

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

Buildings and Grounds Committee Agenda
August 19, 2024
6:30 p.m.

1. Early Childhood Center Update
2. Martin Meylin Middle School Renovations Design Update
3. Policy Review (701, 702, 703)
4. Campus and Building Updates
5. Items from the group

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|---------------|---------------------|
| Book | Policy Manual |
| Section | 700 Property |
| Title | Facilities Planning |
| Code | 701 |
| Status | Active |
| Adopted | May 6, 2019 |
| Last Reviewed | August 21, 2023 |

Authority

The Board shall engage in short-term and long-term facilities planning in order to meet the ongoing needs of the district's educational programs and operations. Involvement of the Board, staff, community, businesses and parents/guardians is an important part of this process.

The Board shall continuously or annually conduct a census of all children from birth to eighteen (18) years living in the district. The Board shall employ as many enumerators or attendance officers as necessary.[\[1\]](#)

Delegation of Responsibility

In order to inform the Board of the district's future needs, the Superintendent or designee shall:

1. Prepare a written description of existing physical facilities.
2. Annually report to the Board on enrollment projections.
3. Report to the Board on the enrollment by grades during the school year.
4. Estimate each spring the number of students who will be enrolled in the district's schools in September of the year for which the estimate is made.
5. Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.

Guidelines

Information gathered in the census shall include for each child the name and address of the parents/guardians; name and location of the school in which the child could be or is enrolled or belongs; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, and address; and other information the Board may legally request to assist in the efficient and equitable operation of the district.[\[1\]](#)

When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs.[\[2\]](#)

Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/disabled, pursuant to law and regulations.[3][4][5]

Legal

[1. 24 P.S. 1351](#)

[2. 24 P.S. 701](#)

3. Pol. 103

4. Pol. 103.1

5. Pol. 104

[24 P.S. 501](#)

[24 P.S. 502](#)

[24 P.S. 503](#)

[24 P.S. 504](#)

[24 P.S. 701.1](#)

[24 P.S. 702](#)

[24 P.S. 703](#)

[24 P.S. 703.1](#)

[24 P.S. 704](#)

[24 P.S. 706](#)

[24 P.S. 731](#)

[24 P.S. 731.1](#)

[24 P.S. 733](#)

[24 P.S. 736-741](#)

[24 P.S. 1601-C et seq](#)

[22 PA Code 21.1 et seq](#)

[22 PA Code 349.1 et seq](#)

[25 PA Code 171.1 et seq](#)

Pol. 100

Pol. 122

Pol. 123

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

701-AR-0. FACILITIES PLANNING

The district administrators are responsible to integrate facilities planning with other aspects of planning and goal-setting.

The Superintendent, building principals and designated administrators are responsible to collect and review relevant information regarding the district's facilities planning and to determine recommendations, both short-term and long-term, that the Superintendent and designated administrators will present to the Board.

When appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion.

Facility Needs

The Superintendent, building principals and designated administrators will annually collect information regarding:

1. Current condition of district schools, facilities and property.
2. Short-term repairs, enlargements, construction, equipment needs, etc. required to maintain district schools, facilities and property.
3. Long-term maintenance, enlargements, equipment and new construction needs for district schools, facilities and property.
4. Cost of projected repairs, enlargements, equipment, construction, etc.
5. Projected closure of buildings and proposed new construction, with estimated associated costs.

The Superintendent and administration will compile a report of these findings to present to the Board in accordance with the budget timeline designated by the Board.

Enrollment Projections

The Superintendent, building principals and designated administrators will use the following methods to project enrollment numbers:

1. Reports on buildings and grades for current enrollment numbers.
2. Reports by building principals projecting enrollment numbers by grades for next two (2) school years.
3. Number of resident students attending private, charter and cyber charter schools.
4. Reports indicating number of approved and anticipated residential units, based on submitted site plans.
5. Review of any proposed rezoning and its consequences.
6. Consideration of proposed industrial and/or commercial development within the district and surrounding areas.

Community Involvement

The Board may appoint committees comprised of Board members, district administrators and designated staff, and community members to study specific areas of facilities planning.

The Board and Superintendent will schedule meetings as necessary to allow district residents to present their views on facilities issues affecting their local schools or community.

The Board will request designated administrators to be present to provide factual information at public presentations regarding matters involving facilities planning. This information may include visual aids, maps, charts, data, and other statistical presentations.

Indoor Air Quality

A goal of the district is to improve indoor air quality during new construction and while making repairs, renovations and maintenance to existing facilities. When reviewing bids of this nature, consideration will be given to those contractors who incorporate good indoor air quality into their design plans.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

701-AR-2. NEW CONSTRUCTION

When appropriate, based on the recommendations of the administration, the Board will authorize a comprehensive study to determine the need for new construction of a district facility.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the district staff and community residents, the Department of Education, and educational and architectural consultants, as it deems appropriate.

The administration will ensure that the district's goals for facilities are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled individuals as specified in federal and state law.
7. Provide for low maintenance costs and energy efficiency.

Selection Of Architect

The Board and Superintendent will develop criteria for the selection of architects and engineers to be employed by the Board to assure the district will receive a high degree of competency for these professionals.

The procedure for selecting an architect to direct a new construction project is as follows:

1. The Board will appoint a Screening Committee, which will comprise no more than six (6) members. The Committee will be a balance of Board members and administrators. The Superintendent will be a member of the Screening Committee.

2. The Superintendent will serve as the resource person for the Committee. S/He will solicit bids from the firms approved by the Board or other sources.
3. The Screening Committee will review proposals relative to the established criteria and determine the firms to be interviewed by the Committee.
4. The Superintendent will schedule the interviews, and the Committee will conduct the interviews in the most efficient manner possible.
5. The Screening Committee will determine the final nominee(s) and prepare a written report for the Board describing the reasons for the recommendation of the firm(s) and rejection of the other applicants.
6. The Screening Committee will present its final nominee(s) to the Board for final interview, recommendation and approval.

Role Of Solicitor

The solicitor will be responsible to review the following:

1. Land purchase contracts.
2. Construction contracts.
3. Easements and/or permits for utilities.
4. Titles and deeds for chosen sites.
5. Need for applications relative to special land use.

The solicitor will be responsible for preparing the following:

1. Titles and deeds.
2. Settlement documents for land transfer.
3. Condemnation documents for site and easement acquisitions.
4. Liens and claims.
5. Deeds of dedication for rights-of-way.
6. Resolutions for Board approval involving easements, rights-of-way and land sales.

The solicitor will provide legal representation during condemnation proceedings, suits involving construction contracts and payments.

The solicitor will coordinate settlement and condemnation payments for land and easement acquisitions.

Contractor Responsibilities

1. The contractor will provide a qualified construction supervisor on the project.
2. The construction supervisor will provide such supervision service directly or indirectly through his/her assistants or subcontractors as necessary to complete the project in accordance with the contract documents, or schedule such acceptable workmanship.
3. The contractor will provide for all permits, tests, and reports required by regulations, codes and/or the contract demands.
4. The contractor will provide for the reasonable safety measures for all parties associated with the project.
5. The contractor will take necessary precautions to protect adjacent property and the public from damage to persons or property as a result of his/her operations or those of his/her subcontractors, as required by federal, state and local safety standards, laws, codes or contract documents.
6. The contractor will compare the project progress with the progress chart and update as required.

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|---------------|--------------------------|
| Book | Policy Manual |
| Section | 700 Property |
| Title | Gifts, Grants, Donations |
| Code | 702 |
| Status | Active |
| Adopted | May 6, 2019 |
| Last Reviewed | August 21, 2023 |

Purpose

While it is not the intent of the Board to discourage either individual or organizational interest in the school, it is felt that clearly defined Board policy regarding such contributions may prevent misunderstandings. In general, it is hoped that individual or organizational contributions be designated for specific causes or to purposes for which public funds are not available. It is with this basic assumption that the following policy has been established.

Authority

It shall be the policy of the Board to exercise appropriate control with respect to the receiving, use and distribution of unsolicited contributions.[\[1\]](#)

It is expected that individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptableness of such contributions.

Contributions of equipment or services that may involve installation or major costs for maintenance or initial or continuing financial commitments from district funds shall be presented to the Superintendent's office for Board consideration and approval.

The purchase of equipment on a matching fund basis, part of cost provided by an individual or organization and part by the Board from public funds, shall not be encouraged.

The Board reserves the right to refuse to accept any gift that does not contribute to achievement of district goals or when such ownership would adversely affect the district.[\[1\]](#)

Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties.[\[1\]\[2\]](#)

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the district's educational program.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

All gifts shall be recorded in the appropriate inventory listing and property records.[\[1\]](#)[\[3\]](#)

The Superintendent shall publicly report to the Board all gifts to the district accepted on behalf of the Board.

Delegation of Responsibility

The Superintendent or designee shall:

1. Counsel potential donors on appropriateness of gifts.
2. Encourage individuals and organizations considering a donation to consult with the Superintendent before appropriating funds.
3. Acknowledge the receipt and value of any gift accepted by the school district.
4. Prepare appropriate means for recognizing or memorializing gifts.

Legal

[1. 24 P.S. 216](#)

[2. 24 P.S. 703](#)

3. Pol. 706

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

702-AR-0. GIFTS/GRANTS/DONATIONS

The district appreciates all gifts, grants and donations given to the schools to support and supplement the district's educational programs and student activities program.

All gifts accepted by the district will become the property of the district.

In deciding whether to accept a gift, grant or donation, the Board and Superintendent will minimally consider whether the contribution will further the established goals, whether it will be useful and be used, whether it is appropriate for the school environment, and whether it will unequally distribute resources within the district.

In general, the Superintendent is authorized to accept gifts, grants and donations to the district, but the Board must take action to accept all contributions that require ongoing annual service, a maintenance fee, significant personnel time, initial or continuing financial commitments for the district, and gifts of real property.

The Superintendent will ensure that no gift will be accepted without verification that there are no encumbrances against the gift.

The use of any gift, grant or donation not designated by the donor will be determined by the Superintendent and designated administrators, after appropriate consultation with the donor.

Gifts, grants or donations for a particular school, department or activity must be approved by the building principal or immediate supervisor and forwarded to the Superintendent for final approval.

The district will make every attempt to keep equipment purchased for a particular building or program within that building or program for which it was purchased but reserves the right to make changes when necessary.

School district employees will refuse to accept any gifts, grants or donations that have not been processed and approved in accordance with Board policy and district administrative regulations.

Procedure

1. An individual, group or agency requesting to donate gifts, grants or donations to support the district's educational or student activities programs must submit their intentions in writing to the Superintendent.

2. The requesting donor must complete the Intent To Give Gift/Grant/Donation Form and submit the form to the Superintendent.
3. The Superintendent will review the request, evaluate its appropriateness, and approve or reject the request.
4. Upon receipt of the gift, grant or donation, the Superintendent will direct the appropriate staff to receive the contribution and ensure it is distributed as directed.
5. The Superintendent will report the gift, grant or donation to the Board and will acknowledge the donor.
6. The Superintendent will direct staff to send an acknowledgement and thank you to the donor.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

702-AR-1. INTENT TO GIVE GIFT/GRANT/DONATION FORM

I/We are requesting the Board to accept our intent to provide a gift, grant or donation to the district in order to support and supplement the district's educational and/or student activities program.

Name of individual, group or agency: _____

Contact person if group or agency: _____

Address: _____

District program, school or grade level to be recipient: _____

Purpose of gift, grant, donation: _____

Amount of gift, grant, donation: _____

The district will make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interest of the district's educational program.

I attest that there are no encumbrances against this gift to the district.

Donor Signature

Date

Superintendent Signature

Date

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|---------------|---------------------|
| Book | Policy Manual |
| Section | 700 Property |
| Title | Sanitary Management |
| Code | 703 |
| Status | Active |
| Adopted | May 6, 2019 |
| Last Reviewed | August 21, 2023 |

Purpose

The Board recognizes that safeguarding the health and physical well-being of district students and staff depends upon the cleanliness and proper sanitary conditions of the school buildings and grounds.

Authority

The Board directs that a program of sanitary management shall be maintained in all district buildings and facilities and explained periodically to staff members.[\[1\]](#)

The Board directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry, and any local agency that has jurisdiction.

Delegation of Responsibility

All district facilities shall be inspected regularly for cleanliness and proper sanitation by the Superintendent or designee.

The Superintendent or designee shall develop and supervise a program for the cleanliness and sanitary management of school buildings and facilities, school grounds and school equipment pursuant to law, State Board regulations and requirements of the local and state Boards of Health and the Department of Labor & Industry.

Cleanliness of each school building shall be the responsibility of the head custodian and the Director of Buildings and Grounds.

Teachers shall be responsible for the condition of their classrooms.

Principals shall inspect facilities at least once per month, and report to the Superintendent or designee any conditions that may threaten the comfort, health or safety of occupants.

Legal

[1. 24 P.S. 701](#)

[25 PA Code 171.1 et seq](#)

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

703-AR-0. INDOOR AIR QUALITY

The district recognizes that a safe and healthy school environment is important in contributing to the health of students and adults. Clean indoor air is essential to creating and maintaining an optimal, healthy learning environment for students.

The designated district staff will ensure maintenance of acceptable temperatures, relative humidity and adequate fresh air ventilation in all school buildings. All staff are encouraged to make efforts to maintain good air quality in all district buildings and facilities.

The district's goal is to improve indoor air quality during new construction and while making repairs, renovations and maintenance to existing facilities. When reviewing bids of this nature, consideration will be given to those contractors who incorporate good indoor air quality into their designs.

Indoor Air Quality Program

The Superintendent and/or designated administrator will implement an indoor air quality program that provides for ongoing maintenance and facility reviews necessary for the maintenance and improvement of the indoor air quality in all district buildings and facilities and that meet all state and local requirements.

The indoor air quality program will address the following issues:

1. Reduction of exposure to asthma triggers commonly found in school buildings.
2. Proper chemical purchasing, management, inventory, storage, labeling, use and disposal.
3. Strategies for mold prevention and management.
4. Monitoring of district buildings and facilities, reporting of indoor air problems, and resolution of existing problems.
5. Preventive maintenance measures.
6. Training for district and building staff, including online instruction.
7. Current indoor air quality issues and trends.

District staff may incorporate the U.S. Environmental Protection Agency's "Tools for Schools" Program into its indoor air quality program, including the specified standards for heating, ventilation and air conditioning systems such as Standards 62. District staff may also utilize as a resource The Healthy School Environments Assessment Tool (HealthySEAT) developed by the Environmental Protection Agency, as well as elements from "LEEDS – Leadership in Energy and Environmental Design" developed by the U.S. Green Building Council (USGBC).

The designated administrator is responsible to conduct an inspection and evaluation plan that includes, but is not limited to, the following areas:

1. Heating, ventilation and air conditioning (HVAC) systems.
2. Radon levels in the air and water.
3. Acceptable CO₂ levels in occupied classrooms.
4. Condition of roofs, ceilings, walls, floors, carpets, and porous materials such as drapes, furniture and partitions.
5. Potential for exposure to microbiological airborne particles, including fungi, mold and bacteria.
6. Chemical compounds of concern to indoor air quality, such as volatile organic compounds.
7. Pest infestation, including insects and rodents.
8. Pesticide usage.
9. Presence and plans for removal of certain hazardous substance identified under federal law.
10. Plumbing, including water distribution systems, drainage systems and fixtures.
11. Moisture incursion/leaks.
12. Overall cleanliness of buildings and facilities.
13. Building structural elements, including roofing, basements and slabs.
14. Use of space, particularly in areas designed to be unoccupied.
15. Provision of indoor air quality maintenance training for district and building staff.

The designated administrator will maintain and update written records on the inspection and maintenance of the district's heating, ventilation and air conditioning systems. The records will contain the name of the employee doing the inspection or maintenance, date of the inspection or maintenance, specific findings, and action taken.

The Superintendent will report to the Board on the current status of the district's efforts to maintain a healthy standard of indoor air quality in district buildings and facilities.

Day-To-Day Cleaning

The designated administrator will be responsible to establish maintenance procedures and schedules for the day-to-day cleaning of classrooms, offices, common spaces, personal service rooms, and utility areas.

Cleaning will be conducted in accordance with the following considerations:

1. Wet or damp mopping is the ideal way to clean floors without increasing the amount of suspended particulate matter in the air.
2. Vacuuming is always preferable to dry sweeping and should be done using a high-efficiency particulate air (HEPA) filtration machine.
3. The choice of cleaning materials should take into consideration their toxicity and potential to cause respiratory problems.
4. Whenever possible, cleaning should be done when the area is not occupied.
5. Large cleaning projects should be done in areas that are sealed off from occupied areas.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

703-AR-1. INDOOR AIR QUALITY – NEW/RENOVATED FACILITIES

Many of the common indoor air quality problems can be prevented by prudent design of new construction and major renovation. Ventilation and cooling systems have the most profound effect on air quality. Design of new or renovated buildings and facilities should reflect the most stringent current standards. Good, stringent design is cost-effective because it can significantly reduce the cost of subsequent repairs and renovation.

Construction Planning And Practice

The district's recommendations for construction planning and practices that reduce the chance of subsequent health problems include the following:

1. Incorporate indoor air quality goals into the bid and construction documents.
2. Require the development and use of an indoor air quality management plan or program.
3. Ensure that all members of the project team are familiar with indoor air quality issues and have defined their responsibilities to address those issues.
4. Require contractors to provide information on any product substitutions.

Architect/Contractor Requirements

The district will require that the following guidelines be followed by contractors during new construction and renovations:

1. Perform as much of the work as possible when the building or facility is not occupied.
2. Keep building occupants as far as possible from the construction.
3. Install temporary barriers and ensure that the ventilation system is not drawing any pollutants to occupied areas; create positive pressure in those areas.
4. Use methods that will reduce the concentration of airborne pollutants, such as wet methods.

In order to secure appropriate indoor air quality in district buildings and facilities, when new facilities are constructed and when existing facilities are renovated, the following requirements will be specified to the architect or design professionals responsible for the construction project:

1. Adherence to applicable state and local requirements defining minimum air circulation.
2. Building/Space must meet or exceed the ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers) standards that consider chemical, physical and biological contaminants that can affect air quality.
3. Design and placement of air handling equipment must be done in a manner where it is accessible to inspect and maintain the equipment; mechanical rooms are desirable, versus exposed rooftop units or units hung above suspended ceilings.
4. With increased air flow requirements, attention must be given to the potential of air velocity noise within ductwork.
5. Fresh air intakes must be located away from all types of vents and exhausts of roofs, whenever possible.
6. Air intakes and ventilation windows must be sufficiently distant from bus loops and loading docks.
7. Radon mitigation systems should be part of new construction to provide a vapor barrier and protection from under-slab humidity.
8. Attention must be given to the selection of carpeting, carpet adhesives, and synthetic materials that may emit odorous and irritating volatile organic vapors degrading indoor air quality.
9. Reduction of the potential of moisture intrusion through appropriately designed pitched roofs wherever possible.
10. Consideration of the economic feasibility of achieving dehumidification through air conditioning.
11. Installation of temperature control systems that monitor temperature and other factors helpful in monitoring and diagnosing heating, ventilation and air conditioning (HVAC) systems.
12. When renovating an occupied building, provision for the mechanical control of airborne pollutants associated with the construction process.
13. Building materials must be kept dry to prevent microbial growth, and water damaged materials must be dried as soon as possible.
14. Spills of toxic or irritant materials must be cleaned immediately.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

703-AR-2. INTEGRATED RESOURCE/WASTE MANAGEMENT

The district believes that the conservation of water, energy and other natural resources, as well as the protection of the environment, is essential to the health and welfare of the schools and the community. The schools should set an example of stewardship of our natural resources and develop responsible citizenship in the students.

The Superintendent and/or designated administrator will develop, implement and maintain an integrated resource/waste management program in the district to reduce waste, conserve natural resources and protect the environment. The program will include specific strategies designed to be used in all areas of district operation for the purposes of:

1. Implementing and maintaining effective and sustainable resource practices.
2. Exploring renewable and clean energy technologies.
3. Reducing energy and water consumption.
4. Minimizing utility costs.
5. Reducing the amount of waste of consumable materials.
6. Encouraging recycling.
7. Encouraging green procurement practices.
8. Promoting conservation principles.

The Superintendent and/or designated administrator may collaborate with municipal, county and state agencies when developing and implementing the district's resource/waste management program.

To ensure efficient utilization of natural and material resources, the designated administrator will gradually implement the following measures and practices:

1. Reduce waste generation by reducing the consumption of disposable materials, composting of organic materials, and fully utilizing all materials prior to disposal.

2. Recycle materials such as paper, glass, plastic and aluminum.
3. Minimize the use of nonbiodegradable products.
4. Purchase, when financially feasible, recycled and other environmentally preferable products when procuring materials for use in district schools and offices, and when contracting for the construction or renovation of any district building or facility.
5. Communicate with vendors and contractors regarding the use of packaging and delivery materials that generate less waste and the availability of recycled products, such as unbleached paper products.
6. Work with municipal, county and state agencies to locate markets for the district's reusable and recyclable materials.

The Superintendent and/or designee will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education at all grade levels.

The designated administrator will provide appropriate training opportunities for students and employees regarding the benefits of and methods for conserving natural resources and protecting the environment.

The designated administrator will regularly inspect district facilities and operations, produce written reports, and recommend maintenance and capital expenditures that may help the district reach its established conservation and resource/waste management goals.

As appropriate, the Superintendent and/or designated administrator will report to the Board regarding the current status of the district's resource/waste management program.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

703-AR-3. RESOURCE CONSERVATION/WASTE MANAGEMENT/RECYCLING

When implementing the district's resource conservation/waste management/recycling program, the designated administrator will analyze and review: the lighting; heating, ventilation and air conditioning systems; water heaters; electrical equipment and appliances; water use and irrigation; and solid waste and recycling systems.

The following district operations will be incorporated into the district's resource management program:

1. Educational programs.
2. Classroom and building management and maintenance.
3. Food services and equipment maintenance.
4. Landscaping.
5. Transportation services and maintenance.
6. Administrative operations.
7. Use of facilities by outside groups.
8. New construction.

The Superintendent or designee may solicit input from staff, students and parents/guardians about the district's resource management program.

The district will provide to staff appropriate training and guidance on best practices to achieve the district's goals, such as a program that recognizes beneficial suggestions, best practices or outstanding accomplishments.

Recycling

The designated administrator will implement comprehensive and sustainable practices that will include:

1. Promotion of the use of source reduction and recycled products whenever possible.

2. Purchase of products made from recycled materials, when possible.
3. Recycling of cardboard, mixed paper, bottles, cans and landscape trimmings.
4. Recycling in every classroom, faculty room and administrative area of paper, bottles and cans, as feasible.
5. Recycling of paper, bottles and cans in common areas, such as cafeterias, lobbies, etc., as feasible.
6. Reuse or recycling of all construction and demolition materials in the appropriate manner to the greatest extent possible.
7. Source reduction, to include making double-sided copies, increased use of electronic mail instead of memos, reuse and resale of surplus furniture, etc.