



School: _____ Date: _____

Proposal Proposer/Representative: _____

E-mail: _____ Phone: _____

I have read the document on page 2 and agree to follow the described procedures.

Project description: (attach pages if needed) _____

Materials & supplies needed and proposed source(s): (attach pages if needed) _____

Maintenance required - what type, and who will perform? (attach pages if needed) _____

Photos/drawings attached: _____ Yes _____ Not Yet _____ Not applicable

Target start date: _____ Target completion date: _____

Estimated cost: \$ _____ or _____ TBD Quote(s) attached: _____ Yes _____ No

Funding: (mark all that apply) _____ PTSA _____ ASB _____ Building _____ Other: _____

Proposed labor by: _____ Professional (must be hired through Facilities Dept., funds deposited with MSD)
_____ Volunteers

CONCEPT ACCEPTANCE & RECOMMENDATION BY PRINCIPAL (REQUIRED)

Recommendation: Approve Deny Requires More Information

Signature _____ Date: _____

Submit proposal to "MSD Support Services, Attn. Community Protects".
Project is not approved until proposal has been reviewed and accepted by MSD.

Note: Projects may have conditions that need to be accepted by the project representative and site administrator in order to receive final approval.

Mukilteo School District Community Projects Procedures

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Any physical change/improvement to a school district site or building that is sponsored by a teacher, student association or community group (such as PTSA, booster club, sports group, neighborhood association, etc.) must go through the Community Project process.

First and foremost: Create a plan and meet with the Principal

Think through all of the stages of the proposed project and determine as many details as possible. Contact the Manager of Facilities with questions. Meet with the school principal to talk through the proposal and obtain his/her written concurrence.

Steps for a Community Project proposal

- 1) Concept acceptance by Principal. (Additional approvals from appropriate Executive Directors may be required).
- 2) Review and approval by the Facilities Department
- 3) If required, acceptance by the MSD School Board (see 'Funding Process' below)

The Manager of Facilities may contact the applicant to clarify questions and issues or obtain further information before approving a project. The goal of the review is to make sure the end product is safe, reliable and aesthetically pleasing; that it complies with state and local codes/regulations and district standards; and that it does not require additional maintenance labor/expense. The manager will determine the Conditions of Approval and follow up with the principal, school staff and/or project representative.

The District must be involved in order to ensure that there is:

- o Agreement with District policies.
- o Compliance with all appropriate codes, regulations and District standards.
- o Alignment with public works procurement requirements.
- o Assessment of the operational impact (short and long term).
- o Avoidance of significant ongoing inequity of programs available to students within or between schools.
- o Avoidance of unnecessary risk.
- o Filing for any required permits and interface with jurisdictional authorities (on which the District takes lead).

The District review process is critical, and time must be allowed for this part of the process. The amount of time needed for the review depends on the complexity of the project, the thoroughness of the proposal, whether permits and preliminary estimates are necessary, and the existing workload of the Support Services staff. Typically, an authorization to proceed is given within a month after receipt of a complete proposal. **Projects for installation over the summer break must be submitted no later than April 1st.**

Choosing items & obtaining quotes

The Manager of Facilities can help determine what equipment, supplies and labor the project will require; obtain bids from vendors and contractors; and determine whether fees may be required for such items as design, permitting and sales tax; and work with the applicant to establish a budget. There are requirements for playground equipment and site furnishings based on safety, maintenance, vendor experience and reliability. The Manager can answer specific questions and provide information about options.

Hired contractors

MSD is liable for the conduct, performance and work done by contractors on District property, so there are specific documents needed and procedures to be followed. The contractors must provide insurance documents and follow state payroll requirements. If work is to be contracted out, it must be administered by the District and all funds shall be deposited with MSD in advance of the work. Any donated professional services, design, engineering and/or construction work efforts will require prior District approval, and shall be subject to District and State regulations and contracting requirements. The District follows state law for public works; all professional services and contractor selections are made from appropriate pre-selected rosters.

Funding process

All project funds must be in place before a project can proceed. Donations of \$10,000 or more must be presented to the School Board for approval. All purchase orders for labor and materials must be processed by the MSD Facilities Department. In some situations, with prior approval, the school or PTSA may purchase approved materials or reimburse volunteers for such materials. In almost all cases, community projects are entirely funded by non-district sources, such as PTSA grants, donations from boosters or sports organizations, and grants from private sources or governments. In general, neither the District nor the school has funds available, and should not be included or counted on as part of a community project budget.

Volunteer labor and necessary forms

Volunteers may provide labor for Community Projects under certain conditions and only with prior approval. There are specific requirements for volunteers who wish to provide professional or technical services; please consult the Department. Anyone working with or near MSD students must complete a Volunteer Application (see MSD website for policies).

Project inspection and acceptance

When installation/construction is finished, the project will be inspected by a representative of MSD Facilities Department. The improvements become the property of MSD, and the District is responsible for maintaining all equipment and facilities. The Department will reconcile the project budget, and provide a summary spreadsheet to the project representative and school principal. Any excess monies will be refunded to the donor or redirected as they instruct.

For more information, contact:

- o Email: redmondnj@mukilteo.wednet.edu
- o Phone: MSD Facilities Department- 425-356-1330