

## PROCEDURE FOR APPROVAL OF SCHOOL FUNDED CAPITAL IMPROVEMENTS

**Purpose:** To provide safe, appropriate capital improvements to schools, funded and implemented at the school level.

**Scope:** All **purchases** or **donations** of capital improvements, or equipment requiring capital improvements for use, purchased by funds at the school level, either by school accounts, PTA, booster clubs or other sources.

**Authority/Compliance:**

- >State Bid Law / Caddo Parish School Board Purchasing Policy
- >National Uniform Building Code
- >National Life Safety Code
- >Metropolitan Shreveport Zoning Ordinances

### Procedure:

1. All purchases or donations of capital improvements or equipment requiring capital improvements funded or donated at the school level will be submitted on the *School Capital Improvements Form* for approval through the school principals to their respective **School Director** prior to **any** purchase or receiving of materials, supplies, construction equipment, modification of school grounds, relocation of existing equipment, commitments or contracts whether verbal or written with parent groups, community volunteers, or professional contractors.
  - a) Capital Improvements or equipment subject to this procedure:
    - Any construction or equipment to be installed or affixed to Caddo School System buildings or grounds, **regardless of cost or value.**
    - **Any improvement** which will require the use of utilities such as water, sewer, gas, electricity, or telephone services.
    - Any construction or equipment requiring physical modification of a building structure.
  - b) Examples of improvements subject to this procedure include but are not limited to:
    - Athletic facilities or fields
    - Playground equipment
    - Appliances, equipment or copying machines, if physical modification or utility modification is required
    - Computers, technology and data cable (contact Department of Technology 603- 6413, for initial assessment of need).
2. The following information will be **required** for approval of all capital improvements on the School Capital Improvements Form:
  - a) Written description of project including equipment specifications, physical description, intended use, method of purchase, or source of donation.
  - b) Drawing or map indicating location of improvement within school building or specific location on school grounds.
  - c) Estimated total value of improvement.

3. Each proposal will be reviewed and evaluated by committee or individual departments which shall include:
  - a) The **School Director** will review proposals for determination of impact and value to the schools' instructional program and impact on the school systems overall objective and goals.
  - b) The **Director/Construction-Capital Projects**, will review for compliance with applicable building standards, state, federal or local regulations, and zoning ordinances. (Ph: 603-6347)
  - c) The **Director/School Plant** will review for compatibility with existing utilities and drainage. (Ph: 688-9868)
  - d) The **Risk Management Administrator** will review for safety and liability issues. (Ph. 603-6314)
  - e) The **Purchasing Director** will review for conformity to CPSB purchasing procedures and state law. (Ph: 603-6476)
  - f) The **Director/Technology** will review when equipment or improvements are applicable. (Ph: 603-6413)
4. Documented approval with respect to the aforementioned reviews will be submitted to the **Chief Operations Officer, Chief Academic Officer and Chief Financial Officer** for evaluation and recommendation to the **Superintendent**. The Superintendent may approve, make recommendations for change, or disapprove the proposal. The **School Director** will receive the final disposition and will be responsible for follow-up communication with the Principal.
5. Upon approval of the project the following information will be submitted through the **Principal** to the **Director of Construction/Capital Projects**:
  - a) Copy of successful bid or proposal showing contractor or supplier and cost of improvement.
  - b) Where applicable, drawings or technical specifications submitted for approval to the City of Shreveport, Louisiana State Fire Marshal, or other governing regulatory agencies.
  - c) Copy of permits, review letters or approvals of agencies referred in item 3 (b).
6. Upon completion of project, **Principal** will notify respective **School Director**. The School Director will notify the **Director of Construction/Capital Projects, Director of School Plant** and the **Risk Management Administrator** for final inspection.
7. Upon documented completion of final inspection, the capital improvement may be approved for use by the school. The **Risk Management Administrator** will notify the appropriate **School Director**.

**SCHOOL FUNDED CAPITAL IMPROVEMENTS FORM**

**Principal:** See PROCEDURE FOR APPROVAL OF SCHOOL FUNDED CAPITAL IMPROVEMENTS for information on approval requirements.

Name of School \_\_\_\_\_ Date \_\_\_\_\_

Name of Project \_\_\_\_\_

School Based Contact Person (project coordinator) \_\_\_\_\_ Phone \_\_\_\_\_

Source of Funding \_\_\_\_\_

*(NOTE: If not purchased with CPSB funds, sales tax will be applicable.)*

Principal Signature \_\_\_\_\_

Written description of project: (Include a physical description, blueprints, drawings or other illustrations of improvement. Indicate location in the building or on the school grounds, for improvement. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach a school or site map showing location of improvement.**

Total estimated cost of improvement: \$ \_\_\_\_\_.

Circle any utilities required: *electricity gas water sewer telephone*

Indicate other construction requirements: dirt, rock, landscaping, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORWARD TO THE FOLLOWING IN ORDER FOR APPROVAL:**

- |   |  |
|---|--|
| a) School Director _____ / _____<br>Date                        | d) Risk Management Administrator _____ / _____<br>Date |
| b) Director Construction Capital Projects _____ / _____<br>Date | e) Purchasing _____ / _____<br>Date                    |
| c) Director School Plant _____ / _____<br>Date                  | f) Technology _____ / _____<br>Date                    |

Chief Operations Officer \_\_\_\_\_ / \_\_\_\_\_  
Date

Chief Academic Officer \_\_\_\_\_ / \_\_\_\_\_  
Date

Chief Financial Officer \_\_\_\_\_ / \_\_\_\_\_  
Date

Superintendent \_\_\_\_\_ / \_\_\_\_\_  
Date

**Return to appropriate School Director**