



OE 12: Facilities

Summary of Compliance Status

Date: April 22, 2019

Superintendent Certification

With respect to the results of Operational Expectation 12 (OE 12): Facilities, the Superintendent certifies that the following information is accurate and complete, and the School District is:

- ☐ In compliance.
☒ In compliance with exceptions noted.
☐ Not in compliance.

Executive Summary:

Operational Expectation 12: Facilities (OE-12) has been monitored and reviewed to ensure the District's facilities and grounds are maintained to support safety and foster an environment for learning by:

- Utilizing a master planning process to execute preventative maintenance.
- Performing cost-cycle analysis on capital purchases.
- Maintaining the facilities and grounds in a safe and clean condition.
- Enacting policies to permit for and allow usage of our facilities by the community.
- Getting School Board approval for any land purchases and any new building projects or remodeling that costs more than \$250,000.

Summary of Compliance Status:

Of the 19 measures in OE 12, 17 are in compliance, 1 is Needs Improvement, and 1 is not applicable:

- OE 12.3 Measure 2: Our average Work Order Days Outstanding result of 10.08 is higher than the 2017/18 value of 6.13.
- OE 12.3 Measure 3: The mean on the Parent Engagement survey pertaining to a "clean and well maintained school" is not applicable because the survey has not yet been administered.

This data demonstrates that the District is in compliance with exceptions noted on OE-12 Facilities, with 89% of the measures being in compliant. The District's plan to execute capital and preventative maintenance, support the use of our facilities through the Facility Rental process, and utilize competitive bidding processes are all compliant with the School Board's expectations.

We have ensured the District's facilities and grounds are maintained to support safety and foster learning environments through the following:

- Utilizing a ranked prioritization process for capital maintenance items.
- Creating a 10-year capital budget plan, which is supported by the School Board, to adequately plan for replacement of building systems or components identified to be near the end of their design service life.
- Implementing a computer maintenance management system to schedule preventive maintenance projects to prolong the design service life of various building systems and track the work that is performed.

The community is able to utilize the District's facilities and grounds through our Facility Use rental policy. Hundreds of events are supported that bring community members into our buildings to utilize the space we have. The expectation of our Custodial, Maintenance, and Grounds Departments is that the facilities will always be clean and welcoming to students, staff, and community members.

The District also ensures that all projects involving expenditures of more than \$250,000, as well as any transaction involving land being sold or purchased, is brought to the School Board for approval.

Areas of focus for continuous improvement:

We will continue to provide excellent service to all stakeholders in the District. As a direct result of the District's efforts to provide safe learning environments through new construction, capital maintenance, safety initiatives and equity projects, the workload placed on the department has changed. With the increase in the number of projects to support, the amount of time spent on preventative and reactionary maintenance projects has decreased and more time is being spent on project design and facilitation. Projects typically require more in-depth participation, which results in fewer Work Orders completed and more days spent per Work Order. We will work on a better process for communicating the Work Request process to staff, to ensure that all maintenance task being completed are documented in our system.



Signed: _____

Brad Saron, Superintendent

Date: April 22, 2019

School Board Action

With respect to the results of Operational Expectation 12 (OE 12): Facilities, the School Board finds that the organization and the superintendent are:

_____ In compliance.

 X In compliance with exceptions noted.

_____ Not in compliance.

Motion #1 by Carol Sue Albright, second by Caren Diedrich to accept the report. Motion carried.

Motion #2 by Dave Hoekstra, second by Tom Weber to accept the report as in compliance with exceptions noted. Motion carried.

Summary Statement of the School Board:

Would like to see more data. Encourage administration to find areas where data could be pulled.

Signed:  Date: September 16, 2019
Steve Schroeder, School Board President



Sun Prairie Area School District

Futures depend on us...every child, every day.

OE 12: Facilities

OE 12: The Superintendent shall assure that physical facilities meet the needs of our diverse and growing student population and community and support the accomplishment of the Board's Student Results policies.

Interpretation:

The School Board expects the Superintendent to ensure that all District facilities and grounds are planned, operated and maintained in such a way that promotes a safe environment that supports best teaching practices and are conducive to student learning.

OE 12.1

OE 12.1: The Superintendent will develop and execute a facilities plan that establishes priorities for construction, renovation and maintenance projects that:

- A. Assigns highest priority to the correction of unsafe conditions;
- B. Includes maintenance costs as necessary to enable facilities to reach their intended life cycles;
- C. Plans for and schedules preventive maintenance;
- D. Plans for and schedules system replacement when new schools open, schools are renovated or systems replaced;
- E. Discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on other parts of the organization.

Interpretation:

The School Board expects the Superintendent to identify and prioritize capital projects, purchases and maintenance requirements not normal to operational and maintenance activities due to their higher costs necessary to address future needs, major modifications and/or expansions to the existing buildings, grounds, and systems, to formulate the facilities and grounds master plan. The Facilities and Grounds Capital Budget Master Plan addresses the daily and future needs of the district to maintain the quality and security of the buildings and grounds for students, staff and the public.

Definition of terms:

- **Facilities plan** shall mean a ten year Facilities and Grounds Capital Budget Master Plan, coordinated with an annual capital maintenance budget.
- **Projects** shall mean major work identified in the Facilities and Grounds Capital Budget Master Plan.
- **Correction** shall mean bringing a condition into compliance with the applicable code or generally accepted industry standard for safety.
- **Unsafe condition** shall mean a condition that does not meet an applicable code or generally accepted industry standard or a condition that can reasonably be expected to cause physical harm.
- **Intended life cycle** shall mean the expected time that a system will operate based on manufacturer's data until renovation or replacement is required.

- **New schools open** shall mean the date of receipt of the Certificate of Occupancy.
- **Schools are renovated** shall mean the date of receipt of the Certificate of Occupancy.
- **Systems replaced** shall mean the date of the Certificate of Occupancy or closing of the applicable permit.
- **Growth patterns** shall mean trends in student population size.
- **Financial and human impact individual projects will have on other parts of the organization** shall mean taking into consideration the budget implications, human impact, and other costs to other departments of the District due to the scheduling and completion of projects.

OE 12.1		
Measure	Superintendent	Board
<p>Measure 1: No person is injured and no instructional time is lost as a result of an unaddressed, unsafe condition that could have been reasonably avoided through a preventative maintenance plan.</p> <p>Evidence of Compliance: No reports of injury to staff or students due to negligence of maintenance to facilities or grounds on the part of the District.</p>	Compliant	
<p>Measure 2: The Superintendent prioritizes projects and identifies unsafe conditions during the capital maintenance planning process for correction as soon as possible and remains a priority until fixed.</p> <p>Evidence of Compliance: 2016-21 Capital Maintenance Project List, Capital Maintenance Project List by School</p>	Compliant	
<p>Measure 3: The Superintendent utilizes a prioritization decision analysis process to identify and rank project requests, then adequately funds necessary repair and maintenance projects through the capital maintenance planning process.</p> <p>Evidence of Compliance: 2016-21 Capital Maintenance Prioritization Matrix,</p>	Compliant	
<p>Measure 4: The district identifies, schedules and conducts required preventive maintenance in the computerized maintenance management system (CMMS).</p> <p>Evidence of Compliance: District utilizes the SchoolDude CMMS platform to schedule PM Tasks. PM Schedule Analysis</p>	Compliant	
<p>Measure 5: Required system replacements and repairs have been completed and all major systems are operating and maintaining district specifications.</p> <p>Evidence of Compliance: All systems are operating as designed or under maintenance to become operational.</p>	Compliant	
<p>Measure 6: The district develops a rolling ten year Facilities and Grounds</p>	Compliant	

<p>Capital Budget Master Plan, updated annually, which includes assumptions upon which the plan is based.</p> <p>Evidence of Compliance: 2018-28 Facilities and Grounds Capital Budget Master Plan</p>		
<p>Measure 7: The Board demonstrates its commitment to the Facilities and Grounds Capital Budget Master Plan by adoption by majority vote.</p> <p>Evidence of Compliance: School Board Minutes 04/23/2018</p>	Compliant	

OE 12.2

OE 12.2: The Superintendent will project life-cycle costs as capital decisions are made.

Interpretation:

The School Board expects the Superintendent to utilize life-cycle cost analysis (LCCA) to estimate the overall costs of project alternatives and to select the design that ensures the facility will provide the lowest overall cost of ownership consistent with its quality and function.

Definition of terms:

- **Capital decisions** shall mean all capital improvement expenditures under \$250,000 are approved by the Superintendent or designee and all capital improvement expenditures of \$250,000 or more are approved by the School Board.
- **Life-cycle costs** shall mean all costs of acquiring, owning, and disposing of a building system, piece of equipment, or facility based on the manufacturer's design life expectancy.
- **Project (life-cycle projection)** shall mean calculate using cost analysis methodology.

OE 12.2

Measure	Superintendent	Board
<p>Measure 1: The School Board receives system design alternatives for all capital improvements of \$250,000 or more that include life-cycle cost analyses for all capital decisions that show schedule alternatives and design criteria.</p> <p>Evidence of Compliance: Worked with our Roofing consultant to select a white TPO roof after evaluating multiple materials for installation as part of our Cardinal Heights Phase II Roofing project to deliver a long life span that will help diffuse solar gain and provided the best lay-up for our application. Roof Replacement Project Specifications</p>	Compliant	

OE 12.3

OE 12.3: The Superintendent will assure that facilities are safe, clean and properly maintained.

Interpretation:

The School Board expects the Superintendent to provide a quality learning environment that is safe and well maintained for students, staff and the public.

Definition of terms:

- **Safe** shall mean free from physical hazards or dangers to students, staff and stakeholders.
- **Clean** shall mean reasonably free of trash (except in approved receptacles) and dirt, and conforming to applicable health department standards.
- **Properly maintained** shall mean ensuring that the facilities are code compliant, are able to pass required inspections, and are reasonably preserved from failure or decline.

OE 12.3

Measure	Superintendent	Board
Measure 1: The District passes all required annual inspections and construction inspections in accordance with applicable federal, state and local codes. Evidence of Compliance: No Active Violations. Received all permits to operate from State of Wisconsin.	Compliant	
Measure 2: The average work order days outstanding in the computerized maintenance management system (CMMS) meets or exceeds the District Annual Target during this monitoring cycle. Evidence of Compliance: Work Order Days Outstanding Report	Needs Improvement	
Measure 3: The mean score for schools being "clean and well-maintained" on the Parent Satisfaction survey meets or exceeds the District Annual Target during this monitoring cycle. Evidence of Compliance: Parent Satisfaction survey has not yet been administered.	N/A	
Measure 4: The mean score for schools being "clean and well maintained" on the Student Engagement survey meets or exceeds the District Annual Target on the district scorecard. Evidence of Compliance: Student Engagement score of 2.72. First year of results with School Perceptions survey, so we will use this score to establish our benchmark.	Compliant	

OE 12.4

OE 12.4: The Superintendent will encourage community use of district facilities, while consistently administering 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:

The School Board expects the Superintendent to ensure district facilities are made available to the public for uses that benefit the community in developing and sustaining lifelong learning when they are not being used for school-related curricular and extracurricular activities. Any individual or group using school facilities are required to abide by all district facility use regulations and policies.

Definition of terms:

- **Facilities use guidelines** shall mean a district policy governing the usage of any field, building or portion of a building.
- **Applicable fee structure** shall mean the district approved charge for use of facilities.
- **Clear user expectations** shall mean written rules and requirements.
- **Cleanup** shall mean removing trash and restoring the facility to the condition prior to renting.
- **Security** shall mean safety measures to protect the facility and the materials and property within the facility.
- **Insurance** shall mean property insurance and general liability insurance.
- **Damage repair** shall mean restoration of any harm or loss to the building or restoration of any harm to materials or property within the facility.

OE 12.4

Measure	Superintendent	Board
Measure 1: The district reasonably maintains school-community use policy KG and regulations KG-E and KG-R. Evidence of Compliance: KG , KG-E , KG-R	Compliant	
Measure 2: Fees established by KG-E are billed and received per normal business practices. Evidence of Compliance: Facility Rental fees are billed and collected monthly, Facility Rental Invoice Report 4/1/18-3/15/19	Compliant	

OE 12.5

OE 12.5: The Superintendent may not build or significantly renovate buildings.

Interpretation:

The School Board expects the Superintendent to not construct or renovate buildings beyond a spending threshold unless approved by the School Board.

Definition of terms:

- **Build** shall mean the initial construction of a facility or the addition to an existing facility.
- **Significantly** shall mean a renovation that will cost \$250,000 or more.
- **Renovate** shall mean the restoration of a facility or system to “as new” condition.
- **Buildings** shall mean physical facilities over 400 square feet.

OE 12.5

Measure	Superintendent	Board
<p>Measure 1: All initial construction and renovation projects of \$250,000 or more receive prior approval from the School Board.</p> <p>Evidence of Compliance: All projects of \$250,000 or more have been approved by School Board action. SPASD Roofing Projects 2018-19</p>	Compliant	

OE 12.6

OE 12.6: The Superintendent may not recommend land acquisition without first completing a reasonable due diligence process.

Interpretation:

The School Board expects the Superintendent to have a planned approach to acquiring land that is reflective of the strategic goals of the district.

Definition of terms:

- **Land acquisition** shall mean obtaining a potential building site through purchase or developer dedication.
- **Due diligence process** shall mean holding a meeting of the electorate as required by state statute, engage proper city and municipal officials, evaluating factors such as student enrollment projections, cost comparisons, construction, stormwater management, green space requirements and transportation factors, and any other extraordinary costs due to potential natural and man-made risks.

OE 12.6

Measure	Superintendent	Board
Measure 1: The School Board has been made aware of all recommended land acquisition projects, to include growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks prior to the district entering into any agreement for the purchase or dedication of land. Evidence of Compliance: No new land was acquired in this reporting period.	Compliant	
Measure 2: The Superintendent ensures that the due diligence processes of holding a meeting of the electors as required by state statute or by referendum, and the engagement of proper city and municipal officials, have been followed. Evidence of Compliance: No new land was acquired in this reporting period.	Compliant	

OE 12.7

OE 12.7: The Superintendent may not authorize construction schedules and change orders that significantly increase cost or reduce quality.

Interpretation:

The School Board expects the Superintendent to engage them when there are construction scheduling issues and project change orders that will increase the cost and/or reduce quality beyond what was originally expected.

Definition of terms:

- **Change orders** shall mean a change in the scope of a project that produces a corresponding change in the cost, schedule, quality of the project, and/or where a change causes a project to meet or exceed the \$250,000 spending threshold requiring School Board approval.
- **Significantly increase cost** shall mean a change of \$250,000 or more of the original contract amount and will require approval by the School Board.
- **Reduce quality** shall mean changing approved design specifications to a lower standard or accepting work that does not meet the approved design specifications.

OE 12.7

Measure	Superintendent	Board
Measure 1: The previous school year capital maintenance budget closes out at or under budget. Evidence of Compliance: 2017/18 Capital Budget Account Balance	Compliant	
Measure 2: The School Board is made aware of any schedule changes or change orders of \$250,000 or more that significantly increase the cost or reduce quality prior to approval of the schedule change or change order unless extenuating circumstances require the School Board President to approve in advance of the School Board meeting. Evidence of Compliance: No change orders of \$250,000 or more were made during the reporting period.	Compliant	