).
- E. Permit – The Village of Waunakee approval to begin construction of any building improvements or site changes to school property.
- F. Petitioners – Community individuals or groups proposing improvements to school facilities or sites.
- G. Sketch Plan – A document showing the dimensions, elevations, type of construction or site improvement, and location of the improvement on the site.

IV. Standards

- A. Proposal Petitioners may submit proposals for a permanent physical improvement to a school facility or site owned by the District*. The request should be directed initially to the Building Level Principal or Athletic Director and copied to the Director of Facilities.
- B. The Director of Facilities will carry out a preliminary evaluation of all proposals, including the finances and manpower to maintain the donation. If the Director's preliminary evaluation reveals no impracticality in the proposal, he/she will arrange to assist the petitioners in completing the appropriate form necessary to ensure compliance with the requirements described above.
- C. The proposal will be formally evaluated by the District Administrator and considered for approval by the Facilities Committee and then the School Board.
- D. Policy 840 Public Gifts to the Schools specifies the guidelines to meet the petitioners' proposals.
- E. The following process will be followed to obtain approval:
 - 1. A statement of purpose and functionality of the improvement, including appropriate background data.
 - 2. Sketch plans showing dimensions, elevations, type of construction or site improvement and site location.
 - 3. How the necessary health and safety precautions will be provided.
 - 4. For any structure, the intended usage and maximum personnel and equipment occupancy.
 - 5. Provisions for security from vandalism and unauthorized occupancy during construction or when not in use for intended purpose.
 - 6. How the exterior will relate to other nearby existing structures and landscaping (i.e., aesthetics).
 - 7. An estimate of cost.
 - 8. Estimated cost in staff time to complete the project.
 - 9. Sources of non-school funds to complete the project, including inkind donations.
 - 10. If the proposal results in additional annual operating, maintenance, and/or repair costs/replacement costs these are to be submitted with a method of paying on going expenses.
 - 11. The source of labor required for the construction or improvement, i.e., private contractors, booster club members, students, list of proposed contractors, etc. Contracting will be done by the District.
 - 12. Estimated time to complete the improvement after receiving approval to proceed.
 - 13. The Director of Facilities will determine if a Certificate of Insurance needs to be on file prior to the beginning of any project.
- F. All approvals will be written and neither work nor fundraising may commence without authorization by the School Board.

- G. No conditions are to be attached to site improvement proposals which would restrict the use of the facilities to any person or group.
- H. Upon completion of work, final inspections will be conducted by the petitioned, the Director of Facilities, Principal/Designee, and a municipal inspector, if appropriate.
- I. The Board reserves the right to name or not name any donated improvement.

*District Employee's who would like to make permanent changes to facilities (including painting walls) must also submit a plan for approval.

V. Delegation of Authority

The District Administrator is authorized to develop appropriate procedures for the implementation of this policy.

Adopted: June 2010

Waunakee Community School District