

**Issaquah School District  
Executive Limitations Monitoring Report**

**EL-13 FACILITIES  
(Internal Annual Report)  
October 12, 2016**

***The Superintendent certifies that the District is in compliance with EL-13  
with no exceptions.***

***The Superintendent shall not fail to assure that physical facilities support the accomplishment of the Board's Ends policies and are safe and properly maintained.***

**Interpretation**

I interpret physical facilities to include all buildings, equipment, grounds, sports fields and parking lots; and that the District will:

- (a) Plan for, at a minimum, a five-year forward looking strategy to build, improve and/or maintain our physical facilities;
- (b) Implement the capital/maintenance plan to appropriately address District priorities;
- (c) 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; and
- (d) Maintain equipment, including school buses, to the extent of safe and useful life as determined by the administration; and
- (e) Provide capital revenue streams for construction, renovation and maintenance of physical facilities.

***Accordingly, the Superintendent may not:***

- 1. Fail to develop a plan and establish priorities for construction, renovation and maintenance projects. In setting priorities the Superintendent shall not fail to:***
  - 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 insures unsafe conditions are treated as priorities, preventive maintenance is planned and implemented, and system replacements are scheduled as appropriate.

## **Evidence of compliance**

- The District has completed all of the major projects from the Bond approved by the voters in 2006.
- The District has also completed several major projects in the 2012 Bond authorization, including Apollo and Issaquah Valley Elementary expansions/remodels, the 2<sup>nd</sup> and 3<sup>rd</sup> phase of Liberty High school reconstruction, and artificial turf fields at all of the middle schools, excluding Issaquah Middle School (which is being currently rebuilt). There is ongoing construction and planning for several other projects from the 2012 Bond as well, including the reconstruction of Issaquah Middle School, the rebuild of Sunny Hills and Clark Elementary Schools, and the remodel in preparation for [Gibson Ek High School](#).
- This year 5,400 work orders were submitted to the [Facility Services Department](#) and 5,000 have been completed. During the monitoring period 93% of submitted work orders were successfully finished, despite experiencing turnover in 6 of 19 trade positions (32%) during the school year.
- In 2015-16, nine vehicle maintenance technicians completed 3000+ work orders on 164 school buses driven 1,500,000 miles and 97 other District vehicles driven more than 470,000 miles. The Transportation Department's vehicle safety inspections by the State showed results of 100% compliance with State safety standards.
- [Critical Repairs \(Capital Levy\)](#) was approved by voters in February of 2014, and provides capital proceeds for maintenance and improvements from 2015-2018. These projects are tracked and completion noted on the monthly budget status reports provided to the board of directors.
- The [voters approved a \\$219,121,500](#) bond issue on April 17<sup>th</sup> of 2012, the proceeds of this [bond are for improvements/modernization and maintenance](#) of District physical assets. The [district capital projects website](#), provides details on major ongoing, future and completed projects.
- The voters approved a [\\$533.5M bond issue with a 71.39% "yes" vote](#) in April of 2016. These proceeds will be used to [add 4 new schools, expand and remodel several elementary schools](#) and fund the acquisition of property for the 4 additional schools.
- The District is also in the early planning stages of a potential Capital Levy/Critical repairs measure that would incorporate additional preventive maintenance and replacement needs in the years 2019-2022.

### **Facilities Work Order System**

A computerized work order system allows building staff to submit work orders online. The Department plans and schedules preventive maintenance and work order status is tracked electronically.

In FY 2015-16 (September 1, 2015 through August 31, 2016), the Facilities Services Department received approximately 5,400 work orders. Of these work orders, 93% were completed by a staff of 19 technical tradespeople.

### **Vehicle Maintenance System**

The [Transportation Department](#) uses an electronic data base 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 data base electronically and alerts the motor pool manager when service is due. School buses 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.

### **Maintenance of Grounds**

Current resource levels require the District to set priorities for limited grounds care. We employ a grounds crew of 14 people to maintain nearly 500 acres. Our grounds priority is the maintenance of lawn areas; shrubs and flower beds receive limited attention. (In many locations throughout the District, volunteers tend flower beds in response to this unmet need.) The District will be working 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.

## ***2. 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**

I certify that all major construction or renovation contracts (\$300,000 or greater which require formal public bid) for the 2015-16 (9-1-2015 to 8-31-2016) fiscal year were presented to and approved by the Board. Below are examples of projects that were provided to the Board for action, approval, award or completion:

- [Skyline High School Stadium](#)
- [Rejection of Track Resurfacing Bid at LHS and Skyline](#)

Additionally, the Board is also provided monthly [Budget Status Reports](#) that provides by project detail of all ongoing construction projects and their associated financial activity. [Capital projects updates](#) are

also provided to the Board and the community in public meeting and updated on the [District's Capital Projects website](#). The District has done a complete "rework and update" of the capital projects web presence, which includes more multi-media project information. Also, following a Board work study, the District will be adding additional information for major projects. A major project in this case will be defined as a project greater than \$300,000 that was formally bid and under district policy has the Board approving change orders. The aforementioned "major projects" will include initial project estimate, changes in scope, and the final total cost of the project when completed.

***3. 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 that the Board be provided sufficient/compelling information regarding the need for and location of a school site.*

**Evidence of compliance**

I certify that each of the enumerated factors were considered and presented to the Board along with the recommendation involving the purchase of land. During this monitoring the District has recommended the purchase of property for a potential elementary and high school site.

***4. Fail to 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 insures timely planning and implementation of preventive maintenance and appropriately scheduled system replacement.

**Evidence of compliance**

Large scale projects or system replacements are historically funded through Capital Bonds. The 2006 Bond issue approved by the community for \$241M and was exhausted in fiscal year 2012-2013.

The Board placed a \$219,121,500 bond issue on the April 17<sup>th</sup>, 2012 ballot and voters approved the measure at 70%. [These proceeds will be used for large capital improvements over the next several years](#). Additionally, the District passed a four year capital levy (2015-18) in which [\\$10.2 million](#) is earmarked for short term capital needs.

The voters approved a [\\$533.5M bond issue with a 71.39% "yes" vote](#) in April of 2016. These proceeds will be used to [add 4 new schools, expand and remodel several elementary schools](#) and fund the acquisition of property for the 4 additional schools.

The District has also continued to update and grow its preventative maintenance schedules and is in the early for planning a 2019-2022 capital levy.

**5. *Authorize construction schedules and change orders that significantly increase cost or reduce quality.***

**Interpretation**

I interpret this to mean that all change orders and delays in construction schedules that significantly impact construction projects will be submitted to the Board for approval. Significance in regards 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 2015-16 school year, all major construction scheduling changes and all change orders were presented to the Board for approval/information. The administration provides all change orders to the Board on the consent agenda ([See example of LHS school addition and modernization Phase III](#))

**6. *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. We are unaware of any violations of cleanliness, sanitary or safety standards or ongoing community complaints regarding the condition of District facilities.

**7. *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 policy.

**Evidence of compliance**

I certify that all facility use is managed according to District policy. Community use that facilitates student activities is accommodated and encouraged whenever possible.

8. *Fail to develop and 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.*

**Interpretation**

I interpret this to mean that we shall follow the Districts' facility use policy and accommodate community and public use as outlined in the policy.

**Evidence of compliance**

I certify that the facility use policy is used to manage the [District's fee structure and communicate user expectations](#). Failure of users to follow policy results in financial remuneration to the District and/or suspension of user privileges.

*Board Acceptance: October 12, 2016*