OE-13 FACILITIES

Policy Type: Operational Expectation

Annual Monitoring Report for School Year 2025-2026 – August 27, 2026

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.

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 Facility Services Department plans and schedules, and preventive maintenance and work order status are tracked electronically. For FY 2025-26 (August 1, 2025 through July 31, 2026), the Facilities Services Department received 6,548 work orders. Of these work orders, 6,038 or 92.2% were completed by a staff of 21 (twenty-one) technical tradespeople.

Grounds Maintenance
The district employs a grounds crew of 16 people to maintain nearly 542 acres. Our grounds crew's 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 2025–26, nine vehicle maintenance technicians completed over 2,900 work orders for the district's fleet, which includes:
- 167 school buses driven 1,272,041 miles
- 73 other district vehicles driven 362,487 miles
- 24 trailers

The Transportation Department achieved **100% compliance** with State safety standards for the winter 2025 inspection and **96% compliance** for the summer 2026 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 are provided on monthly budget status reports provided to the Board of Directors.

In Spring of 2025, the district began planning for a levy package, including critical repairs, for the February 2026 ballot. Proposed critical repairs work includes prioritizing the district's most urgent facility needs. The district formed a Levy Advisory Committee with meetings starting in September 2025. The levy measure passed in February 2026.

The 2026 Capital Levy dedicates approximately $55.6 million over four years (2027- 2030) to critical repairs that maintain safe, functional school facilities. It prioritizes urgent needs such as roofing, HVAC, plumbing, and safety improvements to ensure buildings remain "warm, safe, and dry" for students and staff. The work is guided by a priority-based approach that addresses the most critical facility conditions first and supports ongoing system replacement and life-cycle maintenance. Overall, the levy provides a structured plan to preserve existing facilities and address safety and maintenance needs not fully funded by the state. First year priority projects will include security vestibules at the three comprehensive high schools, roof replacement at Maple Hills, as well as select roof repairs throughout the district.

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:
- The district updated and grew its preventative maintenance schedules and passed four-year capital levies in 2022 for years 2023-2026 which contained funding earmarked for preventative maintenance and critical repair needs.
- 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.
- From December 2023 through February 2024, the district commissioned an extensive facility assessment study on all buildings. The study identified near, intermediate, and long-term facility needs with associated costs. This information was used to inform the work of the 2024 Bond Advisory Committee and later informed the 2026 Levy Advisory Committee when considering a critical repairs levy.
- During FY 2022-23, 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.

- The district initiated the [Capital Projects Oversight Committee] in March 2025 to provide an additional layer of evaluation for voter-approved bond and capital levy funds. This 26-member committee is composed of professionals from finance, construction, engineering, project management, and community leadership, as well as student representatives. Members monitor project expenditures, review progress, assess industry trends, and identify areas for adjustment to ensure that the district's investments align with long-term goals and community needs. By offering independent insights and recommendations, the committee works to strengthen public trust and confidence in the district's stewardship of capital funds.
- During the 2025-26 school year, the committee met a total of three times with the next meeting taking place in September 2026. The committee reviewed the district's approach to prioritizing capital projects based on critical needs, lifecycle planning, and available funding. Discussion also focused on financing strategies, the flexible use of levy funds within voter-approved purposes, and ways to more clearly communicate how investments support priorities such as safety, facility systems, and long-term asset preservation.
- The 2026 Capital Levy measure passed and allocates $55.6 million from 2027–2030 to prioritize critical repairs and life-cycle maintenance—such as roofing, HVAC, plumbing, and safety upgrades—using a priority-based approach to keep school facilities safe, functional, and properly maintained beyond state funding levels.
- The levy package was informed by the comprehensive facility needs identified during 2024 bond planning, with the overall scope refined and reduced to align with the levy's funding capacity while still addressing the district's highest-priority capital repair and replacement needs.

13.3 Develop and consistently administer facilities use guidelines delineating:

a. Permitted uses
b. The applicable fee structure
c. Clear user expectations, including behavior, clean-up, 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 ([Regulation 4260 – Use of District Facilities]) 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 this regulation results in financial remuneration to the district and/or suspension of user privileges.

The district receives feedback regarding community access to facilities and programs and works to maximize community use whenever possible while balancing the needs of students, educational programs, facility preservation, safety requirements, and responsible stewardship of public resources. The district continues to refine processes and strengthen coordination with community partners to support transparency, consistency, and informed decision-making regarding facility use.

In applying this regulation, the district monitors community use and periodically adjusts fee structures to ensure alignment with neighboring districts and support responsible facility stewardship. During the 2024–25 school year, the district adjusted rental rates for Class 3 and Class 4 users to better align with neighboring districts. Prior to this rate adjustment, our pricing for similar groups was approximately 23.5% lower than Bellevue and Lake Washington School Districts. Following the increase, Class 3 bookings remained stable year-over-year, while Class 4 bookings declined slightly. Revenue from Class 3 and 4 bookings increased from $183,242.50 in 2023–24 to $211,070 in 2024–25. In 2025-26, net revenue was $208,331.70.

Booking and Usage Comparison

- **September 17, 2023 – September 17, 2024**
  - Class 3: 784 bookings, 2,178.83 total hours
  - Class 4: 932 bookings, 1,606.50 total hours

- **September 17, 2024 – September 17, 2025**
  - Class 3: 754 bookings, 2,248.75 total hours
  - Class 4: 587 bookings, 1,065.50 total hours

- **August 1, 2025 – July 31, 2026**
  - Class 3: 806 bookings, 2,401.25 total hours
  - Class 4: 990 bookings, 1,693.50 total hours

Damage and Suspension Policies

The district experiences very few cases of damage related to community rentals. Most minor issues are addressed by custodial or maintenance staff at no charge. Charges or suspension are only applied in cases of significant damage combined with non-payment.

Suspension of user privileges is generally limited to two situations:

- Non-payment of past-due invoices
- Repeated violations of district facility procedures or policies

For unpaid invoices, the district sends multiple reminder emails and has introduced online credit card payments to simplify the process. If there is no response after three reminders, collections begin and future reservations are cancelled.

Since introducing online payments in 2023–24, online rental payments have increased significantly. Collections totaled $43,538.50 in the first year and reached over $186,000 in 2024–25, reflecting strong community adoption of the new system. For 2025-26, online payments have held steady at $182,514.50 indicating consistent usage of this system.

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:
During 2025-26, the district did not have any major construction or renovation contracts of $350,000 or greater which required formal public bid. However, during the 2025-26 fiscal year, one project did use the formal bid process (even though under the $350,000 threshold) and was presented to and approved by the Board. The Beaver Lake Middle School Elevator Modernization 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 includes 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 site.

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 of Compliance:
There were no changes to school or mascot names during the 2025-2026 monitoring period. Information regarding the naming of the district's new high school and the selection of its mascot will be included in the 2026-2027 monitoring report as those processes move forward.

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 will 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 2025-26 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 School Bus Charging Stations – Change Order #2).

The district has also enhanced its change order process to support greater transparency and ease of access. All approved change order information is now posted under each project on the district website, allowing Board members and the public to quickly locate and verify information. This improvement provides a more efficient and transparent reporting process while maintaining the required process for Board approval.

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.

- Starting in the 2026-27 school year, the Custodial team has implemented Standard Operating Procedures: Restroom Cleaning Standard Operating Procedure Example

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 community access to district facilities, part-time theater managers were hired at the end of the 2022–23 school year, with positions filled early in 2023–24. Staff hours were expanded, and theaters were opened for community rentals in October 2024.
    - Theater usage grew significantly during the 2024–25 school year:
        - School usage increased from 9,297 hours (2023–24) to 13,202 hours (2024–25).
        - Community usage increased from 18 hours (2023–24) to 129 hours (2024–25).
    - Theater usage grew again significantly during the 2025-26 school year:
        - School usage increased to 15,268.97 hours
        - Community usage increased to 255 hours

- Beginning in 2022–23, the Facility Services Department began tracking utilization rates, calculating:
    - Total available building hours (September–June, 6–9:30 pm)
    - Hours used by group type
    - Total hours used
    - Percentage of utilization

Result: Facility usage and community engagement have increased substantially. In some cases, demand has exceeded available time slots, demonstrating strong community interest.

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	3,640	5,040	11,065	1,778	1,005	44,614	96.58%
2024-25	46,200	26,061	2,220	4,977	9,113	1,852	367	44,590	96.51%
2025-26	46,200	21,009	2,402	7,179	9,867	2,140	1,354	43,951	95.10%

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: