

Community RelationsGrants or Donations for Capital or Other Special Improvement Projects

The Douglas County West Community Schools Board of Education recognizes and supports the need for participation by the community in maintaining and improving our district facilities and programs for needs beyond the regular budgeting process. The Board also recognizes the need to manage major fundraising campaigns to coordinate communication, limit excessive solicitation of businesses and patrons, ensure student safety, limit undue distractions and time commitments, assure equity and maintain proper financial practices. Any grant or donation for a capital or other improvement to any school property or any transfer of real property to the district, regardless of the amount of the improvement or value of the property will be considered a special project.

All special projects require Board of Education approval regardless of the organization or individual associated with the project. All special projects shall require pre-approval of a proposal by the Superintendent and Board of Education prior to commencement of the fundraising efforts.

Special projects shall include:

- Building additions or renovations
- Landscaping or waterworks
- Drilling, cutting, or otherwise penetrating the walls, ceilings, or floors of any facility
- Carpeting & painting
- HVAC, electrical & plumbing
- Installation of marquees or any other permanent interior or exterior signs, plaques, recognition displays or inscriptions of any type
- Fencing
- Irrigation systems
- Concrete work
- Playground equipment
- Technology
- Any equipment or device that is moveable or would become permanently affixed to any building or grounds

Special projects must be clearly defined on a proposal form accessed in the Superintendent's office for pre-authorization. The proposal form requires detailed information about the project including proposed scope, estimated costs, costs of the fundraising campaign, preliminary designs if appropriate, and specifications for ongoing maintenance or operational costs.

The Board of Education will consider the following in the pre-approval of a special project:

1. The project's consistency with educational purposes and in compliance with law and Board policies.
2. The project's impact on all building, fire, safety codes; all ADA requirements; other district policies and all other requirements of local, state, and federal law.

3. The project's potential for creating inequities across the school district, especially Title IX inequities.
4. The project's fundraising plan. All necessary funds and materials for special projects shall be committed to the satisfaction of the school district prior to any work proceeding.
5. The project's maintenance or installation costs. In its sole discretion, the district will enter into appropriate contracts for and otherwise manage all aspects of installation and maintenance of the special project.
6. The project's proposed materials, equipment, and workmanship. Any materials or contracted labor for special projects approved by the Board of Education must be bid in accordance with board policy and district purchasing procedures and practices.
7. Use of funds raised in excess of the amount required for the project.
8. Any other reasonable, related criteria determined by the Board of Education.

All fundraising campaigns, activities, marketing and advertising, both print and electronic media must be approved by the Board of Education prior to their use.

If any student, parent, or community groups are directly involved in a special project, they shall work with the Superintendent who will work directly with the contractors, architects, engineers, or project managers involved in the project.

All special projects over the amount of \$1000 will require final approval from the Board of Education prior to the commencement of work on the project.

Upon completion, the special project shall become the sole property of the district and be under the complete control of the Board which will not have any obligation to replace it if it is destroyed or becomes obsolete.

#### Recognition of Donors

Recognition of donors for special projects is subject to Board discretion during the project approval process.

#### Naming Rights

Approval of naming rights for any special projects will occur within the approval of the special project as required herein and in accordance with the District's naming of school district facilities and programs policy (Policy No. 1330)

Date of Adoption: November 14, 2022