NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS MONITORING REPORT

EL-4 ASSET AND FACILITIES PROTECTION

FROM: Troy Oliver, Superintendent
DATE: February 4, 2025

The Asset and Facilities Protection Policy focuses on not placing the district at risk by failing to establish the necessary policies, procedures, and trainings to protect the district's assets and facilities.

Accordingly, the Superintendent will not:

Real Property and Facilities Protection

Criteria 1: Acquire, encumber, or dispose of real property without approval of Board.
a. Create or purchase any subsidiary corporation without Board approval.

Superintendent/CEO Interpretation: The Superintendent will not allow the district to acquire, encumber, or dispose of real property or create or purchase any subsidiary corporation without approval by the Board.

Superintendent/CEO Evidence Report: The district adheres to processes for acquiring or surplus of real property under the direction of the Superintendent and with Board approval. The annually approved Capital Facilities Plan outlines the district's property needs for the next six years, including surplus or acquisition requirements.

No real property actions have been taken without Board approval. Any proposal to create or purchase a subsidiary corporation would be presented to the Board during a regularly scheduled meeting.

Criteria 2: Operate without maintaining a long-range plan for managing and developing facilities.
a. Fail to involve key stakeholders in the long-range plan (such as the process of establishing school boundary adjustments and replacement of facilities.)

Superintendent/CEO Interpretation:
The Superintendent will not allow the district to operate without utilizing a long-range plan for managing and developing facilities with stakeholder involvement.

Superintendent/CEO Evidence Report:
The North Thurston Public Schools Facilities Advisory Committee, comprised of community members, students, parents, and staff, provides facility planning recommendations to the Board of Directors. These recommendations inform the annually updated Six-Year Capital Facilities Plan, which guides district facility initiatives based on current and projected needs. Community forums and/or written feedback options are used to provide stakeholder input to inform boundary revisions and other facilities-related actions of community interest.

Criteria 3: Cause or allow actions that violate or materially deviate from voter-approved building and renovation projects, state law, state regulations, procurement code, or building codes.

Superintendent/CEO Interpretation: The Superintendent will not allow the district to deviate from the voter-approved building and renovation projects, state law, state regulations, procurement code, or building codes.

Superintendent/CEO Evidence Report:
The Construction and Design Department manages the district's capital projects, guided by voter-approved ballot measures and in collaboration with Financial Services leadership. Bi-weekly meetings between the Director of Construction and Design and the Assistant Superintendent of Operations help ensure bond-funded projects stay on schedule and within budget while ensuring proper use of voter-approved funds.

Key Responsibilities of Construction and Design to ensure District adherence to laws, regulations, and codes:

- Submit state-required construction documents for Board review and approval.
- Collaborate with OSPI to secure state funding and maintain compliance.
- Manage construction administration, including permits, agency review, bids, contracts, records, pay requests, change orders, and warranties.
- Facilitate and document project meetings, agendas, correspondence, and records.
- Maintain site and project records for all district properties.
- Consulting with district counsel on facility and site-related legal matters.
- Prepare the annual Six-Year Capital Facilities Plan for Board approval.
- Manage the state-mandated Asset Preservation Program (APP).
- Serve as liaison with city, county, and state agencies on planning, utilities, land management, and growth.

- Address district-wide ADA needs in coordination with appropriate consultants.
- Support developer mitigation and land acquisition efforts.
- Coordinate easements, rights-of-way, and land use documents.

Conclusion:

The Superintendent/CEO evidence stated above demonstrates that we are in compliance with these criteria in this Executive Limitations Policy.