

## **Operational Services**

### **Facility Management and Building Programs**

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

#### **Standards for Managing Buildings and Grounds**

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$12,500, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

#### **Standards for Green Cleaning**

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

#### **Standards for Facility Construction and Building Programs**

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals 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 persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

LEGAL REF.: 42 U.S.C. §12101 et seq.  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/17-2.11, 140/, and 230/.  
410 ILCS 25/, Environmental Barriers Act.  
820 ILCS 130/, Prevailing Wage Act.  
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life  
Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary  
and Secondary Schools.  
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and  
Land Surveying Services), 4:60 (Purchases and Contracts), 8:70  
(Accommodating Individuals with Disabilities)

Adopted by Board Action 10/06/1998  
Amended by Board Action 08/14/2008  
Amended by Board Action 11/10/2016  
Amended by Board Action 10/12/2017

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### **Naming Buildings and Facilities**

The Board of Education recognizes the official name selected for a facility, or part of a facility, is a vital factor in the public image of the community. It is the intent of the Board to name schools and other facilities and parts of facilities in the District in a manner that evokes pride in students, school employees, parents/guardians, and the community. Naming facilities or part of facilities is the sole authority of the Board of Education. All naming decisions will be consistent with the vision, mission, beliefs, and goals of the Geneseo Community Unit School District #228.

Students and other residents of the district may nominate people representing many walks of life for consideration for school or parts of school(s) naming.

Guidelines for naming schools and facilities:

- Names of living persons shall not be considered except under special circumstances.
- A nominee must have made a significant contribution to society.
- A nominee should lend credibility and validity to an institution of learning.
- Nominations shall be made with a brief, three-paragraph, written statement containing:
  - Biographical data
  - Significant contributions
  - Statement of why a school or a part of a school should be named after the person.

Naming in recognition of monetary donation may be granted at the discretion of the Board of Education in recognition of persons or entities who provide a substantial financial contribution without whom new facilities would not have been possible. The amount of the contribution shall be equal to or surpass at least 50% of the cost of the facility or specific parts of facilities. (Minimum contribution for consideration to equal or exceed \$5 million for the naming of a facility and \$1 million for naming of a portion of a facility.)

Naming in recognition of distinguished service may be granted at the discretion of the Board of Education in recognition of persons or entities in honor of their extraordinary service or leadership contribution in education, humanity, the School District or the community, or on the basis of their status as a person of historical significance. If a facility, or part of a facility, is to be named after a person, that person shall be of exemplary moral character.

The Board may consider naming facilities after a living employee or Board member only if she or he has provided a minimum of 20 years of service to the District and has been retired for at least five years. The Board may consider naming facilities after a deceased board member, employee, or volunteer only if she or he provided 20 years of service and has been deceased at least five years.

### **Procedures**

A committee comprised of the Board President, one central office administrator, one building administrator, one Geneseo Education Association representative, one PTA representative, and one student representative shall review all nominations for facility naming.

This committee shall meet every odd numbered calendar year, and proposed naming requests or requests to change the name of a facility must be received by the Board President no later than March 1st of odd numbered years.

The committee shall review the nominations and prepare a recommendation to be presented at the regular May school board meeting. A final decision by the full Board of Education shall occur at the regular June school board meeting.

For a request to be forwarded to the full School Board in June, at least 4 committee members must vote for approval.

Nominations shall be made with a brief, three-paragraph, written statement containing:

- Biographical data
- Significant contributions
- Statement of why a school or a part of a school should be named after the person.

### **Sponsorship and Recognition and Event Naming**

The naming of facilities differs from sponsorship. Sponsorship is a an agreement between the Board and a sponsor, in return for financial consideration, to identify that sponsor with a facility or part of a facility for a negotiated period of time.

Additionally, the naming of facilities is not recognition that is given on display boards or plaques to individuals that have given financial support for district projects at predetermined levels as part of a fundraising effort.

The Board may approve appropriate sponsorship agreements and recognition/memorial plaques it deems appropriate by a majority vote of the Board.

An administrator with support of staff, students, and parents may recommend that an event or activity be named in honor or memory of a former employee(s) or volunteer(s). The final naming of such event shall occur only upon approval by the full Board of Education.

Adopted by Board Action 10/12/2017