

Facilities

The Superintendent shall assure that physical facilities support the accomplishment of the Board's Results policies.

The Superintendent shall:

1. Develop and execute a facilities plan that establishes priorities for construction, renovation and maintenance projects that:
 - 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 impact individual projects will have on other parts of the organization.
2. Project life-cycle costs as capital decisions are made.
3. Assure that facilities are safe, clean and properly maintained.
4. 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.

The Superintendent shall not:

5. Build or renovate buildings.
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.
7. Authorize construction schedules and change orders that significantly increase cost or reduce quality.

OE-12.1

Superintendent's Interpretation: Facility plan means a comprehensive roofing, flooring, and pavement plan along with a preventative maintenance plan for building equipment. Safety of students, staff, and public will be a priority and be addressed as soon as possible. Administration will recommend to the board when to periodically involve the community in strategic facility planning.

Superintendent's Indicators of Compliance

Indicator 1: The district has a plan to address any known safety concerns that have been brought forward as funding allows.

Indicator 2: The district has a comprehensive Long-Range Facilities Plan.

Indicator 3: The district has a plan to address both routine and preventative maintenance.

Indicator 4: The district will hold community strategic planning on an as needed basis.

OE-12.2

Superintendent's Interpretation: All physical assets have a projected life. All maintenance plans and schedules must inform the budget process so that priorities can be evaluated. A systematic approach to documenting lifecycles of buildings, heating and cooling systems, roofs, floor coverings, building envelopes, and other systems must be an integral part of district budget planning (controllable and reallocation planning).

Superintendent's Indicator of Compliance

Indicator 1: Major systems will be inspected at least annually if not more frequent. These systems will be repaired and/or replaced as needed.

OE-12.3

Superintendent's Interpretation: Safety of students, staff, and the public is a priority and must take precedence over any and all competing needs for time and resources. The board expects that buildings and grounds will be clean and well enough to meet community standards.

Superintendent's Indicators of Compliance

Indicator 1: 100% of custodial staff will be trained in district policy and standards within the first month of start of employment and then annually thereafter.

Indicator 2: All gym equipment will be inspected annually.

Indicator 3: All outdoor playground equipment will be inspected on a monthly basis by staff and once every three years with our insurance provider.

Indicator 4: All maintenance requests are entered on the district's maintenance software. All requests are prioritized and all safety concerns will be addressed within one week of receiving the request.

Indicator 5: Contractors and staff will remove snow from parking lots during snow events with accumulation of 2 inches or more. Staff will remove snow on sidewalks around our facilities during snow events.

OE-12.4

Superintendent's Interpretation: District facilities are owned by the taxpayers who paid for them; nevertheless district facilities must be dedicated for their primary purpose, which is education. For uses outside this primary focus, the board expects that there will be fair and consistently administered procedures that outline the conditions under which the facilities may be used.

Superintendent's Indicators of Compliance

Indicator 1: Information on the facility rentals process is easily understandable and accessible to the community.

Indicator 2: The public is allowed to utilize district facilities as specified in policy when they are not being used for education purposes.

OE-12.5

Superintendent's Interpretation: The superintendent shall not build or renovate buildings. Renovation shall mean projects above what controllable budgets support or otherwise considered minor renovation projects.

Superintendent's Indicator of Compliance

Indicator 1: Construction and/or major renovation require school board authorization.

OE-12.6

Superintendent's Interpretation: The superintendent shall not recommend land acquisition without consideration of proper growth impacts.

Superintendent's Indicator of Compliance

Indicator 1: All land acquisition proposals are vetted against known demographic trends.

OE-12.7

Superintendent's Interpretation: The superintendent shall not authorize construction schedules or change orders that significantly increase cost or reduce quality.

Superintendent's Indicators of Compliance

Indicator 1: All change orders that do not change the project, yet exceed \$10,000, shall require board approval.

Indicator 2: All change orders that change the project and exceed \$5,000 shall require board approval.

End of Bismarck Public School District Board Policy OE-12

Approved: 5/14/2018

Revised: 2/22/2021

Monitoring Method: Internal Report

Monitoring Frequency: Annually in February