

CONSTRUCTION PROJECT RECORDS AND REPORT

The Superintendent of Schools or designee shall develop with the assistance of the architect or engineer, a procedure for maintaining project records and reports. During construction these reports and records will be periodically submitted to the Board of Education for its information and/or approval.

A. Yearly Budget-Approved Capital Projects

However, for yearly budget-approved capital projects, change orders, construction change directives, and other changes to the work, including any substitutes or offsets up to \$15,000, may be approved by the Director of Facilities, and up to \$30,000 may be approved by the Superintendent. The Superintendent or designee shall notify the Board of any such approvals.

B. Capital Construction Projects

All changes to the work in a Capital Construction Project must be approved by vote of the Board of Education. The Superintendent of Schools or designee will develop, for Board of Education approval, a procedure for change orders, construction change directives, and other changes to the work, including any substitutes or offsets for each major capital construction projects, approved by the voters, other than the district's yearly approved capital project costs.

Approved: July 1, 2001

Revised and Approved: June 20, 2013