



OE-12 FACILITIES  
SUMMARY OF COMPLIANCE STATUS  
FEBRUARY 2024

**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 Exception (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 report includes a Data Analysis on page 2 presenting and administrative summary of the data and a Capacity Building/Recommendations section on the last page or protocol to be utilized for the next reporting timeframe. The Capacity Building/Recommendations section also documents suggested changes. This report addresses 16 indicators of the superintendent's responsibility regarding Facilities. All indicators demonstrated in compliance. Reporting dates for this report are July 1, 2022 – June 30, 2023.

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

Date: 2/26/2024

**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**

I think it was in one of our last workshops of the financial process. Some of the things we take for granted, we had an extensive roofing conversation and the graph that was included, in the roof maintenance and the updates, and the upkeep that goes into it, it was astounding to learn from my perspective and it is a cost that is kind of unseen.

Motion by Ms. Preskey to accept the OE-12 *Facilities* Monitoring Report as In Compliance, seconded by Mr. Hager. Motion carried.

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

Date: 2/26/2024

**Data Analysis**

Facilities are an essential part of the delivery of education. The following is a summary of five key areas related to facilities at Bismarck Public Schools.

**Safety**

Safety is always the focus of everything we do at Bismarck Public Schools. We have systems in place for work orders and reporting. Safety related items always receive top priority. We continually strive to make sure our students and staff are safe.

**Facilities Planning**

Facilities planning is a focus at Bismarck Public Schools. A comprehensive Facilities Plan that ties to our Strategic Plan has been developed. In Fiscal Year 2023, BPS updated the Long-Range Facilities Plan.

**Maintenance**

Bismarck Public Schools often realizes longer than expected life on many items. This can be directly related to a good maintenance system. The sheer numbers of work orders completed related to both regular maintenance and preventative maintenance is a testament.

**Cleaning**

Next to safety, cleaning is our next priority for Facilities Staff. Our philosophy starts at the curb. Buildings at Bismarck Public Schools are our flagship and staff take tremendous pride.

**Community Friendly**

Partnerships and community rentals are examples of community uses of our buildings. From student use to adult use, we have a good rental process in place to allow adequate use from all user groups.

**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</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------

**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. All requests, that controllable budgets are unable to support, are forwarded to the school board for possible funding.</p>	

<p><b>Indicator 2:</b> The district has a comprehensive Long-Range Facilities Plan.</p>	<p><b>In Compliance</b></p>
<p><b>Evidence:</b> The Long-Range Facilities Plan was updated in 2023. The updated plan was presented to the board and available on the district website.</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 routine and preventative maintenance in the district. The district received 8,712 maintenance work orders. 5,876 of those work orders related to preventative maintenance and 2,836 related to general maintenance work orders in fiscal year 2023.</p>	

<p><b>Indicator 4:</b> The district will hold community strategic planning on an as needed basis.</p>	<p><b>In Compliance</b></p>
<p><b>Evidence:</b> The district completed its Strategic Plan in 2020. The plan dates are 2020-2025. The district is working on next steps for the next Strategic Plan.</p>	

**The Superintendent Shall:**

<b>12.2</b> Project life-cycle costs as capital decisions are made.	<b>In Compliance</b>
---------------------------------------------------------------------	----------------------

**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</b>
<b>Evidence:</b> All major systems have been inspected and documented. Systems that need repair/replacement have been completed or added to the Long-Range Facilities Plan.	

**The Superintendent Shall:**

<b>12.3</b> Assure that facilities are safe, clean, and properly maintained.	<b>In Compliance</b>
------------------------------------------------------------------------------	----------------------

**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</b>
<b>Evidence:</b> Staff are trained both when they start and then throughout the year on various topics. The district currently tracks this training through Unified Talent records.	

<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.	

<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.	<b>In Compliance</b>
<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.	

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

**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>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------

**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 rule 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 rule ABBB-AR outlines the use of school facilities.</p>	

**The Superintendent Shall Not:**

<p><b>12.5</b> Build or renovate buildings.</p>	<p><b>In Compliance</b></p>
-------------------------------------------------	-----------------------------

**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.

<p><b>Indicator 1:</b> Construction and/or major renovation require school board authorization.</p>	<p><b>In Compliance</b></p>
<p><b>Evidence:</b> The school board has authorized the design and bidding of an addition at Lincoln Elementary School and money to partner on ice with Bismarck Parks and Recreation.</p>	

**The Superintendent Shall Not:**

<p><b>12.6</b> 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.</p>	<p><b>In Compliance</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------

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

<p><b>Indicator 1:</b> All land acquisition proposals are vetted against known demographic trends.</p>	<p><b>In Compliance</b></p>
<p><b>Evidence:</b> No land acquisitions happened in fiscal year 2023. Administration is monitoring growth trends and meeting with developers on potential growth areas in our community. This data is shared with the board on a regular basis.</p>	

**The Superintendent Shall Not:**

<p><b>12.7</b> Authorize construction schedules and change orders that significantly increase cost or reduce quality.</p>	<p><b>In Compliance</b></p>
---------------------------------------------------------------------------------------------------------------------------	-----------------------------

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

<p><b>Indicator 1:</b> All change orders that do not change the project, yet exceed \$10,000, shall require board approval.</p>	<p><b>In Compliance</b></p>
---------------------------------------------------------------------------------------------------------------------------------	-----------------------------

**Evidence:** The board approved all change orders related to this indicator.

<p><b>Indicator 2:</b> All change orders that change the project and exceed \$5,000 shall require board approval.</p>	<p><b>In Compliance</b></p>
-----------------------------------------------------------------------------------------------------------------------	-----------------------------

**Evidence:** The board approved all change orders related to this indicator.

**Capacity Building/Recommendations**

**Capacity Building**

**Recommendations**

There are no suggested changes or recommendations by Administration