

E - BUSINESS MANAGEMENT

FILE

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BUILDINGS AND GROUNDS MANAGEMENT

The principal, teachers, and other school employees shall be responsible for protecting the school plant from undue damage during the school day and during school-sponsored activities.

Specific Responsibilities:

1. The Supervisor of Maintenance shall have the major responsibility for the maintenance of all school buildings and grounds.
2. The principal/work site supervisor or designee shall be immediately responsible for the condition of their facilities and grounds and shall provide direct supervision to the custodial and/or maintenance personnel assigned to his/her site. The principal/work site supervisor shall work directly with the Supervisor of Maintenance in regards to maintenance problems. Relative to specific management of buildings and grounds, each principal/work site supervisor or designee shall:
 - a. Devote time daily to personal supervision of the school plant and grounds, to include non-duty days and holidays/vacation days;
 - b. Inspect the school plant/facilities periodically for conditions that might endanger the health and safety of students and/or employees. Fire, accident, and health hazards should be remedied and/or reported immediately;
 - c. Instruct custodians in their duties and provide them with a checklist of activities that require daily attention;
 - d. Provide for the immediate removal of unsightly defacements on walls, fences, etc.; and
 - e. Provide for the completion of the annual equipment inventory.
3. Teachers/employees shall be expected to:
 - a. Maintain their classrooms, work sites, etc. in an orderly fashion;
 - b. Turn off lights, equipment, etc. whenever the classroom is not in use;
 - c. Check temperature of rooms and keep shades and windows adjusted accordingly;

- d. Rearrange papers, books, window shades, etc., in proper fashion before leaving for the day.

Request for Staff Services

All requests for services of the maintenance staff will be channeled through the principal/work site supervisor or designee, who will submit a request in writing to the Supervisor of Maintenance. Requests may be telephoned with a written confirmation sent later, in the event of emergencies. The principal/work site supervisor will make teachers/employees aware of the extent to which they may request the services of custodians.

FIRE PREVENTION

Fire Prevention is the responsibility of the principal/work site supervisor to insure all buildings under his/her supervision are free of fire hazards. Periodic inspections shall be made by the principal/work site supervisor, who shall report immediately any needed maintenance to the Maintenance Department.

EMERGENCY DRILLS

Special drills will be planned by the local school principal and staff to assure the orderly movement and placement of students in the safest available areas.

Fire and Tornado Drills

An orderly plan for evacuation of students and staff, in case of fire or tornado, shall be developed by the principal and staff of each school in the School System. Plans shall be developed in cooperation with local fire department officials and rules and regulations as may be set forth by Alabama Law and the State Fire Marshal's Office.

Fire drills shall be held in each school at least once a month and a report filed with the Superintendent.

Fire exit plans shall be posted in each school in all rooms occupied at any time by students.

Tornado Drills shall be held at least once per month in each school.

Emergency Management

Local school principals shall cooperate with local Emergency Management Officials to plan and implement drills that would help to insure the safety of students and staff in the event of a national or local emergency.

All doors and exits shall remain unlocked during school hours and shall meet the required codes.

SCHOOL BUILDING SECURITY

General

Real and personal property of the School System constitutes, next to its students, the greatest investment of taxpayers' funds in the School System. It is in the best interest of the School System to protect these investments wisely and insure that security includes protection of staff and student personnel as well as tangible assets.

Lockable Buildings; Fire Hazards

Security shall include maintenance of a secure (locked) building as well as protection from such dangers as fire hazards, or faulty equipment, and a simultaneous emphasis upon safe practices in the use of electrical, plumbing, and heating equipment. Staff members will, thus, need to cooperate closely with local police, fire, and emergency management agencies, and with insurance company inspectors. Security shall also involve assurances that staff and students are reasonably free from any disruptive influence, human or otherwise.

Access to Buildings After Hours

Access to school buildings and grounds after regular school hours shall be limited to personnel whose work requires it or to those to whom access has been approved by the principal. Such approvals shall be based on the Board's belief that the utilization of school facilities should not detract from the educational purposes of the School System. Permission may be given for educationally related activities only. An adequate key control system shall be established which will limit access to buildings to such authorized persons. One purpose of the above system is to provide safeguards against the potential of illegal entrance to buildings via keys secured from unauthorized persons or any use of schools which is contrary to the best interests of the instructional programs. 1 million dollars in liability insurance is required to rent any Bibb County School facility.

School Records and Funds

Records and funds shall be kept in a safe place and under lock and key (see policies JEC for further information). Cash funds shall be deposited in the school banking account in accordance with provisions of policy DNC.

Security Alarm Systems

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

Establishment and Maintenance of A Secure Learning Environment

Security, as noted above, shall include the establishment and maintenance in all schools each day a proper atmosphere for learning and an environment free from any disruptive elements such as trespassers, agitators, and others whose actions materially interfere with and substantially disrupt school activities. The Board recognizes that a proper atmosphere for learning within schools cannot be maintained in the presence of such disruptive influences. School principals are charged with establishing and maintaining environments that are optimally conducive to learning. Therefore, the Board has authorized principals to take appropriate actions to eliminate any such disruptive influences, particularly those created by the presence of trespassers or other unauthorized visitors. All principals shall be fully supported in their efforts to operate "Closed Campuses" free from any outside interference.

Authority to Remove Trespassers

Principal/work site supervisors shall be authorized on behalf of the Board to order any person to remove himself/herself from School System buildings and grounds. Upon the refusal by such person to vacate such premises, principals/work site supervisors or persons acting in their behalf, shall be authorized to secure warrants of arrest for trespassing and persons trespassing after warning.

School Visitors

No visitations shall be permitted on the campuses or other work sites or within school buildings operated by the Board by unauthorized persons during the regularly scheduled school day. All visitors shall be required to secure permission from the principal/work site supervisor or designee before visiting classrooms or other parts of the school buildings or school grounds. Signs noting the requirement that visitors must report to the principal's/work site supervisor's office shall be posted at main entrances of all schools or work sites. Visitors to the Central Office should report to the receptionist for assistance.

Local School Security Plan

Each school, in accordance with State Board of Education requirements shall have a written security plan. Such plan shall be available for review by the Superintendent or designee.

LEGAL REF.: *The Code of Alabama*, Section 16-6B-5 to 7, 16-11-9
SOURCE: Bibb County Board of Education, Centreville, AL
ADOPTED: January 22, 2001

BUILDING REPAIRS

Requests for building repairs shall be made in writing through the building principal/work site supervisor to the Maintenance Director. In emergency situations, such requests may be made orally.

To provide for effective building maintenance and repairs, a logical and orderly means for requesting routine maintenance or repairs shall be established. The procedure for making such requests is as follows:

1. Requests for repairs should be directed through principals/ work site supervisors. Individual employees who observe a need for repairs in their school or work site should report it to their principal or work site supervisor.
2. Requests to the Maintenance Director shall be made through the local building principal/work site supervisor.

The Board will, in cases where the demand for maintenance work exceeds the capacity of the Maintenance Department, authorize the Superintendent to solicit bids in accordance with policy, DJED.

USE OF SCHOOL FACILITIES

The functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social, and recreational needs of communities.

Use of school buildings by the community shall be considered a secondary function and shall be scheduled not to interfere with regular school day programs of the students.

When school facilities are used by the community, they will assume all responsibility for all expenses involved in utilities and upkeep of the building. Arrangements, including payment of fees established by the Board, for the use of school facilities by non-school groups must be initiated and processed at the building principal level.

The Board recognizes a community need for use of its respective school facilities and strives to cooperate whenever possible. The Board also recognizes, however, statutory and common law mandates that no partisanship or discrimination may be shown to any group relative to non-educational use of facilities. In reference to the political arena, while the Board may authorize use of facilities for a political "rally" to which all respective candidates are invited, it is prohibited from offering school facilities to any candidates on an individual basis.

The Superintendent or designee(s) shall be authorized to grant permission to use school facilities in any emergency situation. Said permission shall be consistent with this policy and regulation coded G-R.

SCHOOL BUILDING RENTAL RATES

In addition to rental rates of school facilities, a deposit for custodial services will also be added. Additional fees may be charged for use of special equipment, such as piano, high tech equipment, and/or special lighting systems.

Organizations using the building must provide supervision and be responsible for proper care and use of the property.

	ADMISSION CHARGE PROGRAM	NO ADMISSION CHARGE PROGRAM
Cafeteria	\$150.00	\$75.00
Cafeteria with Kitchen	\$250.00	\$125.00
Gymnasium	\$300.00	\$150.00

*Note: Certain non-profit and civic groups may be exempt from paying rental fees.

The Board grants the school principal permission to set rental fees for groups and organizations renting school facilities on a regular weekly/monthly basis.

All rental agreements entered into prior to the approval of this policy shall be honored.

REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

Regulations Governing the Use of School Facilities

There are certain functions in which principals have the authority to determine the use of School System owned buildings without the issuance of facility permits. These functions include P.T.A. meetings, School fund-raising activities, such as carnivals, dinners, and similar activities, plus school activities for students.

All other facility uses require approval. The following procedures shall apply:

1. All requests for facility use are to be made at least five (5) days prior to the requested date.
2. Rates are the lowest possible that can be charged and still defray expenses involved.
3. Agreement for the use of school property may be made only with a financially and legally responsible non-profit, civic, church or similar group, or recitals given by neighborhood teachers in music, drama, and dance, etc. Such individual or corporation must take responsibility for any damage sustained by the property during specified use thereof, except ordinary wear.
4. The using organization should carry liability insurance in the amount of \$1,000,000 to protect it and its members. In cases of special use, the Board may require the user to furnish additional liability insurance. The Board shall be an insured party in the insurance contract. A Hold Harmless clause shall be in the contract for the Board's protection.
5. The individual or corporation securing permission for the use of school facilities must accept responsibility for observance of the state law relating to smoking in the school building. Also see policies GAMC and JCDA.
6. No rehearsal, or other use of the premises for preparation, sale of tickets, or similar reasons, previous to the period covered by the rental fee will be permitted unless requested in the written application and paid for by the renter.
7. No changes in school property or additions to property are to be made without the approval of the school principal concerned, or the person designated by him/her as having authority.

8. No school personnel are to be asked to organize or to participate in any selling campaign connected with the affair for which premises are rented.
9. Parking regulations established by the school concerned must be followed.
10. It shall not be the responsibility of the school to furnish special stage settings, furniture, special lighting or to require stage hands to arrange scenery or to carry equipment.
11. Any person obtaining a permit for the use of school premises shall NOT assign or SUBLET the same.
12. A Board employee will be on duty during the period of use and will have full authority to enforce all Board regulations, including in his or her sole discretion, determination that continued use of the school facilities would not be in the best interest of the Board.
13. The size of the audience must be restricted to the actual seating capacity of the facilities being used.
14. Under no circumstances will use be permitted which might be expected to damage a stage or gymnasium floor.
15. Dates for the use of school facilities made previous to approval of the school calendar can be on a tentative basis only and are made with the understanding that if events or dates in the school calendar interfere with these tentative dates the school affairs must be given priority over any other use of facilities.
16. Fees charged for use of property do not cover the use of school equipment, such as projectors, spotlights, etc., and any such use, if desired, must be arranged with the school concerned.
17. At the discretion of the principal, the holder of a facility permit may be asked to provide sufficient police attendance at each performance to uphold law and order.
18. All meetings, entertainment, etc., must close not later than TWELVE O'CLOCK midnight, and see that the building is vacated and closed promptly at the time indicated on the permit.
19. Use of buildings will be denied to organizations whose tenants include the overthrow of the United States government by force or whose tenants deny all citizens equal protection of the laws.

20. Under no conditions shall authorization be granted which would in any way be considered discriminatory in nature. This includes any inadvertent partisanship relative to political campaigns.
21. The Board delegates authority to the Superintendent and/or designee(s) to permit use of school facilities in emergency situations. (See policy KG). The Superintendent shall inform the Board of such situations at the next regularly scheduled meeting.
22. Any such person, group, organization or other entity using the facilities of the Board shall be given a copy of this policy and acknowledge in writing agreement to all of the terms and conditions contained herein.

LEGAL REF.: No Smoking policies; GAMC and JCDA.
SOURCE: Bibb County Board of Education, Centreville, Al
ADOPTED: January 28, 2002

FACILITY USE REQUEST FORM
BIBB COUNTY BOARD OF EDUCATION
Centreville, Alabama

Date of Request

The _____ agrees to

Name of Group or Organization

abide by the stipulations listed below in return for permission

to use _____ on the _____ day

Name of Facility

of _____, 20__ at _____ for the purpose of

Time and Hour

The organization or group shall:

1. Provide adequate provisions for supervision of school property;
2. If requested by the principal, provide adequate police protection for such activities to safeguard those involved as well as the property of the Board;
3. Provide a deposit for janitorial services or the cost of such services in cleaning after such activities have been held;
4. Not permit use of alcoholic beverages (drink, displayed, or served) in or near public school buildings;
5. Not permit smoking in school buildings or on school grounds;
6. Assume all costs for repairs necessary due to vandalism or malicious destruction of school properties incurred during the utilization of these facilities;
7. Submit the amount of \$_____ as prepayment for use of said facilities during the stipulated times;
8. In the event this application is approved, the applicant agrees to execute all releases of liabilities required by the Board in connection with applicant's use of the premises herein applied for and will complete and sign the "Release from Liability and Agreement to "Hold Harmless" upon approval of using said building.

Approved: _____

Denied: _____

Organization President, Sponsor, Responsible Party

Date

Principal's Signature

IN WITNESS WHEREOF, the undersigned Applicant, acting herein

by _____, its _____
(Name) (Position)

who is hereunto duly authorized, has hereunto subscribed its hand

and seal on this the _____ day of _____, 20____

(Applicant) (SEAL)

(Position)

STATE OF ALABAMA)
BIBB COUNTY)

I, _____, a Notary Public in and for
said County in said State, hereby certify that _____

whose name as is signed to the foregoing Release and who is known
to me, acknowledged before me on this day that, being informed of
the contents of the Release _____, in _____ capacity as

such _____, executed the same
(Position)

voluntarily on the day the same bears date.

Given under my hand this the _____ day of _____, 20____.

Notary Public (Seal) _____

My Commission Expires: _____

SOURCE: Bibb County Board of Education, Centreville, Al
ADOPTED: January 28, 2002

PROPERTY DISPOSAL PROCEDURES

Real Property

The Board is authorized to sell real property (land and buildings) owned by the Board which is no longer used at school or work sites for an adequate consideration where such action is in the best interests of the School System. Such sales are to be in accordance with state law.

The sale of school property shall be by competitive bid or auction. Such sales shall be conducted through the Central Office, to include Board property located at local schools/work sites and shall be advertised in an appropriate manner. In the event all bids received are less than the estimated market value, the Board may reject all bids and re-advertise or sell by negotiated sale, provided the price received through negotiated sale is higher than the highest bid received. Funds received from the sale of all such property shall be returned to the Board or school/work site budget from which the original purchase of the property was made.

Personal Property

Unless the standards of disposal are set by Federal or State law, the disposal of surplus personal property within the School System shall be by the following procedure:

1. All equipment and furniture that is obsolete, unsafe, inoperable, or no longer educationally functional at a school, Maintenance Department, Central Office, Child Nutrition Program, or any other program shall be listed by the principal/work site supervisor and submitted in writing to the Superintendent requesting it be declared "surplus." The Superintendent has the authority and responsibility to declare such listed property surplus. (Surplus property may be used as a trade-in on the purchase of new equipment upon submission of a completed and signed Inventory Deletion Form or proof of deletion from the computer generated inventory list, and the written approval of the Superintendent.)
2. If such equipment can be utilized in another public school, public school system, and/or public agency, it shall be marked, transferred, delivered, and entered on the respective agency's inventory unless the Superintendent authorizes an on-site sale. Notification of the transfer shall be made through the submission of an Inventory Deletion Form to the Central Office.
3. Public sales will be held at such times as determined appropriate by the Superintendent. Notice of public sale will be advertised appropriately. Value of surplus property will be determined by competent persons.

4. Proceeds from the sale of surplus property will be receipted to the Central Office general fund and credited back to the school/work site budget from which the original purchase of the property was made.

* Posted in public and visible places, such as but not limited to, Board office, schools, and work sites. Postings may be placed in classified ads of the local newspaper where such costs do not exceed the anticipated sales receipts from the disposal process.

LEGAL REF.: *Code of Alabama*, Sections 16-8-12, 16-8-40, 16-20-8, 16-20-9; AG Opinion. V, 91 at 49 (1949), v 141 at 18 through 21, (1971)

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: January 22, 2001

CONTRACTS WITH EXTERNAL INDIVIDUALS OR AGENCIES

In order to secure specialized goods and/or services, the Board may enter into contracts with individuals not employed by the Board or with selected business firms, agencies, individuals, etc. All funds to be expended by the Board for such goods and services shall be based upon a signed contract with such individuals or agency officials. In such cases the contract shall specify as a minimum the following information:

1. Name of individual or agency
2. Address of individual or agency
3. Applicable Social Security Numbers
4. A description of work to be performed
5. A description of fees/honoraria to be charged
6. Work days and dates

The contract shall be in writing and shall be filed with the Accounting Office for audit purposes. The contract shall be signed by the contractor and the Superintendent; if the contract is in excess of \$5,000.00 and not approved as a part of the budget, Board approval shall be required prior to signing by the Superintendent.

PROPERTY INSURANCE

The Board shall require that all buildings and contents be adequately and properly insured with the State Insurance Commission of the Department of Finance.

Periodic inspections shall be made by maintenance supervisor to determine if fire hazards exist in the schools.

All schools shall have adequate fire extinguishers that are checked and inspected at least once a year.

RECORDS RETENTION SCHEDULE

In accordance with the Alabama State Records Commission Schedule, number 917 for the Alabama State Department of Education; the Board approves the following record's retention schedule for the School System:

Record Title and Description

<u>Financial</u>	<u>Retain for</u>
1. Budgets	current + 10 years
2. Financial Reports	current + 10 years
3. Financial Reports (Schools)	
Monthly	current + 1 year
Yearly	current + 10 years
4. Canceled Checks	6 years after audit
5. Bank Deposit Slips	6 years
6. Bank Statements	6 years after audit
7. Check Reconciliations	6 years after audit
8. Check Register	6 years after audit
9. Audit Reports	Permanent
10. Payroll Records	current + 10 years
11. Coupons and Bonds paid on sinking funds and bonds cancellation	7 years after
12. Ledgers:	
General	permanent
Bank records	6 years after audit
Accounts payable	6 years after audit
13. Journals	permanent
14. Disbursement Sheets for Revenue	
Received	permanent
15. Social Security Reports	7 years
16. Teacher Retirement Reports	7 years
17. Federal Income Tax Reports	7 years
18. State Income Tax Reports	7 years
19. Federal Money Reports - Copy to SDE	7 years
20. Purchase Orders, Requisitions	current + 6 years
21. Paid Bills, Invoices or Vouchers	6 years after audit

Students

- | | | |
|----|---|--|
| 1. | Attendance Reports to SDE: four months
final | current + 10 years
current + 10 years |
| 2. | Attendance Reports from Schools: monthly
final | current + 10 years
current + 10 years |
| 3. | Student Records: closed
other - see file | permanent |

Personnel

- | | | |
|----|-------------------|-----------|
| 1. | Personnel Records | permanent |
| 2. | Earnings Reports | permanent |

Board

- | | | |
|----|---------------|-----------|
| 1. | Board Minutes | permanent |
| 2. | Policies | permanent |

Other

- | | | |
|----|---------------------|------------------|
| 1. | Correspondence: SDE | current + 1 year |
| | Teachers Retirement | current + 1 year |
| | Social Security | current + 1 year |
| | Federal Funds | current + 1 year |

LEGAL REF.: The Alabama State Records Commission Schedule, Number 917.
SOURCE: Bibb County Board of Education, Centreville, AL
ADOPTED: January 22, 2001