

AR 3342 DISTRICT-OWNED RENTAL PROPERTY

The Lake and Peninsula School Board recognizes the need for teachers to have adequate housing in the community in which they teach.

The Lake and Peninsula School District has a limited supply of Teacher housing which the District will continue to rent to teachers under the terms of this Policy Statement.

The District currently maintains four categories of employee housing as follows:

- 1) Borough owned/District Operated teacher housing. This category is identical to the existing housing arrangement.

2) District leased/subsidized housing. For those communities where an absence of affordable, quality housing is available, the Superintendent or Chief School Administrator is authorized to and will enter into lease agreement, provide limited utilities and arrange for limited furnishings. Rental charges would be the same as District operated housing.

3) District lease/non-subsidized housing. The Superintendent or Chief School Administrator is authorized, upon request by a contract employee, to lease housing for the employees with the rental rate set at the leased amount. No subsidy will be provided.

4) District lease/non-subsidized housing. In school communities without available district housing units and where there are, quality, rental opportunities available for teachers, the Superintendent or Chief School Administrator is authorized, upon written request, by a certificated employee to lease housing for the employee with the rental rate set at up to \$200.00 per month less than the leased amount that is set by the lessor. This lease agreement will be for nine (9) months of the school year. Selection of housing in such communities is the responsibility of the employee.

1) Priority in Rental of District Teacher Housing.

a) District Teacher Housing will be occupied by the Principal/Head Teacher and then by seniority in the school community to other teachers.

2) Responsibility for Provision of Teacher Housing.

a) It is the responsibility of the teacher to provide for his/her own housing if District Teacher Housing is not available.

b) The Board cannot guarantee the condition of housing other than District Teacher Housing.

3) Maintenance of District Teacher Housing.

a) Heating systems and appliances will be kept in good repair and safe working condition by the District custodial and maintenance staff.

b) Teachers will not be paid for repairs or improvements unless there is a definite agreement to that effect with the School Board.

c) Teachers are responsible for notifying the District Office promptly when something is not operating properly in the housing.

d) When remodeling, improvements, or redecoration (such as painting walls) is necessary, it will be done during the summer months.

e) When basic furnishings wear out or break from normal usage, they will be replaced as soon as is reasonable and possible.

f) Effort will be made to repair, improve, and update all District housing and maintain it in good condition.

4) Items to be furnished in District Teacher Housing.

a) Appliances.

i) The District will provide a range and refrigerator in each Teacher Housing unit.

ii) Access to washers, dryers and freezer space will be provided.

b) Furnishings.

i) The District will maintain in each apartment a dinette table and chairs; divan; easy chair; one double bed or two twin beds in bedroom; chest of drawers.

ii) Carpeting or appropriate flooring will be maintained.

iii) Draperies, curtains and/or blinds will be provided for windows.

c) Housekeeping Items

Dishes, cooking utensils, linens, etc., will not be provided by the District.

5) Inspection of Housing.

a) When a teacher moves out of District Teacher Housing, a representative of the Superintendent or Chief School Administrator, and the teacher will inspect the housing, on a date and at a time convenient to the teacher. Any charges for damages or repairs for which the teacher is responsible will be withheld from his/her housing deposit and, if it is not adequate, the additional amount will be deducted from the teacher's last paycheck.

b) A teacher who does not agree with the sign-off of his/her District Teacher Housing unit may request a hearing with the Superintendent within ten calendar days following the inspection. The decision of the Superintendent will be final.

6) Rental Fees for Housing.

a) In establishing a rental rate the District will consider floor space (square feet), basic appliances and furniture, plumbing, electricity, and number of bedrooms.

b) The Superintendent or Chief School Administrator and Maintenance Supervisor will determine the square footage; the Board will set the yearly rental rates.

c) There is no appeal on rental fees set.

d) Rental fees shall be deducted from the individual teacher's paycheck at the end of each pay period.

7) Housing Rental Deposits.

a) A deposit of \$500.00 will be required when the teacher moves into the housing. The deposit will be deducted from the October paycheck. The deposit will be refunded when the teacher moves out of housing, minus any deduction for damages beyond normal usage or cleaning bills for a dirty apartment. Should additional costs be incurred due to damage or cleaning beyond normal expectations the additional costs will be deducted from the renter's final check.

b) An additional non-refundable pet deposit of \$200.00 for the first pet and \$100.00 per additional pet will be required for household pets. The deposit will be deducted from the November paycheck. This non-refundable deposit shall be deducted each time the renter moves into a new apartment, (Except for District Initiated Transfers).

c) Determination of damage will be made by a representative of the Superintendent or Chief School Administrator.

8) Rules of Occupancy.

a) Each teacher should give the housing the care he/she would give his/her own home.

b) Where there is more than one apartment in a building, noise should be kept to a minimum.

c) Garbage must be kept in sealed or covered containers and disposed of in the village garbage area. If burning is used for paper items, it must be done in a safe manner in a designated area.

d) In recognition of the problems involved with sewage and septic tanks in rural areas, great care should be taken in what is flushed down sink, tub, and toilet drains. No grease, coffee grounds, paper (other than toilet tissue), or other items should go down drains. Where small children are in residence, care should be taken they do not flush toys or other items down toilets.

e) The units must be cleaned and put into proper order prior to final inspection and before the teacher terminates his/her occupancy.

f) The teacher will allow the Superintendent or Chief School Administrator or his/her representative access to teacher housing for purposes of inspection upon reasonable notice and at reasonable times.

g) The growing, consumption or use of marijuana or any other controlled drugs in teacher housing is prohibited.

h) The use of tobacco, [vaping and e-cigarettes are](#)~~is~~ prohibited within all District Owned Property

9) Early Occupancy: Requests for early occupancy by teachers will be based on meeting the following criteria.

a) Site Administrator has started contract days and been on site.

b) Power (electricity) is up and operating.

c) Chief School Administrator or Superintendent approval is received in writing.

10) Summer Occupancy.

a) The Board realizes that some teachers would like to remain in their housing for the summer and wishes to accommodate those teachers if at all possible. It is costly to operate generators for just one or two housing units. It is risky to operate them without proper supervision and could cost the District a large sum of money if the generators were damaged in summer operation without someone to oversee them.

b) The use of a housing unit between school terms is not allowed unless the request is authorized by the Superintendent or Chief School Administrator and a memorandum of agreement for teacher housing is signed by the teacher and the District.

c) Application for summer use of a housing unit shall be made by May 15. Rental rates shall be as contained in the summer rental rate schedule. In addition, occupants shall accept responsibility for the cost of all utilities including electrical, water, sewer and garbage fees in addition to the monthly rental rates. Minimum occupancy term shall be one half of a month (1/2). Only teachers contracted to return for the subsequent school year and are assigned to the school site being requested for summer use will be considered.

The District will allow teachers, who currently live in teacher housing to store/leave their belongings unpacked in teacher housing over the summer at no charge unless you are specifically notified otherwise before May 10th.

Please note that this only applies to teachers who plan/will be occupying the same teacher housing unit in the fall. Teachers who leave their belongings in teacher housing do so understanding that:

d) The District assumes no responsibility or liability for the items left packed or unpacked. Every teacher who leaves personal belongings in teacher housing is required to complete a release of liability.

e) During the summer the teacher will not be allowed access to the teacher housing unit and their belongings until there is a district employee on site to provide access to the building. The individual should be aware that this could pose a problem if there was a need to gain access to their belongings as they may be unable to do so until fall.

f) All the housing units may be used by the District's maintenance staff sometime during the summer.

g) The use of a housing unit between school terms is not allowed unless the request is authorized by the Superintendent or Chief School Administrator and a memorandum of agreement for teacher housing is signed by the teacher and District.

h) Individuals will still be required to comply with all other provisions outlined on the teacher housing checkout list including the return of all housing keys to the District.

11) Miscellaneous.

a) Teachers in District housing must furnish fire insurance on their own possessions if they desire it.

b) Animals on School Property. It shall be the policy of the District that written permission by the Superintendent or Chief School Administrator is necessary to have animals on or in school property. School property is defined as the grounds surrounding the school's teacher housing and buildings.

c) All dogs on school property must be tied or attended at all times.

d) Any and all modifications to School District Housing are prohibited without prior approval of the Superintendent or Designee this includes painting.

e) Tenants are prohibited from sub-leasing any and all District Housing.

12) Rental to External Parties

- a) The District will consider Leasing of unoccupied Teacher Housing units for lease for support of community projects, upon formal request from the local governing authority.
- b) Lease of Teacher Housing will be for no more than the term of construction of the community project.
- c) The District will not lease to individuals.

(Modified December2014)

(Modified June 2017)

07/12

LAKE AND PENINSULA SCHOOL DISTRICT BOARD POLICY MANUAL
