Washougal School District 112-06

Policy Type: Executive Responsibilities 9 – Facilities

Board Review/Approval Date: April 15, 2014

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.

<table>
<thead>
<tr>
<th>Therefore, the superintendent will:</th>
<th>Evidence Requested/Presented</th>
<th>Board Notes</th>
<th>In Compliance</th>
<th>Not in Compliance</th>
<th>Follow-up Review Date</th>
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<tbody>
<tr>
<td>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.</td>
<td>WSD has joined MRSC which manages the Small Work Rosters for many Public Agencies. Maintenance and Facilities records are kept in accordance with Board Policy 6955, which defines which records are to be kept and at what location.</td>
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<td>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).</td>
<td>The District anticipates receiving funding in August of 2014 to complete a new Study and Survey. Much of the information gathering has already occurred including a facilities condition study and a renewed Demographics Study. This information is also being used to support the District and a committee which is currently developing a LRFP. The committee began work Winter of 2013. The goal of this plan is to identify building capacities with regard to enrollment forecasts, determine the condition of existing facilities and create a timeline for the lifespan of each buildings systems as well as determine the need for future property purchases and development of new facilities. This study will provide the information needed to support future Bonds.</td>
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<td>3. Ensure the planning and completion of regular preventive maintenance.</td>
<td>Facilities maintenance will be accomplished through a program of continuous scheduling and completing of necessary repairs, reconditioning or remodeling and long term planning. Budget recommendations shall be made each year to meet these needs.</td>
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<td>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.</td>
<td>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 and contractors, external trainings are encouraged and supported by Professional Development funds. Current employees are evaluated twice annually. Building Administrators forward input on the performance of building custodians to the Facilities Director as well as the performance of the maintenance and grounds staff.</td>
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