

**Issaquah School District
Executive Limitations Monitoring Report**

**EL-13 FACILITIES
(Internal Annual Report)
October 14, 2009**

***The Superintendent certifies that the District is in compliance with EL-13
with no exceptions.***

The Superintendent shall not fail to assure that physical facilities support the accomplishment of the Board's Ends policies and are safe and properly maintained.

Interpretation

I interpret physical facilities to include all buildings, equipment, grounds, sports fields and parking lots; and that the District will:

- (a) Work from a five-year plan to build, improve and/or maintain our physical facilities;
- (b) Implement the five-year plan to appropriately address priorities;
- (c) Complete 90% of repair/replacement work orders during the school year in which they are submitted, using customer feedback loops to help set priorities and measure satisfaction; and
- (d) Maintain equipment, including school buses, to the extent of safe and useful life as determined by the administration.

Accordingly, the Superintendent may not:

- 1. Fail to develop a plan and establish priorities for construction, renovation and maintenance projects. In setting priorities the Superintendent shall not fail to:***
 - ***Assign highest priority to the correction of unsafe conditions;***
 - ***Include maintenance costs as necessary to enable facilities to reach their intended life cycles;***
 - ***Plan for and schedule preventive maintenance;***
 - ***Plan for and schedule system replacement when new schools open, schools are renovated or systems replaced;***
 - ***Disclose assumptions on which the plan is based, including growth patterns and the financial and human capital impact individual projects will have on other parts of the organization.***

Interpretation

I interpret this to mean that the district will operate under a five-year plan that insures that unsafe conditions are treated as priorities, preventive maintenance is planned and implemented, and system replacements are scheduled as appropriate.

Evidence of compliance

- The [District is on schedule](#) for all projects approved by the voters in 2006, the last capital levy for critical repairs.
- This year, 94% of work orders submitted to the [Facility Services Department](#) have been completed.
- In 2008-09, eight vehicle maintenance technicians completed 2,400 work orders on 150 school buses driven 1,400,000 miles and 105 other District vehicles driven more than 300,000 miles. The [Transportation Department's last two vehicle safety inspections by the State](#) showed results of 100% compliance with State safety standards.

Facilities Work Order System

A computerized work order system allows building staff to submit work orders on line. The Department plans and schedules preventive maintenance and work order status is tracked electronically.

In FY 2008-09 (September 1, 2008 through August 31, 2009), the Facilities Services Department received 5,346 work orders. Of these work orders, 94% were completed by a staff of 19 technical tradesmen.

Vehicle Maintenance System

The [Transportation Department](#) uses an electronic data base system to manage maintenance of the school bus fleet and District motor pool. The system receives vehicle usage information from drivers when they refuel. The fuel pump operating system updates the data base electronically and alerts the motor pool manager when service is due. School buses and other vehicles are inspected and serviced every 3,000 miles.

Maintenance of Grounds

Current resource levels require the District to set priorities for limited grounds care. We employ a grounds crew of seven people to maintain 430 acres. Our grounds priority is the maintenance of lawn areas; shrubs and flower beds receive limited attention. (In many locations throughout the District, volunteers tend flower beds in response to this unmet need.) The District will be working closely with building administrators to determine how and when volunteer groups will be mobilized.

2. Build or renovate buildings without Board approval.

Interpretation

I interpret this to mean that contracts to build or renovate buildings shall not be issued without Board approval.

Evidence of compliance

I certify that all major construction or renovation contracts for the 2008-09 school years were presented to and approved by the Board. For example the on [9-23-2009 the May Valley Service Center Award/Notice to Proceed](#) was brought before the Board for approval, another example was resolution [No. 948 for Elementary 15](#); an intent to construct for State matching funds. The Board is also provided monthly [Budget Status Reports](#) that provide by project detail of all ongoing construction projects and their associated financial activity.

3. Recommend land acquisition without first determining growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks.

Interpretation

I interpret this to mean that each of the enumerated factors will be considered prior to making a recommendation to the Board concerning the acquisition of land.

Evidence of compliance

I certify that each of the enumerated factors were considered and presented to the Board along with all recommendations involving the purchase of land.

4. Fail to project life cycle costs as capital decisions are made.

Interpretation

I interpret this to mean that the District will operate under a five-year plan that insures timely planning and implementation of preventive maintenance and appropriately scheduled system replacement.

Evidence of compliance

In the spring and summer of 2005 the administration made a series of recommendations to the Bond/Levy Scope Committee to ensure that the full life cycle of the District's buildings and equipment are to be realized. The recommendations were approved by the committee and forwarded to the Board. These recommendations addressed the issues surrounding life cycle costs. In the spring and summer of 2009 administration also recommended a [Critical Repairs \(capital levy\)](#) for needed preventative maintenance and system replacement.

5. Authorize construction schedules and change orders that significantly increase cost or reduce quality.

Interpretation

I interpret this to mean that all change orders and delays in construction schedules that significantly impact construction projects will be submitted to the Board for approval.

Evidence of compliance

I certify that for the 2008-09 school year, all major construction scheduling changes and all change orders were presented to the Board for approval. The administration provides all change orders to the Board on the consent agenda ([see example for recent E15 Change Order](#)) and complies with [District Policy 6900](#), relating to change orders and Capital Projects.

6. *Allow facilities to be unclean, unsanitary or unsafe.*

Interpretation

I interpret this to mean that all facilities are to be maintained to the standards of local fire departments, the County and State Department of Health, other agencies that may have jurisdiction on a case-by case basis, and the informal standards of the Issaquah School District community.

Evidence of compliance

I certify that our buildings are clean, safe and well maintained in keeping with the standards noted above. We are unaware of any violations of cleanliness, sanitary or safety standards or community complaints regarding the condition of District facilities.

7. *Unreasonably deny the public's use of facilities as long as student safety, student functions, and the instructional program are not compromised.*

Interpretation

I interpret this to mean that we shall follow the [District's facility use policy](#) and accommodate community and public use as outlined in the policy.

Evidence of compliance

I certify that all facility use is managed according to District policy. Community use that facilitates student activities is accommodated and encouraged whenever possible

8. *Fail to develop and consistently administer facilities use guidelines delineating:*
- a. Permitted uses;*
 - b. The applicable fee structure;*
 - c. Clear user expectations, including behavior, cleanup, security, insurance and damage repair;*
 - d. Consequences and enforcement procedures for public users who fail to follow the established rules.*

Interpretation

I interpret this to mean that we shall follow the Districts' facility use policy and accommodate community and public use as outlined in the policy.

Evidence of compliance

I certify that the facility use policy is used to manage the [District's fee structure and communicate user expectations](#). Failure of users to follow policy results in financial remuneration to the District and/or suspension of user privileges.