

**Policy Type: Executive Responsibilities 9 – Facilities**

**Board Review/Approval Date: June 9, 2020**

The superintendent shall ensure that district is in compliance with federal, state, and local facilities requirements and that district facilities are safe, clean, inviting and conducive to teaching and learning.

<b>Therefore, the superintendent will:</b>	<b>Evidence Requested/Presented</b>	<b>Board Notes</b>	<b>In Compliance</b>	<b>Not in Compliance</b>	<b>Follow-up Review Date</b>
<p>1. Ensure that the district is in compliance with local, state and federal regulations and requirements, and board policy, and maintains essential property, building, maintenance and facility records.</p>	<p>WSD is a member of MRSC, which manages the Small Works Rosters for many Public Agencies, State Contracts and Interlocal Agreements are used when applicable. Maintenance and Facilities records are kept in accordance with Board Policy 6955, which defines which records are to be kept and at what location. The districts physical plants and grounds are maintained in accordance to Board Policy 6800 Safety, Operations and Maintenance of School property, by way of a continuous program of repair, maintenance and reconditioning.</p>			<p><b>X</b></p>	
<p>2. Provide for the development and annual review of a district Long Range Facilities Plan (LRFP) to assure that a prioritized list of improvement projects is identified and funding sources planned. Maintain a continual six-year plan for developing and managing the Capital Facilities Plan (CFP).</p>	<p>Our 6-year plan is updated annually to reflect additional enhancement projects, deferred maintenance needs and the acquisition of property for future school sites identified during our last Long Range Facility Planning effort. The current Capital Facilities Plan covering years 2015-2021 was anticipated to be updated in Spring of 2020. Due to COVID-19 all Clark County CFP's have been postponed until 2021. Impact fees calculated within the plan will remain the same until the plan is updated.</p>			<p><b>X</b></p>	

<p>3. Ensure the planning and completion of regular preventive maintenance.</p>	<p>Facilities maintenance will be accomplished through a program of continuous scheduling and completion of necessary repairs, reconditioning or remodeling and long-term planning. Budget recommendations shall be made each year to meet these needs.</p>			<p>X</p>	
<p>4. Ensure that the district is staffed with competent and knowledgeable facilities, maintenance, and grounds staff and that staff participates in regular training to stay current.</p>	<p>Employees are screened through the hiring process to ensure their skills meet the requirements of the position. A proficiency test is given. Staff training consists of mentoring with both in house staff and contractors. External trainings are encouraged and supported by Professional Development funds. Current employees are evaluated annually. Building Administrators forward input on the performance of building custodians and maintenance and grounds staff to the Facilities Director.</p>			<p>X</p>	