

Washougal School District 112-06

Policy Type: Executive Responsibilities 9 (Facilities)

Board Review Date: December 13, 2011

Board Approval Date: January 10, 2012

The superintendent shall ensure that district facilities are safe, clean, inviting and conducive to teaching and learning.

Therefore, the superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
Maintain a continual six-year plan for managing and developing facilities and engage the board in an annual review of the Capital Facilities Plan (CFP).	The board will be provided with an annual review of the CFP. The CFP will be updated every two years and brought to the board for approval.		X		
Provide for the annual review of the 2010-2021 District Long Range Facilities and Field Plan to assure that a prioritized list of improvement projects is identified.	Doug Bright will facilitate the annual process for review, involving building administrators and maintenance staff and will provide a prioritized list of projects. This prioritized list will be reviewed annually with the board for input and to establish the amount to be allocated in the budget development process.		X		
Ensure that voter-approved building and renovation projects, state law, state regulations, procurement code, or building codes are followed.	Doug will present a written report concerning facilities/ maintenance at the board meeting. Doug and Geert Aerts will present and provide a written report on the WHS retro-commissioning project.		X		

Schedule and perform regular preventive maintenance.	A Preventive Maintenance Report is attached. 2012 summer facility work plans reported to the board in Spring 2012.		X		
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Interpretation:

A strong educational program depends on facilities, grounds, and fields that are well maintained, safe, and adequate for both current and future use. All facilities and property must be designed and maintained to support student achievement and success, with a secondary benefit to the community in support of the District Community Education Program goals through facility rental procedures. Many community members view the condition of our school facilities and grounds as evidence of the quality of our District's leadership. Thoughtful attention must be paid to caring for facilities, planning ahead for future needs, communicating with the community, and adhering to the proposed use of revenue, especially when fiscal sources are generated through levy and capital campaign sources.

The school board charges the superintendent with the responsibility of including in the recommended budget the resources needed to assure that school facilities are safe, well maintained, clean, energy efficient, and in good repair. This responsibility includes long range planning so that the district is able to reserve the resources needed to accomplish costly up-keep and maintenance in the future. The district is currently a member of the Risk Management Cooperative overseen by the Educational Service District 112 and the superintendent must maintain the long-term fiscal resources for insurance and liability coverage through this cooperative.

Every two years the superintendent facilitate the creating of a six-year Capital Facilities Plan as required by Clark County. This plan will reflect an analysis of demographic data and facility needs, as well as a mathematical calculation of impact fees as allowed by state law and county ordinance.

The District employs a Director charged with the implementation of the Long Range Facilities Plan. The superintendent is responsible for the supervision of this employee, assuring that the facility, grounds, and maintenance staff carry out the duties required to accomplish the projects outlined in the plan.

The District employs a Business Director charged with the management of the District resources and with creating, implementing and monitoring fiscal systems that keep the District in compliance with State and Federal laws and with Board Fiscal Policies. The

superintendent is responsible for the supervision of this employee and with assuring that the fiscal management systems and all District staff adheres to policies created. Included in this Executive Responsibility is:

1. Obtaining Board of Director approval as required by the State Accounting Code Manual for Capital Facilities Fund expenditures, budget extensions, transfer of funds from general fund and Resolutions appropriate to the action of the Board.
2. Oversight of capital projects fund including coding of specific projects such as energy improvements and tracking and responding to the Board on investment earnings.

The Board of Directors will be responsible for the adoption of the Long Range Facilities Plan and for the allocation of resources annually. Major changes to the plan or the adopted timeline will require approval of the school board and so communication to the school board through the superintendent will occur regularly including emergency issues or problems with school facilities, maintenance and fiscal management processes.