



LAKELAND JOINT SCHOOL DISTRICT
Committed to Academic Excellence ... Dedicated to Student Success

Board Agenda Item Request

AGENDA ITEM: Discussion Item ~ Project Request Protocol

PURPOSE: Newly written

MEETING DATE: October 9, 2024

PREPARED BY: Lisa Arnold

SUMMARY:

The draft of this protocol is [here](#). I would appreciate any feedback from the board.

Facilities Project Request Protocol

In order to ensure that all necessary parties are aware of a project at one of our buildings and have an understanding of the full scope of the work, a project request form will be completed before any work begins. Below are the steps to ensure a successful project from start to finish.

A facilities project is defined as the creation of something new.

1. Who needs to know?
 - a. Facilities Director
 - b. Superintendent
 - c. CFO
 - d. Building Administrator/Director
2. A link to the form is [here](#).
3. A [budget](#) must be submitted to the superintendent for approval by DLT
4. The DLT will consider the project request:
 - a. A member of DLT will notify those who need to know if approved.
 - i. LJSD Facilities Director will be the lead on the project.
 - ii. The administrator who submitted the request will schedule a meeting with subs and the Facilities Director to plan the project.
 - b. A member of the DLT will notify those who need to know if denied.
 - i. The rationale for the denial will be provided to the administrator.
 - ii. Based on the rationale, the administrator may choose to modify the project and resubmit.
5. If approved, the project will move forward following the meeting with our facilities staff and any contractors who are donating labor or materials. Please provide the following information to the superintendent:
 - a. A list of all donations given to the project (money, labor, materials, etc)
 - b. A biweekly update to the superintendent on the progress of the project.

- c. Once the project is complete, the administrator who requested the project will email [Jacquie Neff](#) for a social media blast with pictures and thank yous.