

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 8 a

MEETING OF July 15, 2020

REVIEWED BY:

ITEM TITLE:

**PUBLIC HEARING - POLICY**

Superintendent

Approval of Board Policy 3510 - Maintenance in first reading

SUBMITTED BY: Beth Lougee, Superintendent

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Superintendent Lougee      247-2109  
Phone

\_\_\_\_\_  
Superintendent

SUMMARY STATEMENT:

The School Board is being asked to approve a new Board Policy 3510 - Maintenance.

ISSUE:

Board Policy 9310 dictates that "the district shall develop or revise policies and regulations in order to reflect new legislation and changing community views." Additionally, BP 9311 calls for the Superintendent or the Superintendent's designee to "maintain procedures for the continuous orderly review of existing policies at a time allocated for this purposes on the agenda of regular Board meetings... in addition to presenting drafts or suggestions for new policy and policy revisions when changes in law occur or when a specific need arises".

This is not a new policy for AASB; but is for Ketchikan as it was never adopted previously as part of its own policy manual.

BACKGROUND:

Revisions to BP 3510 were included in the Association of Alaska School Boards annual updates for 2020. According to AASB, this policy was updated to "incorporate a new subsection of state statute, which provides criteria for a preventive maintenance program of a school district eligible for state aid for school construction and major maintenance." It also adds a requirement regarding commissioning for the preventative maintenance plan. (The new AASB recommended revisions are indicated in the attached policy by bold and underlined text.)

RECOMMENDATION:

Approval of the new policy as presented.

ATTACHMENTS:

- Proposed new Board Policy 3510

RECOMMENDED ACTION:

"I move that the Board of Education approve Board Policy 3510 - Maintenance in first reading."

## Business and Noninstructional Operations

### MAINTENANCE

BP 3510

Note: In order to qualify for a capital improvement project grant or debt reimbursement under AS 14.11.011 **or AS 14.11.100**, a school district must have in effect a preventive maintenance plan. This plan: 1) must include a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance; 2) must address energy management for buildings owned or operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventive maintenance training for facility managers and maintenance employees; and 5) must include renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned and operated by the district. Additionally, the district must be adequately adhering to the preventive maintenance plan.

The School Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventive maintenance plan shall be in effect which includes custodial care, scheduled preventive maintenance, **commissioning**, and energy management for district buildings. The Superintendent or designee shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of district facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

*(cf. 3511 - Energy Conservation)*

*(cf. 3514 - Environmental Safety)*

*(cf. 3515 - School Safety and Security)*

*(cf. 5142 - Safety)*

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to district property or equipment.

*Legal Reference:*

ALASKA STATUTES

*14.11.011 Grant applications*

*14.11.100 State aid for costs of school construction debt*

**4 AAC 31.013 Preventive maintenance and facility management**

*Revised 4/2020*