

**Hutchinson Public Schools**  
**Operational Expectations Monitoring Report**  
**OE 12 – Facilities**  
**May 14, 2018**

**SUPERINTENDENT CERTIFICATION:**

With respect to OE-12 – Facilities, the Superintendent certifies that proceeding information is accurate and complete, and that the District is:

**In Compliance**

**In Compliance, with noted exception(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Not in Compliance**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent of Schools

**BOARD ACTION**

With respect to OE-12 – Facilities, the Board finds that the District and the Superintendent:

**Are fully compliant**

**Are compliant with noted exception(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are non-compliant**

Comments and findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date for re-monitoring: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board President

Hutchinson Public Schools  
Board Monitoring Report  
May 14, 2018

Re: Monitoring Report on OE 12: Facilities  
 From: Gary Price, Superintendent  
 Randy Norwood, Executive Director of Operations  
 Date: May 14, 2018  
 Board Focus: Action Required

Monitoring of operational expectations policies is part of the ongoing process of the superintendent evaluation. This operational expectation policy addresses several aspects of the superintendent’s responsibility regarding personnel administration.

OE 12: Facilities	Superintendent			Board		
<b>The Superintendent shall assure that physical facilities support the accomplishment of the Board’s <i>Results</i> policies, are safe and properly maintained.</b>	Compliant	Not Compliant	Compliant with Exceptions	Compliant	Not Compliant	Compliant with Exceptions
	X			X		

**Superintendent Interpretation:** The board desires that the design and operation of our facilities align with the instructional goals. The board expects that facilities will be safe and clean. Adequate funds will be allocated to clean and maintain the facilities, and funding will be adequate and systematically deployed so that maintenance is not deferred. The board expects that the staff will develop, maintain and budget for a systematic approach to facility maintenance and upgrades.

- Adequate – sufficient to cover expected costs
- Clean – free of dirt and debris
- Safe – the conditions that create a “steady state” of a facility (both internal and external) doing what it is designed to do
- Systematic/Systematically – according to an established plan

OE – 12: Facilities	Superintendent			Board		
<b>12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that:</b>  <b>a. Assigns highest priority to the correction of unsafe conditions.</b>	Compliant	Not Compliant	Compliant with Exceptions	Compliant	Not Compliant	Compliant with Exceptions
	X			X		

**Superintendent’s Interpretation:** The board expects rapid correction of hazards threatening the safety of children, staff, and/or the public.

- Highest priority – urgent or emergency conditions that warrant an immediate response and mitigation but not necessarily a permanent fix
- Unsafe conditions – conditions that fail to create a “steady state” of conditions that allow a facility (both internal and external) to perform as designed

**Compliance:**

<b>Indicator 1:</b> We are in compliance when 100% of identified safety issues are corrected or scheduled for correction.	<b>compliant</b>
Evidence: Over the past 12 months, all identified safety issues were promptly corrected or scheduled for correction.	

**Inspection for Unsafe Conditions Results**

ITEM	DEFICIENCIES / CORRECTIONS	COMPLETED	NOT COMPLETED	REF #
<b>Boilers</b>	0	0	0	
<b>Hot Water Heaters</b>	0	0	0	
<b>Steam Kettles</b>	0	0	0	
<b>Fire Marshall</b>	0	0	0	
<b>Fire Sprinkler</b>	0	0	0	
<b>Smoke Detection/Panels</b>	0	0	0	
<b>Playground</b>	36	36	0	
<b>Sidewalks Sq. ft.</b>	3,000	3,000	0	
<b>Health Department</b>	6	6	0	

OE -12: Facilities	Superintendent			Board		
<b>The Superintendent will:</b>  <b>12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that:</b>  <b>b. Plans for, schedules preventive maintenance and utilizes funds to reach intended life cycles.</b>	Compliant	Not Compliant	Compliant with Exceptions	Compliant	Not Compliant	Compliant with Exceptions
	X			X		

**Superintendent's Interpretation:** The board expects a systematic plan for the care of equipment and buildings and appropriation of resources necessary to sustain that plan.

- Preventive maintenance – the care and servicing of equipment and facilities in order to detect or correct failures before they occur or before they develop in major defects
- Life cycles – the useful life of a product, system or facility

**Compliance:**

<b>Indicator 1:</b> Preventive maintenance schedules and reports exist for appropriate systems.	<b>compliant</b>
Evidence: See attached Preventive Maintenance Frequency Chart	

<b>Indicator 2:</b> Appropriate systems are maintained to reach expected life cycle.	<b>compliant</b>
Evidence: See attached Replacement for End of Life Cycle Chart.	

**Preventive Maintenance Frequency Report**

TRADE / AREA	# OF TASKS	COMPLETED	NOT COMPLETED	308 or Vendor
Playgrounds	20	20	0	308 Maintenance
Plumbing	24	24	0	308 Maintenance
HVAC	1800	1800	0	308 Maintenance
Irrigation	32	32	0	308 Maintenance
Fire Panels, Sprinklers, etc.	14	14	0	Simplex Grinnell
Elevators	120	120	0	ThyssenKrupp
Emergency Generator	2	2	0	Foley Equipment

### Replacement for End of Life Cycle Systems

ITEM / SYSTEM	NUMBER / AMOUNT	LIFE CYCLE	ATTAINED LIFE CYCLE	DID NOT REACH LIFE CYCLE	REF #
HVAC - Each	1	20 Years	yes		
ROOF - Sq. Ft	2,700	15-20 Years	yes	0	
CARPET / VINYL - Sq. Ft.	8000 sq. ft.	15 Years	yes	0	
GYM FLOOR (WOOD) - Gym	0	12 Years	N/A	0	
BOILERS - Each	0	30 Years	N/A	0	

OE – 12: Facilities	Superintendent			Board		
<b>12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that:</b>  <b>c. 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.</b>	Compliant	Not Compliant	Compliant with Exceptions	Compliant	Not Compliant	Compliant with Exceptions
	X			X		

**Superintendent Interpretation:** *The board expects development of a facility plan based on realistic revenue projections, accurate enrollment projections, and realistic expectations of longevity of building systems, and alignment with goals of the system.*

- *Assumptions – beliefs or to surmise to be true*
- *Growth patterns – potential for residential and or commercial growth*
- *Financial impact – revenue or expenditure impacts*
- *Human impact – work load considerations that will impact the need to train, hire, or reduce staff*

**Compliance:**

<b>Indicator 1:</b> An annual Capital Outlay Plan will be developed and presented to the Board which outlines anticipated projects and related costs.	<b>compliant</b>
Evidence: The Board approves the annual Capital Outlay Plan.	

OE – 12: Facilities	Superintendent			Board		
The Superintendent will:  12.2 Assure that facilities are clean, sanitary and safe.	Compliant	Not Compliant	Compliant with Exceptions	Compliant	Not Compliant	Compliant with Exceptions
	X			X		

**Superintendent Interpretation:** *The board expects a learning environment free from physical or health hazards.*

- *Clean – free of dirt and debris*
- *Sanitary – free of pathogens capable of causing disease*
- *Safe – the conditions that create a “steady state” of a facility )both internal and external) doing what it is designed to do*

**Compliance:**

<b>Indicator 1:</b> The level of satisfaction with custodial work is 80% or higher from 2017-18 Fall Staff Survey	<b>compliant</b>
Evidence: The 2017-18 staff satisfaction survey indicates that 86% of staff are satisfied with the work of the custodians	
<b>Indicator 2:</b> There are zero major health inspection violations.	<b>compliant</b>
Evidence: The 2017-18 health inspections of 14 attendance centers indicated zero major violations and only 6 minor concerns. All have been corrected	
<b>Indicator 3:</b> There are zero major fire inspection violations.	<b>compliant</b>
Evidence: The 2016 -17 fire inspections of 14 attendance centers indicated there were zero major violations. The 2017 – 18 inspections are scheduled for completion in late April and early May.	
<b>Indicator 4:</b> The District has a current crisis plan.	<b>compliant</b>
Evidence: The Board adopted the current Crisis Plan in July of 2016.	
<b>Indicator 5:</b> The District conducts monthly quality control inspections for the cleanliness of our attendance centers.	<b>compliant</b>
Evidence: The monthly inspections were completed and the results were satisfactory 97% of the time.	
<b>Indicator 6:</b> The level of satisfaction with custodial work is 80% or higher from the 2017-18 Parent Survey.	<b>compliant</b>
Evidence: The 2017-18 Parent Survey indicates that 99% are satisfied with the work of the custodians.	

OE – 12: Facilities	Superintendent			Board		
<b>The Superintendent will:</b> <b>12.3 Develop and consistently administer facility use guidelines delineating:</b> <b>a. permitted uses;</b> <b>b. the applicable fee structure;</b> <b>c. clear user expectations, including behavior, cleanup, security, insurance and damage repair;</b> <b>d. consequences and enforcement procedures for public users who fail to follow the established rules.</b>	Compliant	Not Compliant	Compliant with Exceptions	Compliant	Not Compliant	Compliant with Exceptions
	X			X		

**Superintendent Interpretation:** *The board expects that there will be fair and consistently administered procedures that outline the conditions under which the facilities may be used by patrons and other groups.*

- *Permitted use – the use of a facility by an outside organization or individual that does not restrict or limit the normal instructional program carried on during regular school hours*
- *Fee structure – reimbursement to the District for usage, labor and equipment*
- *User expectations – rules and regulations governing the use of District facilities*
- *Enforcement consequences – regulations that govern usage, billing and payment*

**Compliance:**

**Note:** Administrative regulation KG governing the use of our facilities was adopted by the Board on October 11, 1998. The regulation was revised on November 11, 2013.

<b>Indicator 1:</b> The annual hourly usage of our facilities by non-district groups or individuals.	<b>compliant</b>
Evidence: In 2017-18 our facilities were used a total of 7320 hours as of May 1, 2018	
<b>Indicator 2:</b> The annual revenue collected from facility use fees.	<b>compliant</b>
Evidence: In 2017-18 the District collected \$5500.00 from non-district groups or individuals as of May 1, 2018.	

The following information is a comparison of the hourly usage of our facilities:

- 2011-12= 5564 hours through April 15, 2012
- 2012-13= 5575 hours through April 13, 2013
- 2013-14= 5870 hours through May 1, 2014
- 2014-15= 6492 hours through May 1, 2015
- 2015-16= 5780 hours through May 1, 2016
- 2016-17=6460 hours through May 1, 2017

The following information indicates the revenue generated from facility use fees:

- 2011-12= \$8,378 through April 13, 2012
- 2012-13= \$7,960 through April 15, 2013
- 2013-14= \$11,939 through May 1, 2014
- 2014-15= \$7,119 through May 1, 2015
- 2015-16= \$5,830 through April 5, 2016
- 2016-17=\$8,975 through May 1, 2017



OE-12: Facilities	Superintendent			Board		
<p>The Superintendent may not:</p> <p><b>12.4 Build or renovate buildings.</b></p>	Compliant	Not Compliant	Compliant with Exceptions	Compliant	Not Compliant	Compliant with Exceptions
	X			X		

**Superintendent Interpretation:** *The board expects that construction contracts will be placed on the agenda for board discussion and action. Minor renovations costing under \$20,000 may be done without board approval.*

- *Build – to shape or form from the ground up*
- *Renovate – to renew, revamp or make like new again*

**Compliance:**

<p><b>Indicator 1:</b> All new construction and renovation projects of \$20,000 are approved by the Board.</p>	<p><b>compliant</b></p>
<p>Evidence: 100% of projects over \$20,000 have been presented to the Board for approval as evidenced in meeting minutes.</p>	

OE-12: Facilities	Superintendent			Board		
12.5 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.	Compliant	Not Compliant	Compliant with Exceptions	Compliant	Not Compliant	Compliant with Exceptions
		X			X	

Superintendent Interpretation: *The superintendent is expected to base recommendations for land acquisition on data and appropriate rationale.*

- *Land acquisition – activities concerned with the acquiring land and buildings*
- *Growth patterns – impacts, both positive and or negative, for residential or commercial*
- *Comparative costs – obtaining comparative cost information for similar properties*
- *Construction factors – economic and environmental considerations*
- *Transportation factors – the impact to the District’s effort to convey students to and from school based on local, State and Federal guidelines*
- *Natural risk – guard against loss due to natural or act of God conditions*
- *Man-made risks – guard against loss through reckless or careless actions*

**Compliance:**

<b>Indicator 1:</b> All land acquisitions are presented to the Board for approval.	<b>compliant</b>
Evidence: 100% of all land acquisition requests were presented to the Board as evidenced in meeting minutes.	