

OE-12 FACILITIES  
SUMMARY OF COMPLIANCE STATUS  
FEBRUARY 2019

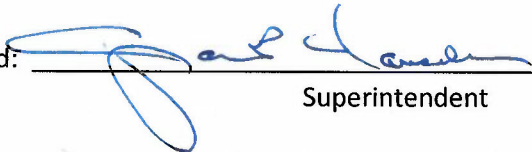
**SUPERINTENDENT CERTIFICATION**

With respect to OE-12 *Facilities* taken as a whole, the superintendent certifies that the proceeding information is accurate and complete, and the district is:

- In Compliance  
 In Compliance, with Exceptions (as noted in the evidence)  
 Not in Compliance

Summary Statement by Administration

Monitoring of operational expectations policies is part of the ongoing process of district performance evaluation and superintendent evaluation. This operational expectations policy addresses several aspects of the superintendent's responsibility regarding business and operations. The superintendent and staff have provided the interpretation, monitored the first time the board reviewed the policy, plus for this round the documentation and narrative supporting the superintendent's assessment of whether we are in compliance with the policy. During the board's review, the board will make a determination whether we are in compliance with the policy or not, or whether there is overall compliance but with some noted exceptions which should be addressed.

Signed:  \_\_\_\_\_  
Superintendent

Date: 2/25/19

**SCHOOL BOARD ACTION**

With respect to OE-12 *Facilities*, the Board:

- Accepts the report as fully compliant  
 Accepts the report as compliant with noted exceptions  
 Finds the district to be noncompliant

Summary statement/motion of the Board

Motion by Mr. Geloff to accept the OE-12 *Facilities* Monitoring Report as In Compliance, with Exceptions, seconded by Ms. Delorme. Motion carried.

Signed:  \_\_\_\_\_  
Board President

Date: 2-25-19

**OE-12 Facilities**

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

**The Superintendent Shall:**

<p><b>12.1</b> Develop and execute a facilities plan that establishes priorities for construction, renovation and maintenance projects that:</p> <ul style="list-style-type: none"> <li>a. Assign highest priority to the correction of unsafe conditions;</li> <li>b. Include maintenance costs as necessary to enable facilities to reach their intended life cycles;</li> <li>c. Plan for and schedule preventive maintenance;</li> <li>d. Plan for and schedule system replacement when new schools open, schools are renovated or systems replaced;</li> <li>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.</li> </ul>	<p><b>In Compliance, with Exception</b></p>
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**Superintendent 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.

<p><b>Indicator 1:</b> The district has a plan to address any known safety concerns that have been brought forward as funding allows.</p>	<p><b>In Compliance</b></p>
<p><b>Evidence:</b> Safety is priority one with Bismarck Public Schools. The district uses software to aid in managing work orders in the district. All safety related concerns are addressed as soon as possible. Any time that is more than controllable budgets can support are forwarded to the school board for possible funding.</p>	

<p><b>Indicator 2:</b> The district has a comprehensive roofing, flooring, and pavement plan.</p>	<p><b>In Compliance, with Exception</b></p>
<p><b>Evidence:</b> The district has a roofing plan and will be completing the flooring and pavement maintenance plan this fiscal year. These plans are what is used to maintain our buildings with controllable budgets. The district maintains 1.6 million square feet of roofs, 2.5 million square feet of flooring and 3 million square feet of parking lots and sidewalks. These plans are available for review at Facilities and Transportation.</p>	

<p><b>Indicator 3:</b> The district has a plan to address both routine and preventative maintenance.</p>	<p><b>In Compliance</b></p>
<p><b>Evidence:</b> The district uses software to manage both routing and preventative maintenance in the district. The district receives over 7,000 maintenance work orders and 5,000 preventative maintenance work orders annually.</p>	

<b>Indicator 4:</b> The district will hold community strategic planning on an as needed basis.	<b>In Compliance</b>
<b>Evidence:</b> The district is considering a strategic plan starting next fiscal year. This year the district is completing an environmental scan to create a starting point for the strategic planning process.	

**The Superintendent Shall:**

<b>12.2</b> Project life-cycle costs as capital decisions are made.	<b>In Compliance, with Exception</b>
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**Superintendent 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).

<b>Indicator 1:</b> Major systems will be inspected at least annually if not more frequent. These systems will be repaired and/or replaced as needed.	<b>In Compliance, with Exception</b>
<b>Evidence:</b> The district maintains separate lists of equipment and will be combining all equipment in one location and add life cycle costing to predict maintenance dollars for the future.	

**The Superintendent Shall:**

<b>12.3</b> Assure that facilities are safe, clean and properly maintained.	<b>In Compliance, with Exception</b>
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**Superintendent 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.

<b>Indicator 1:</b> 100% of custodial staff will be trained in district policy and standards within the first month of start of employment and then annually thereafter.	<b>In Compliance, with Exception</b>
<b>Evidence:</b> Staff are trained both when they start and then throughout the year on various topics. The district is working on developing a tracking system to ensure that someone is not missed.	

<b>Indicator 2:</b> All gym equipment will be inspected annually.	<b>In Compliance</b>
<b>Evidence:</b> All gym equipment is inspected annually and logged on the work order system.	

<b>Indicator 3:</b> All outdoor playground equipment will be inspected on a monthly basis by staff and once every three years with our insurance provider.	<b>In Compliance</b>
<b>Evidence:</b> All outdoor playground equipment is inspected on a monthly (or even more frequent) basis and logged in our work order system. Once every three years we do an inspection with our insurance provider.	

<p><b>Indicator 4:</b> 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.</p>	<p><b>In Compliance</b></p>
<p><b>Evidence:</b> The district uses a computerized maintenance system to manage its work orders. The Director of Facilities and Transportation prioritizes and assigns work orders daily.</p>	

<p><b>Indicator 5:</b> 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.</p>	<p><b>In Compliance</b></p>
<p><b>Evidence:</b> Current guideline have contractors moving snow with accumulation of 2 inches or more. In addition staff work to get sidewalks clean before start of school during snow events. The district maintains about 20 miles of sidewalks.</p>	

**The Superintendent Shall:**

<p><b>12.4</b> Consistently administer facilities use guidelines delineating:</p> <ul style="list-style-type: none"> <li>a. Permitted uses;</li> <li>b. The applicable fee structure;</li> <li>c. Clear user expectations, including behavior, cleanup, security, insurance and damage repair;</li> <li>d. Consequences and enforcement procedures for public users who fail to follow the established rules.</li> </ul>	<p><b>In Compliance</b></p>
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**Superintendent 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.

<p><b>Indicator 1:</b> Information on the facility rentals process is easily understandable and accessible to the community.</p>	<p><b>In Compliance</b></p>
<p><b>Evidence:</b> Current administrative policy ABBB-AR outlines the use of school facilities.</p>	

<p><b>Indicator 2:</b> The public is allowed to utilize district facilities as specified in policy when they are not being used for education purposes.</p>	<p><b>In Compliance</b></p>
<p><b>Evidence:</b> Current administrative policy ABBB-AR outlines the use of school facilities.</p>	

**The Superintendent Shall Not:**

12.5 Build or renovate buildings.	In Compliance
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**Superintendent Interpretation:** The superintendent shall not build or renovate buildings. Renovation shall mean projects above what controllable budgets support or otherwise considered minor renovation projects.

<b>Indicator 1:</b> Construction and/or major renovation require school board authorization.	In Compliance
<b>Evidence:</b> The district is currently completing additions at Bismarck High, Century High and Simle Middle. The district recently completed additions at Horizon Middle and Wachter Middle. All the above projects were voter approved in 2017. The board approved the modernization and addition of four classrooms at Northridge Elementary School.	

**The Superintendent Shall Not:**

12.6 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.	In Compliance
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**Superintendent Interpretation:** The superintendent shall not recommend land acquisition without consideration of proper growth impacts.

<b>Indicator 1:</b> All land acquisition proposals are vetted against known demographic trends.	In Compliance
<b>Evidence:</b> Administration is monitoring growth trends and meeting with developer on potential growth areas in our community. This data is shared with the board on a regular basis.	

**The Superintendent Shall Not:**

12.7 Authorize construction schedules and change orders that significantly increase cost or reduce quality.	In Compliance
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**Superintendent Interpretation:** The superintendent shall not authorize construction schedules or change orders that significantly increase cost or reduce quality.

<b>Indicator 1:</b> All change orders that do not change the project, yet exceed \$10,000, shall require board approval.	In Compliance
<b>Evidence:</b> The district has not had any change orders to date above this threshold.	

<b>Indicator 2:</b> All change orders that change the project and exceed \$5,000 shall require board approval.	In Compliance
<b>Evidence:</b> The district has not had any change orders related to change in project.	