

Determining Needs for New District Facilities
Policy 7010
16/07/84

The significance of providing school facilities that enhance the district's educational programme is recognized by the Board. To assure a comprehensive approach to projecting and planning needs, at least the following aspects of need will be considered:

1. The expanding and changing educational programme of the district.
2. Relations with the total community, and projected developments in those relationships over the years.
3. Plant and site aesthetics as they affect the education of pupils and the feelings of people about their schools.
4. The changing make-up of our population as to age distribution, educational levels, and the like.
5. Community planning and zoning.
6. The financial ability of the school district.
7. The safety and welfare of pupils.
8. The relationship between the projected new facilities and those already in existence.
9. True economy reflecting full value for each tax dollar expended.

Participation in the Planning of Facilities

Policy 7020

16/07/84

The Board recognizes the complexity of providing physical facilities in a rapidly growing community. This responsibility is complicated by the demands for change made by the dynamic educational programme.

When the school district contemplates new construction or remodeling, employee organizations shall be advised. New educational programmes, proposed new construction, and/or innovations in educational methods shall be discussed at regular Board Meetings and/or with local citizen groups or selected committees. Consultants and other appropriate resource personnel may be used to augment school system personnel, when needed and authorized by the Board.

Guidelines

1. Staff Involvement:

When the proposed construction pertains to an existing school, up to three members of the planning committee will be appointed by the Superintendent of Schools from the staff of the school. When the proposed construction is for a new school or other building, the Superintendent of Schools will appoint district staff to the planning committee.

2. Public Involvement:

- 2.1 Committees may be appointed by the Board to study specific areas of educational interest or planning.
- 2.2 Meetings shall be scheduled as necessary to permit the public to present views on matters affecting the particular community or school.
- 2.3 District administrative staff shall be available on request to supplement the Board during public presentation of matters involving educational planning.
- 2.4 Visual aids (drawings, sketches, renderings, models, maps, charts and other statistical presentations) shall be provided for use at public meetings.

Preliminary Drawings and Specifications
Policy 7110
16/07/84

The preliminary drawings shall be the first step in the development of the architectural drawings. This phase shall include a design project which will identify the function of the facility, facilities required, and site location. The architect shall prepare line drawings illustrating the following:

1. site plan with building location;
2. floor plans to illustrate general room locations and overall dimensions;
3. exterior elevations;
4. the total area of the building at this stage, with a cost estimate for construction.

Board approval of the preliminary drawings shall be necessary to proceed to the second phase, working drawings. Subsequent to this approval the Board shall present the drawings and design project to the Ministry of Education for review and approval.

Selection of Architects and Engineers

Policy 7120

16/07/84

Board established criteria for the selection of architects and engineers to be employed by the school district will be such as to assure a high degree of competency from employed professionals.

Selection of architects for each project will be made from a Board approved, limited listing arrived at by applying the criteria referred to above.

A separate contract shall be signed for each project with the architect selected by the Board. The contract shall include statements outlining specific district requirements and procedures which must be followed by the architect.

Guidelines

The Superintendent shall, through appropriate delegation, be responsible for:

1. developing criteria applicable to the selection of architects and similar professionals to be approved by the Board;
2. providing the pertinent information necessary to facilitate review and reappraisal of the limited list of architects and similar professionals.
3. recommending specific architectural firms et al. for each project for the approved list.

Site Development
Policy 7130
16/07/84

The Board believes that site selection and development should start from the premise that the school is an integral and inseparable part of the total community. Since the school is a community institution, it should reflect this relationship physically as well as ideologically. How a site serves a school district's educational needs should be considered as only one aspect of its adequacy. Its adequacy should also be appraised in respect to its potential for contributing to the scope and depth of many other cultural functions in the community.

Selection/Acquisition of School Sites
Policy 7131
16/07/84

The Board believes that early and long-range planning is the wisest and best policy.

The Board encourages and asks that provisions of school sites be included in the development of new subdivisions.

The Board looks with favour on taking options on sites that conform to the Board's criteria for such sites.

The Superintendent, working with his administrative staff and such other outside consultants as he may desire, shall apply the Board's criteria in searching for and taking options on possible sites to recommend to the Board.

The selection and acquisition of sites will be subject to final approval by the Board.

Supervisory Responsibilities and Duties

Policy 7210

16/07/84

The Maintenance Supervisor or his designate shall be responsible to the Superintendent and the Board for the supervision of all new building construction. Specific duties are as follows:

1. To supervise daily all Board construction work in progress;
2. To co-ordinate the work of the general contractor and other contractors to facilitate the progress of the construction;
3. To inspect all construction as it progresses, with authority to stop work of any kind pending a final decision of the architect and Board;
4. To work with architect, Board and contractors to ensure full compliance with the plans and specifications;
5. To direct the maintenance department in the operation of facilities because of the knowledge and experience obtained during the installation and operation of the equipment during construction;
6. To act as liaison member between local officials, fire department, building and plumbing inspectors;
7. To recommend and to advise the Board with respect to equipment, services, and facilities to be incorporated in new construction;
8. To study and review continuously new construction methods, procedures, materials and installations to ensure practical, economical results in planning new facilities.

Records and Reports of Construction

1. The following list of records or reports shall be provided as required by contract and will be maintained for information and record:
 - 1.1 Inspector's daily report (manpower, weather, programme);
 - 1.2 Architects' or engineers' periodic report;
 - 1.3 Concrete tests;
 - 1.4 Compaction tests;
 - 1.5 Soil analysis reports;
 - 1.6 Gradation reports (soil, sand, sub-base, base and asphalt);
 - 1.7 Mortar test reports;
 - 1.8 Certified mill reports for steel;
 - 1.9 Certified tile reports;

- 1.10 All tests, reports on materials;
 - 1.11 Load tests (piling, etc.);
 - 1.12 Shop drawings and brochures;
 - 1.13 Contractor and subcontractor approval date;
 - 1.14 Payroll record and affidavits.
2. The following will be maintained on file for record as required by regulations:
- 2.1 Ministry of Education approved drawings and specifications;
 - 2.2 Administrative correspondence;
 - 2.3 Payment records;
 - 2.4 Bonds and certificates of insurance;
 - 2.5 Contracts and adjustments;
 - 2.6 "As Built" plans and record and information books;
 - 2.7 Guarantees and warranties;
 - 2.8 Payroll records;
 - 2.9 All other required legal papers.

Inspection of Completed Project
Policy 7220
16/07/84

Completed projects shall be inspected in accordance with the contract for architectural services. Administrative staff inspections shall include those conducted by the building principal, the Maintenance Supervisor, and the foremen of the respective trades employed by the school district. Recommendations shall be made for the acceptance of the building to the Board by the Maintenance Supervisor.

The architect and Maintenance Supervisor shall conduct inspections to determine the dates of substantial and final completion, and shall require the contractor to furnish all final inspection certificates or permit releases.