



**MOBILE COUNTY PUBLIC
SCHOOL SYSTEM
POLICY BOOK**

**CHAPTER 8:
SCHOOL LAND/
FACILITIES AND
SUPPORT SERVICES**

Chapter 8.00 – School Land/Facilities and Support Services

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SCHOOL LANDS AND SITES

School lands will be supervised by the general direction of a Facilities/Land manager, who reports to the superintendent.

A complete and systematic file will be kept on all board property, including deeds and plats of school sites.

Date Adopted: December 11, 2007

LEASES, SALES & EXCHANGE OF SCHOOL LANDS

The paramount objective relative to lease, sale and exchange of school lands is the production of the maximum income possible from such lands, consistent with sound managerial practices, without unduly diminishing long-range benefits to be derived from such lands, or the use thereof.

1. The board may sell real property on a negotiated basis or through competitive bid procedure. The Business Office will handle all real property sales with the review and approval of the board.
2. The board is vested with and exercises the power to sell, lease, or exchange any of its real property subject to restrictions under state law including Alabama Act No. 87-280.
3. The sale or exchange of such property, irrespective of the value, shall be supported and substantiated by an appraisal obtained by the board. If the appraisal of the property to be sold or exchanged has already been obtained by the board and is on file dating back beyond a two-year period, such appraisal shall be disregarded and a new or updated appraisal obtained.

Reference – Procedures: Agricultural Leases, Hunting Leases

**PROCEDURE:
AGRICULTURAL LEASES**

Facilities shall conduct a survey of all school board lands leased for grazing, pasture, farming, nursery, hunting, and for all purposes to make certain that such lands have been properly categorized and assessed for such purposes. The conduct of such survey shall be carried out under the supervision and direction of the Facilities manager with the Chairman of Facilities and Lands Committee serving in an advisory and liaison capacity between the personnel directly responsible for the conduct of such survey and the board and superintendent.

Soil test borings shall be conducted when the same is considered necessary by the Facilities manager to determine the type soil and the best and highest income-producing purpose for which the parcel or section of property is best suited.

The services and assistance of the Mobile County Soil Conservation Office, the County Farm Agent, and the State Conservation Department shall be sought in carrying out the responsibilities and duties outline above if such action is considered necessary by the persons responsible for carrying out the duties and assignments mentioned herein.

All farming, woodland grazing, and improved pasture leases shall have initial terms of one to five years. All such leases shall run for consecutive one year periods from January 1 of each year to December 31 of the same year, with all rents due January 1 of each year and delinquent after January 10 of the same year.

All delinquencies shall be reported to the board in their first regularly held meeting following January 10 of each year.

All of the general policies (NAD) herein which hold implication for agricultural leases are incorporated herein by reference and are applicable and binding on the holders of and all agricultural leases granted under this policy.

The board shall continue to use the same agricultural lease forms which are presently in use until such time a change is recommended by the superintendent to the board and approved in official board meeting.

All persons desiring to lease farming or improved pasture land must meet the minimum standards required to qualify for U. S. Department of Agriculture, A.S.C.S., and S.C.S. Assistance Programs.

**PROCEDURE:
HUNTING LEASES**

Hunting leases shall only be consummated with responsible, corporate clubs, corporate groups, and lastly with responsible, bona fide resident citizens of Mobile County who own real property within the City and/or County of Mobile in their own individual right.

Hunting leases shall run for consecutive one to five year periods from June 1 of each year to May 31 of the succeeding year with all rents due June 1 and delinquent after June 10 of the same year. All delinquencies will be reported to the Board in their first meeting following June 10 of each year.

Persons, clubs, and groups residing in the vicinity of school lands available for lease and persons holding agricultural leases or other leases on school lands shall be given first consideration for hunting leases on school lands.

Violation, by the lessee, of Federal, State and Local game laws shall be sufficient grounds for lease cancellation.

All of the General Policies (NAD) herein which hold implication for hunting leases are incorporated herein by reference and are applicable and binding on the holders of and all hunting leases granted under this policy.

EMERGENCY SALE & CUTTING OF TIMBER

The superintendent and Facilities manager are authorized to approve the cutting and sale of timber immediately following a timber fire or damage to timber due to adverse weather or other casualty conditions when the deferment of action until a regular board meeting, in all probability, would result in economic loss to the school system.

Date Adopted: December 11, 2007

LONG-RANGE CAPITAL PLANNING

A program for long-range needs determination will be developed and continually updated. All divisions will participate. Included within this program shall be an evaluation of present and future needs. The program should encompass such areas as the following: obsolescence determination, instructional needs, enrollment projections, sites, cost, and revenue information. The superintendent will coordinate the efforts of all divisions.

Reference: Alabama Code - §16-13-231(e)(1)

Date Adopted: December 11, 2007

PROJECT PLANNING

Each capital project involves extensive planning by representatives of all divisions. The implementation and organization of this plan rests with the superintendent.

Educational specifications will be developed by the staff with extensive involvement from principals and teachers. Other personnel will be involved as determined by administrative staff with approval of the superintendent.

BIDS AND QUOTATIONS

Reference: Alabama Code - §39-2-2
Alabama Code - §41-16-50
Alabama Code - §41-16-52
Alabama Code - §41-16-55
Alabama Code - §41-16-56
Alabama Code - §41-16-58
Alabama Code - §41-16-59
Alabama Code - §41-16-60
Alabama Code - §41-16-61

Legal Reference: Also see generally - Alabama Code - §32-2-1 *et seq.*; Alabama Code - §41-16-50 through 63
Date Adopted: December 11, 2007

CHANGE ORDERS

Change orders costing less than \$1,000 will be approved by the superintendent and will be reported to the board.

Change orders which exceed the amount of \$1,000 will be approved by the board.

Date Adopted: December 11, 2007

NAMING SCHOOL PROPERTIES

At the discretion of the board, schools, building and facilities may be named or renamed to commemorate individuals, whether living or deceased, who have made outstanding contributions to society. If a school, building or facility is named or renamed for a living individual, that individual must be at least 70 years old and for at least the preceding five years, must not have been an elected official in the State of Alabama or an employee of the school system.

Only the board has the authority to name properties owned by the board in accordance with the procedures set forth. Furthermore, the action of the board to name or rename such properties must be pursuant to a unanimous board vote.

Reference - Procedures: [Naming of School Properties](#)

Date Adopted: December 11, 2007

**PROCEDURE:
NAMING OF SCHOOL PROPERTIES**

The following steps must be followed in requesting that a school, building or facility be named or renamed in accordance with policy 8.30:

1. Contact the board member for the district where the school is located and advise him of the request to name or rename a school, building or facility.
2. Contact persons and organizations whose collective memberships reflect a fair cross-representation of the community where the school is located. This may be teachers, alumni, churches and other organizations or governing bodies such as city or town councils.
3. Obtain from the representative persons or organizations, written evidence of their support of the proposed naming or renaming. This evidence may be in the form of a resolution, a letter on the organization's letterhead by persons authorized to sign on behalf of the organization, or signed petitions.
4. Present the evidence of support to the representative board member. Upon the satisfactory completion of the first three (3) items, the representative district board member may place the item on the Board's Action Agenda for consideration by the board along with all pertinent documents.

PLAQUES TO HONOR CITIZENS

The board may approve as a tribute for citizen service placing a plaque on premises noting the honoree's contributions.

Date Adopted: December 11, 2007

BUILDING AND GROUNDS MANAGEMENT

Changes to buildings and grounds must be coordinated through the Facilities Division.

Date Adopted: December 11, 2007

LONG RANGE MAINTENANCE PROGRAM

A maintenance plan, including summer projects, will be developed as a part of a comprehensive maintenance program. This plan will be considered as part of the board's long range capital outlay plan and annual budget and should be reported annually to the superintendent.

Date Adopted: December 11, 2007

MAINTENANCE RECORDS

A complete system of records on the maintenance of school buildings will be kept. The records system must be sufficient in scope to allow for cost analysis. An annual report will be made to the Facilities manager.

REPAIRS

The maintenance crews are responsible for all regular maintenance and repairs on school buildings and fixing equipment associated with individual schools, consistent with board policy. Specialized maintenance that cannot be handled by regular maintenance crews will be referred to the Facilities manager, who will arrange or approve arrangements to accomplish needed repairs.

In emergency situations, requests for assistance may be made directly to the Maintenance Department.

VANDALISM

The board will not tolerate vandalism, theft, or any other forms of property destruction or misuse. The principal is to report all acts of vandalism and theft to the police, the Facilities Division, and General Administration and cooperate with officials in the investigation and prosecution of suspected vandals, thieves and burglars.

Date Adopted: December 11, 2007

CLEANING PROGRAM

The school's cleanliness is the responsibility of the principal. The Facilities Division shall provide two eight-hour in-service training meetings for custodial staff per year. The Maintenance Department will arrange assistance as needed and be available to aid in the maintenance of the adequate cleaning program for each school and to evaluate the effectiveness of such program.

TRAFFIC AND PARKING CONTROLS

The Facilities Division will provide leadership in developing traffic and parking controls in and around school facilities in conjunction with other divisions, building administrators and City/County traffic engineers.

Local principals oversee traffic and parking at their schools. Any changes should be approved through the Facilities Division.