



## OE-13 FACILITIES

Policy Type: Operational Expectation

### Annual Monitoring Report – October 24, 2024

*The Board believes that student learning is enhanced when school facilities are safe, clean and properly maintained, and when there is adequate classroom space to provide learning opportunities for all students.*

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

*The Superintendent shall assure that physical facilities support the accomplishment of the Board's **Results** policies, and are safe and properly maintained.*

#### **General Interpretation:**

I interpret physical facilities to include all buildings, equipment, grounds, sports fields and parking lots.

#### **The Superintendent will:**

13.1 Develop a plan and establish priorities for construction, renovation and maintenance projects. In setting priorities, the Superintendent will:

- a. Assign highest priority to the correction of unsafe conditions
- b. Include maintenance costs as necessary to enable facilities to reach their intended life cycles
- c. Plan for and schedule preventive maintenance
- d. Plan for and schedule system replacement when new schools open, schools are renovated or systems replaced
- e. 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 plan for, at a minimum, a [five-year forward-looking strategy](#) that ensures unsafe conditions are treated as priorities, preventive maintenance is planned and implemented, and system replacements are scheduled as appropriate. Physical facilities include all buildings, equipment, grounds, sports fields and parking lots, and equipment includes school buses. In addition, I interpret this to mean that the district implements the capital/maintenance plan to appropriately address priorities, and the goal is to 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.

**Evidence of Compliance:**

**Facilities Work Order System:** A computerized work order system allows building staff to submit work orders online. The Department plans and schedules, and preventive maintenance and work order status is tracked electronically. For FY 2023-24 (September 1, 2023 through August 31, 2024), the Facilities Services Department received 6,272 work orders (this represents a 24% increase in the number of work orders submitted from FY 2022-23). Of these work orders, 5,883 or 93.8% were completed by a staff of 22 (twenty-two) technical tradespeople (this represents a 24.6% increase in the number of work orders completed from FY 2022-23).

**Maintenance of Grounds:** The District employs a grounds crew of 16 people to maintain nearly 542 acres. Our grounds crew priority is the maintenance of lawn areas, shrubs and flower beds. In many locations throughout the district, volunteers assist in tending flower beds. The district works closely with building administrators to determine how and when volunteer groups will be mobilized. We have also taken steps in new construction to plant low maintenance shrubbery with installed irrigation systems.

**Vehicle Maintenance System:** For 2023-24, ten vehicle maintenance technicians completed 3,600 plus work orders on 171 school buses driven 1,334,334 miles, 77 other District vehicles driven 338,765 miles, and 26 trailers. The Transportation Department's vehicle safety inspections by the State showed results of 100% compliance with State safety standards for the winter inspection and 100% for the summer inspection.

- The Transportation Department uses an electronic database 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 database electronically and alerts the motor pool manager when service is due. School buses are inspected and serviced every 1,500 miles and other vehicles are inspected and serviced every 3,000 miles.
- The district also utilizes Zonar GPS services for enhanced fleet management, which facilitates efficient routing, minimization of idle time, increased safety, and provides real time engine diagnostics for effective preventive maintenance.

**Levy Planning:** The district convened a Levy Development Committee in spring 2021 to form a recommendation for a Capital/Critical Repairs measure to address additional preventative maintenance and replacement needs in the years 2023-2026. The measure passed in April 2022. Information regarding these projects and prior levy and bonds is provided on monthly budget status reports provided to the Board of Directors.

### 13.2 Project life cycle costs as capital decisions are made.

**Interpretation:**

I interpret this to mean that the district will plan for, at a minimum, a five-year forward-looking [strategy](#) that ensures timely planning and implementation of preventive maintenance and appropriately scheduled system replacement, and this includes making plans to provide capital revenue streams for construction, renovation and maintenance of physical facilities.

**Evidence of Compliance:**

- Large scale projects or system replacements are historically funded through Capital Bonds. The 2012 Bond issue was approved by the community for \$219M and voters approved a \$533.5M bond issue with a 71.39% “yes” vote in April of 2016.
- The district has also continued to update and grow its preventative maintenance schedules and passed four-year capital levies in 2018 (2019-2022) and 2022 (2023-2026) which contained funding earmarked for preventative maintenance and critical repair needs.
- In the Fall of 2023, the district commissioned detailed facility assessments on all buildings. The results of these assessments were used to inform the [2024 Bond Advisory Committee](#) work in recommending a bond package for the November 5, 2024 ballot. The committee recommendation prioritized facility needs in the next six years. The committee presented their recommended bond package to the superintendent who subsequently provided her recommendation to the board of directors on [May 9, 2024](#). The Board of Directors passed bond resolution #1223 on [May 23, 2024](#).
- Starting in September 2022, the district began displaying and tracking all 2022 critical repairs levy projects on the monthly budget status report. A status worksheet of in process and remaining projects is [available here](#).
- During FY2022-23, the district also began the process of developing and maintaining project status summary worksheets to be added to the public website. Currently, the district has status summary worksheets for projects in process. These are available now on the [capital projects website](#).
- To increase capacity for adequate tracking and monitoring of capital projects, the district hired a capital projects fund accountant in July 2023.

### 13.3 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 district’s facility use regulation and accommodate community and public use as outlined in the regulation.

**Evidence of Compliance:**

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

**The Superintendent will not:**

13.4 Build or renovate buildings without Board approval.

**Interpretation:**

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

**Evidence of Compliance:**

I certify that all major construction or renovation contracts (\$350,000 or greater which require formal public bid) for 2023-24 (9-1-2023 to 08-31-2024) fiscal year were presented to and approved by the Board. Transportation HVAC Upgrades Project is an example of a project that was provided to the Board for action, approval, award or completion.

The Board is provided monthly Budget Status Reports that include ongoing project information. Capital Projects updates are also provided to the Board and the community in public meetings and updated on the [District’s Capital Projects website](#).

13.5 Name or rename schools or mascots.

**Interpretation**

I interpret this to mean no new or existing school or mascot will be named or renamed without Board approval.

**Evidence**

There were no changes to school or mascot names in the 2023-2024 monitoring period.

13.6 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 prior to the acquisition of land for school sites, the Board be provided sufficient/compelling information regarding the need for and location of a school site.

**Evidence of Compliance:**

During this monitoring period, the district has not publicly recommended the purchase of any property relating to school construction. Additionally, we have kept the Board apprised of potential

changes to land use regulation that may impact future school sites.

13.7 Authorize construction schedules and change orders that significantly increase cost or reduce quality, without Board approval.

**Interpretation:**

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

Significance, in regard to cost and quality, is defined by staff discretion and professional judgment. Significance can vary dependent upon project size, complexity and urgency.

District staff along with the contractor and design teams work to ensure that all change orders presented to the Board have gone through appropriate approvals and negotiations (if needed) prior to official Board action.

**Evidence of Compliance:**

I certify that for the 2023-24 school year, all change orders were presented to the Board for approval and all major construction scheduling changes were presented to the Board. The administration provides all change orders to the Board on the consent agenda (see example of Admin Building HVAC Improvements Change Order #01).

13.8 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, including following State Department of Health guidance regarding infectious disease prevention. We are unaware of any violations of cleanliness, sanitary or safety standards.
- The Facilities Department conducts ongoing custodial building inspections and maintains a ratings dashboard for cleanliness. Custodial staffing by building is derived from the U.S. Department of Education benchmarks for custodians per building square feet to ensure the health and comfort of building users.

13.9 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 regulation and accommodate community and public use as outlined in the regulation.

**Evidence of Compliance:**

- I certify that all facility use is managed according to [District regulation](#). Community use that facilitates student activities is accommodated and encouraged whenever possible.
- To increase availability of facilities for public use, the District prepared postings for part-time theater managers at the end of the 2022-23 school year. These positions were posted and filled early in the 2023-24 school year. The district anticipated expanded staff hours and opened up theaters for community rental in October 2024, which will also be included in next year’s annual monitoring report.
- Beginning early in the 2022-23 school year, the Facility Services Department began tracking the utilization rate of District buildings. Below is a representation of the total available building hours for use during the school year (September – June between 6pm and 9:30pm), hours used by type of group, total hours used, and the resulting percentage of utilization.

School year	Available Building Hours	District Used	PTSA Used	IPR Used	Class II Used	Class III Used	Class IV Used	TOTAL	% Utilized
2022-23	46,200	22,326	2,059	5,828	9,932	1,184	974	42,303	91.56%
2023-24	46,200	22,086 (-240)	3,640 (+1,581)	5,040 (-788)	11,065 (+1,133)	1,778 (+594)	1,005 (+31)	44,614 (+2,311)	96.58% (+5.02%)

PTSA = Parent Teacher Student Association

IPR = Issaquah Parks & Recreation

Class II = Issaquah School District affiliated non-profit groups and non-profit local youth organizations

Class III = Local service and civic organizations and youth activities that are not class II

Class IV = Commercial and other functions

*Board Acceptance:*

