

Harlem Consolidated School District Guidelines for New Building Projects

(All projects proposed by external contributors, school support groups and building staff, except Administrative Planning Report requested projects)

Introduction

The purpose of this process is to coordinate proposed new building projects with appropriate District departments prior to their beginning, to assure the projects are consistent with the overall goals of the District, funded properly and to assure the projects are completed in a timely manner. This process applies to any project which may result in changes to buildings, grounds or technology except administration initiated projects, which shall be proposed through the annual Planning Report process.

Procedure

At the beginning of each school year, the building Principal will provide this information to PTO/PTA, Fan's Club, Music Boosters, etc. The Principal will also provide this information to those staff members who have expressed an interest in initiating a building project. This process will also be utilized for schools wishing to utilize building funds for projects.

Step 1

The Principal makes a preliminary determination of the appropriateness of the project relative to:

- 1) District mission, goals and programs,
- 2) the current physical plant and grounds and whether it can support the project,
- 3) the possible impact on current staffing and/or collective bargaining agreements
- 4) project costs, and/or
- 5) the impact on school and District resources (personnel, time, funding)

The project sponsor completes the top of the attached form and submits it to the building principal. The principal approves the project and forwards the completed form to the Assistant Superintendent.

Step 2

After District review by the Assistant Superintendent and appropriate departmental directors, the form is returned to the Principal who reports back to the project sponsor whether the project can be supported by the current programs, physical plant and/or staffing.

Step 3

The Principal and project sponsor develop an Implementation Plan in conjunction with Operations/Maintenance, Technology department directors and or the Business Manager. The completed implementation plan will be forwarded to the Superintendent.

Step 4

The Superintendent will review the completed Implementation Plan and will make a final determination whether to proceed with the plan.

Note: If this process is not followed, there is a possibility that the District will not be able to implement the project.

