

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BUILDING AND SITES

Series 900

900	9/6/11	STATEMENT OF GUIDING PRINCIPLES FOR BUILDING AND SITES
901		SITE ACQUISITION AND BUILDING CONSTRUCTION
901.3	9/6/11	Site Acquisition
901.4	9/6/11	Selection of an Architect
901.5	9/6/11	Educational Specifications for Building
901.8	10/3/11	Construction Contract Bidding
902		MAINTENANCE AND OPERATION
902.4	9/6/11	Life Cycle Analysis
902.7	9/6/11	Tobacco-Free School
903		SELLING AND LEASING
904		MATERIALS
904.1	9/6/11	Hazardous Building Materials, Right to Know

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

STATEMENT OF GUIDING PRINCIPLES FOR BUILDINGS AND SITES Code No. 900

The primary purpose of the school building program is to provide the best learning environment in which to achieve the spiritual and education objectives of the school, keeping in mind Psalm 127:1 – “Unless the Lord builds the house, they labor in vain who build it.”

The Board of Directors has responsibility for the selection of sites, contracting for services, approval of plans, authorization and acceptance of bids, payment for work performed on contractual agreements, and the final acceptance or rejection of work done. All related actions should be taken only on the basis of official Board resolutions, passed upon formal recommendations from the Superintendent at any duly convened Board meeting.

The Superintendent will be responsible for organizing and coordinating the efforts of the various individuals and groups to best achieve the established spiritual and educational objectives of the building program, and for making recommendations to the Board of Directors.

The school will follow all requirements of the Americans with Disabilities Act (ADA) and applicable building codes.

Date of Adoption: October 29, 1991

Revised: November 16, 1993

Revised: June 4, 2002

Revised: December 15, 2008

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SITE ACQUISITION AND SITE MODIFICATIONS

Code No. 901.3

When directed by the Board, the Superintendent will present to the Board of Directors a master site plan to meet the needs and purposes of the school in future years.

The master site plan will be subject to periodic review and updating. The administration may request the assistance of an architect, applicable Board Committee, the zoning commission, and any other urban planning organization in making the master site acquisition plan.

The Board of Directors is responsible for establishment of a priority calendar for any acquisition or major modification of various sites.

Date of Adoption: October 29, 1991

Reviewed: June 4, 2002

Revised: June 2, 2008

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SELECTION OF AN ARCHITECT

Code No. 901.4

At the Board's discretion, architects will be interviewed by a Board-appointed committee. All recommendations will be presented to the Board of Directors for its consideration and official approval before any architect is hired for a specific project under consideration.

Date of Adoption: October 29, 1991

Reviewed: January 7, 2002

Revised: June 2, 2008

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

BUILDING SPECIFICATIONS

Code No. 901.5

At the discretion of the Board, the Superintendent — with the help of staff, consultants, and advisory groups — will prepare educational specifications that will be used by an architect. Spiritual and educational specifications will be formulated in such a way that will reinforce the Christian teaching and learning that will take place in the building that is planned.

The spiritual and educational specifications should provide the architects with an inventory of program requirements; a statement of functional program relationships; a definition of the number and character of classrooms; a description of needed specialized instructional facilities; the educational requirements for such areas as chapel, library, outside activity sites, gymnasium, cafeteria, auditorium, administrative suite, teacher and student service facilities — as well as any other pertinent information that will help the architect visualize what is expected of the proposed new building, building additions, or renovation.

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Revised: June 4, 2002
Revised: June 2, 3008
Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

CONSTRUCTION CONTRACT BIDDING

Code No. 901.8

The Board of Directors believes the building plans should provide for the most effective and efficient stewardship of DMCS funds in the operation of the school and its spiritual and educational program.

All construction projects undertaken in the name of the school will be made in accordance with the Board's policies. The Board of Directors is responsible for approving construction contracts.

The Board or authorized committee will solicit competitive sealed bids.

A contract which has been awarded may be canceled by the Board of Directors.

Competitive bid procedures to be followed include the following:

1. The Board of Directors will adopt proposed plans and specifications, proposed terms of contract, and cost of the project.
2. If the Board determines that changes in the project are necessary, a motion should be made to adopt the revised plans and specifications and terms.
3. All bids will be accompanied by a deposit of money, certified check, certified share draft, or bid bond as security that the bidder will do the work. The amount of the security must be stated in the solicitation for bids. The amount determined by the Board of Directors must be at least five percent and not more than ten percent of the estimated cost of the project.
4. The Superintendent will review the bids and make a written recommendation to the Board of Directors, stating the reason for the recommendation.
5. The award of the construction contract will be made based upon total cost considerations, including, but not limited to, the cost of the construction, availability of service and/or repair, and completion date. The Board of Directors will have the right to reject and/or re-solicit any or all bids.
6. All certified checks or deposits of money will be returned to the unsuccessful bidders within 10 business days after the successful bidder is determined.
7. The certified check or bid bond will be retained by the Board of Directors as liquidated damages if a successful bidder is unable to obtain a satisfactory performance bond, labor and material payment bond, and certificates of insurance or fails to execute the contract to perform the work.
8. Only bonds from companies that meet the state insurance statutes and have been certified acceptable by the state insurance commissioner will be acceptable in connection with the submission of bids and formal contract documents.
9. Formal contract documents consist of the following:
 - a. Form of agreement
 - b. Instructions to bidders and all bid documents
 - c. Performance bond — labor and material payment bond
 - d. General and special conditions of contract for construction
 - e. Certificates of all required insurance
 - f. Plans and specifications
 - g. Other documents deemed necessary by the Board

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

Code No. 901.8 (cont.)

10. All change orders and/or extra work must be submitted in writing and approved by the Board. The Board will determine the ceiling of change orders for each project in excess of \$100,000 or more total.
11. Liquidated damages for non-performance or lack of completion at a specified time will be enforced unless justification for failure to meet specified completion dates has been substantiated in writing and accepted by the Board of Directors.

Date of Adoption: October 29, 1991

Revised: June 4, 2002

Revised: June 2, 2008

Revised: October 3, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

LIFE CYCLE ANALYSIS

Code No. 902.4

Plans for the construction of all new buildings and plans for major remodeling of existing facilities will include a "life cycle cost analysis." The analysis will consider certain costs of owning, using, and operating a building over its economic life, including but not limited to the following:

1. Initial costs
2. System repair and replacement costs
3. Maintenance costs
4. Operating costs, including energy costs and staffing expenses
5. Operating revenue

The "life cycle analysis" will be prepared by the Superintendent or designee and approved by the Board of Directors before any contracts for construction or renovation are awarded.

Date of Adoption: October 29, 1991

Revised: June 4, 2002

Revised: May 19, 2008

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

TOBACCO-FREE SCHOOL

Code No. 902.7

Des Moines Christian School is tobacco-free within and upon all school properties, including school vehicles.

DMCS realizes that tobacco use is detrimental to health and is concerned about providing a healthy environment for students, employees, and community members. In that regard, the school recognizes the importance of adult role modeling for students and each other, particularly in an educational environment.

Persons who do not comply will be asked to leave the premises. School personnel failing to abide by this policy may be subject to disciplinary action.

Date of Adoption: March 23, 2009

Revised: September 6, 2011

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

HAZARDOUS BUILDING MATERIALS: RIGHT TO KNOW

Code No. 904.1

The Board authorizes the development of a comprehensive hazardous materials communication program for the school to disseminate information about hazardous materials.

Each school employee should review this information about hazardous materials annually. Further, each time a new school employee is hired, the information and training, if necessary, will be included in the orientation of the employee. Each time an additional hazardous material enters the workplace, information about it will be distributed and training will be conducted for the appropriate employees. The Superintendent will maintain a file indicating when all training takes place.

Each school family will be informed annually about any hazardous building materials.

It will be the responsibility of the Superintendent to develop administrative procedures to implement and monitor this program. The Superintendent will report annually to the Board about the program.

Date of Adoption: October 29, 1991

Revised: August 6, 2002

Revised: June 2, 2008

Revised: September 6, 2011