



# **Southern Lehigh School District**

## **Support Services**

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## **Departments of Facilities and Transportation**

### **Plan for 2012-2013**

## **Goals for Growth, Improvement, Enhancement**

Leah Christman, Superintendent

Kristen Lewis, Assistant to the Superintendent

Todd Bergey, Director of Support Services

# A Message from the Director of Support Services...

September, 2012

Dear Southern Lehigh Community:

I would like to inform you that for the next few years our department will continue to be engaged in a continuous improvement planning process which will focus on our District goals:

## **ACADEMIC PROFICIENCY (AP)**

Transportation Department – All students will be provided clean, safe and timely transportation to maximize benefits of the academic day.

Facilities Department – All students will be provided a clean safe and well maintained learning environment with a focus on student achievement.

## **HIGHLY QUALIFIED STAFF (HQS)**

Transportation Department – All students will be transported by qualified drivers with valid medical cards, CDL licenses for student transportation, clearances, and safety training.

Facilities Department – All students will feel comfortable in facilities and on grounds maintained by staff well trained in their area of expertise.

## **IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS (IC)**

A variety of techniques with a focus on technology will be used to improve communications within the District and with all stakeholders.

In many ways, our Department Plan will serve as our road map for continued success. Our plan, which is supported by research-based strategies, will focus on *creating a culture of innovation and creativity empowering students for a brighter future in a global society*. Because your input and support are needed, I invite you to join us as we work to make our school district better.

Sincerely,

Todd Bergey

## Facilities Committee

### Committee Members/Representatives

Name	Position
Jeffery Dimmig	School Board Chair
Elizabeth Stelts	School Board
James Lindsay	School Board
Leah Christman	Administration
Jeremy Melber	Administration
Todd Bergey	Administration
Susan Knoll	Administration

### Committee Meetings

Date	Location
Meetings are held on the fourth Wednesday of every month or as otherwise advertised on the district website	Meeting location is the Central office or as otherwise posted on the District website.

## Safety/IPM Committee

### Committee Members/Representatives

Name	Position
Todd Bergey	Admin. Support - Chair
Susan Knoll	Admin. Support
Diana Millman	Admin. Supt.'s Office
Mary Farris	Admin. Principal
Nathan Davidson	Admin. Admin Asst. Principal
Robert Gaugler	Teacher HS Shop
David Diaz	Teacher IS PE
Michele Krippe	Nurse MS
Tina Lentz	Nurse LM
Carol Privitera	Secretary HW

Name	Position
Sean McKenna	Building Automation Tech
William Kichline	Grounds
Rita Balik	Secretary CO

Date	Location
Meetings are held on the third week of every month to the availability of committee members.	Meeting location are district locations as identified by the committee's need.

Please note: This table includes initial dates for the full School / Department Planning Team. These meetings will be used to develop, refine, and monitor progress toward meeting the target plan. Indicators and implementation of strategies outlined in the Sub-committee meetings and other occasions when the plan may be discussed are not included

## I. Needs Assessment

Results from standardized data indicators, district/building level data indicators, and other data indicators were compiled, reviewed and analyzed, where appropriate, as part of our needs assessment process. The data indicators listed below were reviewed as part of this process. As a result of the team’s review of the data, analyses, and discussions, and keeping in mind the Southern Lehigh School District Strategic Plan, we were able to identify needs and to develop corresponding goals and strategies tied to each of our identified needs. The goals and strategies represent department data that can be tracked on a monthly basis.

Data Indicators		
VersaTrans Routing & Scheduling data	School Dude Work Order Data	B.A.S.I.S.
Zonar Bus GPS Tracking & Monitoring	Facilities Explorer – Building MGT.	Capital 5 Year Budget
General Budgeting	MyPPL Energy Analyzer	Climate & Temperature Tracking
PA Transportation Reporting & Bench	PASBO Facilities Benchmarking	Field Diagnostics M&V
Accuweather Professional Consultation	EPA – IPM Monitoring	NPDES Treatment and flow reports

## II. Data Indicators

<p><b>ACADEMIC PROFICIENCY (AP)</b></p> <ul style="list-style-type: none"> <li>• School Bus Loads</li> <li>• Student Ride Time on Buses</li> <li>• Route Safety</li> <li>• Route Efficiency Compared to Cost</li> <li>• Weather Safety</li> <li>• Energy Efficiency and Use</li> <li>• Facility and Equipment Cost Analysis</li> <li>• Buildings and Grounds Safety</li> <li>• District Wide Cleaning Standards</li> <li>• Regulatory Compliance in Areas of Building Code, ADA, AHERA, IPM, Lead, Safety, Water, ASHRAE, Right-to-Know.</li> </ul>	<p><b>HIGHLY QUALIFIED STAFF (HQS)</b></p> <ul style="list-style-type: none"> <li>• Qualified School Bus Drivers</li> <li>• Trained Custodial Staff</li> <li>• Qualified Contractors in their area of Expertise</li> <li>• Professional Development Programs for Support Services Administration</li> </ul>	<p><b>IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS (IC)</b></p> <ul style="list-style-type: none"> <li>• Timely and accurate weather calls communicated to parents and staff by email and Blackboard Connect.</li> <li>• Detailed Facilities Reports to be Presented at Facilities Meetings and Posted on the District Website</li> <li>• Website</li> <li>• Work Order System</li> <li>• 24 Hour Accessibility</li> <li>• Digital Storage of all Department Documentation</li> </ul>
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**III. Strategic Plan Goals Linked to Needs and Goals/ Strategies**

For this **Strategic Plan Goal**, we identified needs and formulated corresponding Goals and strategies.

**Objective 1: ACADEMIC PROFICIENCY: Identification and analysis of energy costs.**

	<i>Identified Need</i>	<i>Measurable Goal</i>	<i>Strategies/ Tasks/ Action Steps</i>	<i>Related Professional Development and other Resources /Support Required</i>	<i>How Will We Assess Implementation</i>	<i>Indicators/Evidence of Success</i>
.	<p>Energy(electric, natural gas, oil and fuel) are one of the top dollar budgetary items. In addition energy normally has the most fluctuation of any budgetary items.</p> <p>Energy fluctuations trend with costs but much can be done to refine district wide savings if building level usage is identified and analyzed.</p>	<p>100% of inefficient or faulty systems will be identified and corrected by tracking and analyzing degree days, and building level consumption.</p>	<p>Data from all energy bills including natural gas, oil, electric and vehicle fuel be compiled and maintained with 5 years of history. 5 years of history has been gathered with a plan for continued monthly logging.</p> <p>Degree days and the impact on energy consumption will be tracked on a monthly basis.</p> <p>Trends and consistence should be found during analysis. Spikes and changes will be indicators of building level problems that could include faulty equipment or inappropriate use of facilities. IE: bad compressors, inoperative dampers, open windows and doors.</p>	<p>Continued training of HVAC staff with the used and programming of building automation.</p> <p>Ongoing professional development with PASBO and other facility organizations</p>	<p>My PPL, Energy Star and bills will be compiled and analyzed in Excel. The director will contact and meet with appropriate staff to identify and analyze findings.</p>	<p>Anticipate equipment breakdowns and problems.</p> <p>Energy and cost savings</p> <p>Identification and correct of miss-use for both savings and safety.</p>

**Objective 1: ACADEMIC PROFICIENCY: Identification and analysis outdoor temperature and humidity on occupant's comfort.**

	<i>Identified Need</i>	<i>Goal</i>	<i>Strategies</i>	<i>Related Professional Development</i>	<i>How Will We Assess Implementation</i>	<i>What Will We Look for as Results?</i>
	<p>District staff occasionally complain about their working environment at different times throughout the year.</p> <p>Many may not understand that school buildings have different requirements and many were built in more than 30 years ago when the science of HVAC was in its infancy.</p> <p>Another solution is required to improve the efficient use of staff to equalize or reduce workload.</p>	<p>Anticipate weather's impact on buildings and occupants comfort And reduce complaints related to discomfort. *Note baseline data will be collected the first half of the year with specific targets set for the second half of the school year.</p>	<p>Develop a spread sheet that identifies outside air temperature and humidity, control setpoint, room temperature and humidity.</p> <p>Each building will log every complaint into the spreadsheet.</p> <p>On a quarterly basis all data will be compiled and analyzed by the director. There will be interest in trends of both inside conditions and outdoor conditions.</p> <p>Following forecasts, building systems will be adjusted slightly to improve upon the comfort level.</p> <p>Complaints will be tracked to identify when benefit to some offsets comfort of others.</p> <p>With all data in place Building Automation can be programmed to automatically make changes.</p>	<p>Continued training of HVAC staff.</p>	<p>School Dude and the building spreadsheets will be monitored for trends in HVAC complaints</p>	<p>Anticipate complaints and address by communication before the complaints begins.</p> <p>Ability to make minor teaks to systems without negative impact.</p>

**III. Strategic Plan Goals Linked to Needs and Goals/Instructional Strategies**

For this **Strategic Plan Goal**, we identified needs and formulated at least three corresponding Goals and instructional strategies.

**Objective 2: HIGHLY QUALIFIED TEACHERS and STAFF: All students will learn from highly qualified and effective teachers and all staff will demonstrate proficiency in their skills.**

	<i>Identified Need</i>	<i>Goal</i>	<i>Strategies</i>	<i>Related Professional Development</i>	<i>How Will We Assess Implementation</i>	<i>What Will We Look for as Results?</i>
	<p>Chemicals and equipment used by support staff hazardous and can be dangerous. The documented cases relate to misuse of equipment, but there have been unsubstantiated references to building staff not following procedures for proper use of chemicals and equipment.</p> <p>One unsafe act is too many.</p>	<p>Train all staff on the misuse of equipment and chemicals. * Incidents of improper use will be documented to create baseline data. If needed, goals will be set for future improvement.</p>	<p>All staff must be trained on the proper use of all new equipment. This training must be documented with the names of everyone that attended the training.</p> <p>Yearly training is being provided for proper use of cleaning supplies. This training will continue. A third party will provide the training and all staff will be required to receive yearly refreshers. This training must be documented with the names of everyone that attended the training.</p> <p>Yearly inspections of custodial areas will be made and documented as part of the employee's yearly review process.</p>	<p>Training by a third party and train the trainer programs.</p>	<p>Building cleaning inspections as part of a separate growth plan.</p>	<p>District wide consistency within district guidelines and procedures.</p>

### III. Strategic Plan Goals Linked to Needs and Goals/Instructional Strategies

**Objective 3: IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS: Utilize technology to better understand breakdown in communication.**

	<i>Identified Need</i>	<i>Measurable Goal</i>	<i>Strategies/ Tasks/ Action Steps</i>	<i>Related Professional Development and other Resources /Support Required</i>	<i>How Will We Assess Implementation</i>	<i>Indicators/Evidence of Success</i>
	<p>District staff indicate that there continual complaints about a building condition and further that support staff do nothing to correct the problem.</p> <p>No supporting documentation can be found to substantiate the claim. Most often evidence indicates that the issues were promptly researched and addressed.</p> <p>Months or years later the same concern arises and much too often the statement is made that nothing is ever done. This places everyone on the defensive without evidence to support.</p>	<p>Requiring use of the School Dude, the national standard for school work orders, by all staff will bring tracking and closure to 100% of all requests.</p>	<p>All staff must use School Dude for any maintenance, HVAC and Grounds work.</p> <p>The technician will develop a plan of attack based on safety and need. Safety concerns will be addressed the same day. Other items will be addressed as time and resources permit.</p> <p>All work orders will be identified as closed. The user then knows to contact support if something was not corrected to their satisfaction. Many issues do not have a solution or are only a perceived problem for an individual. These work orders will be closed with an explanation to the user. These work orders will be tracked and utilized for future reference.</p>	<p>Training of staff to enable them to bring full closure to all projects.</p>	<p>School Dude will perpetually track and provide reports for all work orders and associated trades.</p> <p>Support Administration will administer the use and operation of the system.</p>	<p>With data in place there will be a sense of accountability by both the user and technician. The accountability will improve performance and ultimately be reflected by customer satisfaction and lower costs.</p> <p>This process will be reviewed and evaluated at the mid-year point to determine if changes to processes for improvement are needed.</p>



**Objective 3: IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS: To assist the community in a better understanding of facilities.**

	<i>Identified Need</i>	<i>Measurable Goal</i>	<i>Strategies/ Tasks/ Action Steps</i>	<i>Related Professional Development and other Resources /Support Required</i>	<i>How Will We Assess Implementation</i>	<i>Indicators/Evidence of Success</i>
.	<p>There have been numerous requests for improved communication for the activities facilities.</p> <p>These activities have been discussed at Facility Committee meetings and posted on the website in meeting minute format.</p> <p>Calls and complaints continue on active projects. Much of the reason could be the lack of detailed explanation and accompanying photos.</p>	<p>100 % of all meetings will be accompanied by a detailed report along with photos and project drawings and reports will be posted to the website following each meeting.</p>	<p>Agendas will be issued 3 days prior to the meeting. The agendas will be topics only without explanation or photos.</p> <p>The full report will be presented at each meeting. It will be displayed by projector with each agenda item being discussed.</p> <p>This full report will be incorporated into the meetings minutes and posted on the district website.</p>	<p>None</p>	<p>Ideas were experimented with over the past year. The most recent format seemed to work well. Committee members and the public will be asked for their opinion and ways to improve upon reporting.</p>	<p>Success will be to direct all facilities questions to the website. This will eliminate the need to reproduce communications on items that have been discussed in committee.</p>

#### **IV. Plan Development and Dissemination Process**

We used a process in developing our comprehensive plan and involved many individuals in order to ensure that it addressed the needs of all our students, staff, or department. Below you will find a very brief summary of how we ensured that many individuals (beyond the members of our planning team) were involved in the development of our plan. Also, we are outlining how we will present our plan and our school's performance to our stakeholders.

<b>How Individuals Beyond Team Members Were Involved in Developing Our Plan</b>
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<b>Support Services can at times be a complicated department that must be attuned to regulatory regulations, the needs of students, teaching, support staff and contractors. All these areas are closely linked and one could have direct impact on another. Surrounding School Districts and State Facilities / Transportation Committee members were consulted for lessons learned and regulatory requirements. The thoughts and recommendations are further refined with the needs specific to Southern Lehigh School District.</b>
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<b>Methods Used to Communicate Our Plan</b>
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<b>The plan will be communicated on the district website. Specifics to the plan will be communicated with groups direct impacted by that area. Results of the plan will be shared with the Facilities Committee and in the detailed facilities report.</b>
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**V. Needs Assessment: Staff Development Focus**

Based on our staff development needs assessment survey results, along with team member discussions, the following staff development opportunities will be provided. They are linked directly to our Data Indicators and Goals/ Strategies and corresponding strategies.

<b>Staff Development 2011-2012</b>			
<i>Topic</i>	<i>Timeline</i>	<i>Participants</i>	<i>Documentation such as Attendance Logs, Agendas, etc.</i>
AEARA – Required 2 hour training	October - Yearly	All Support Staff	Agenda and Attendance Log
Right-to-Know – Required training	October - Yearly	All Support Staff	Agenda and Attendance Log
Blood borne pathogen training	August - Yearly	All Support Staff	Agenda and Attendance Log
Cleaning techniques and chemical training	August – Yearly	All Support Staff	Agenda and Attendance Log
Training for the proper use of equipment	As required	All Users	Sign In
IPM & pesticide education	As Required	Grounds	As required by pesticide license
Building automation education and training	As Available	HVAC Mechanics	Certificates
Facilities best practice education	March and September	Facilities Office	
Transportation best practices education	March & July	Transportation Office	
Lift operation certification	October - Yearly	Staff using lift	
Lead paint awareness - certification		Maintenance Person	Entire District Tested – No Lead Paint